



**NCS Quality Checked ONLINE Course - Initial Application form**

Name of Training Provider: .....

Title of training course:.....

How long has this course been running?.....

Type of course (Please select):

CPD            Qualification            Post Qual (Specialised area)            Other: \_\_\_\_\_

How did you hear about us?.....

**Contact details of course leader/administrator:**

Name: .....

Address: .....

Phone:.....

Email: .....

Website: .....

Name(s) Registered Company Director(s): .....

Please answer the questions below, as well as supplying us with additional information/ examples to show us as much as possible about the course. We will decide if a site visit is necessary.

Please describe the **purpose** of the course. Who is it aimed at, and what will they achieve as a result of undertaking it? Is it specifically CPD for counsellors?

Please describe the **structure and content** of the course. How long is it in hours and days? Is it purely online or is there any face-to-face element (e.g. residential/live skype or video conference tutorials etc)? How do students/trainees learn – by lectures/discussion/experiential exercises? Describe how skills practice is carried out online. Provide URL's for any video content.

Please list names of all tutors (copies of all Tutor cv's will be required as part of the assessment)

Are courses time limited?      Yes       No

If yes, please give details:

Module/course title	Time available to complete module/course

Please give details of how coursework is marked/assessed (if applicable):

### Student Numbers

How many students have completed the course during this academic year:

How many students will be enrolled on the next course (if known):

### Communication Preferences

I confirm that I wish to receive the following information from the Society via email and/or post:

- Newsletters and updates
- Membership Surveys
- Society Brochures

### Application Pack Check List:

Enclosed with this application:

- Copy of Course Content (including tutor notes, powerpoint slides, student handouts etc)
- Copy of Public Liability Insurance Certificate (incl 'Training')
- Examples of Marketing Materials/Certificates awarded etc for course
- Tutor's CVs
- Signed NCS Quality Checked Terms & Conditions
- Complaints Policy (including an independent complaints review/ICR process)
- Student Feedback (if available)
- Signed Standing Order Mandate (please advise if you require an invoice or wish to pay by bank transfer)