

**HS Quality Checked ONLINE course application form**

Name of Training Provider: .....

Title of training course:.....

Type of course (Please select):

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

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

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

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

Name: .....

Address: .....

Phone:.....

Email: .....

Website: .....

Please answer the questions below, as well as supplying us with additional information/ examples to show us as much as possible about the course.

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 for CPD for Hypnotherapists?

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):

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 current Public Liability Insurance Certificate (incl 'Training')
- Examples of Marketing Materials/Certificates awarded etc for course
- Tutor's CVs
- Signed National Hypnotherapy Society 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)