CPD Course Approval

Please fill out all the information on this interactive PDF form and simply click or tap on the, 'Send to Thinktree' button on page 7 when it is fully completed.

After clicking or tapping on the 'Send to Thinktree' button your PDF form will be automatically attached on your email with our correct email address already completed. Please then attach any separate documents required (see checklist on page 4) and then send the email.

Note: All fields must be complete before sending

We will process the information and send an email confirming we have received your application.

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1. Provider Details

Provider Name:	
First Name:	
Last Name:	
Position:	
Address:	
Town:	
Postcode:	
Country:	

Telephone:	Email:

Website:	
Title of Course:	
Category (see education section in cpd policy):	
Prerequisites of learners (note: A full qualification in Anatomy and Physiology is usually required for advanced etc unless it is an introductory course or workshop):	

2. Duration of course

Number of days:	
State if course is over an extended period:	
Is the course approved by another Professional Body? If yes, please state:	

ThinkTree

ThinkTreeHub Ltd.
27 Old Gloucester Street
London WC1N 3AX

ThinkTree Hub Ltd. Registered Company No: 014168328. Registered Address as above.

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3. Description of the course

Please list below the details (Maximum 100 words, no bullet points):

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4. Information required

Information required (electronic copies by email)
Please use this checklist to include the following information with your application form and tick boxes as applicable.

Description of College/Training Provider premises, teaching rooms, study areas and a list of all equipment used for the course as necessary.

All training staff curriculum vitae (CV) showing competence in both teaching/training (or equivalent) and in the subjects – include copies of relevant qualification or experience of subject.

Insurance Policies (photocopies will be acceptable)

- **Proof that learners will be insured for Public Liability at venues**

- **Proof that delivery provider holds Professional Indemnity/malpractice insurance**

Course Prospectus/Leaflet if supplied to learners (drafts acceptable):

Detailed Course content:

List of Learning Outcomes to be achieved on course. (Can be combined in the syllabus/content):

Full description of how learners are assessed for theory knowledge and practical skill. (Examples can be Exam Papers with model answers, practical skills criteria, number/type of Case Studies or some evidence of assessment):

Sample of proposed CPD Certificate/Diploma of Competence/
Attendance with sample signatures:

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Thinktreehub

5. Declaration

I apply for the above course to be accepted for ThinkTree Hub CPD Approval.
I have read and accept the Terms and Conditions set out in this document:

First Name:	Surname:
Date:	Position:
Telephone:	Email:

Payment:

ThinkTree Hub CPD Approved Course:

- **1-3 courses = £50 per course**
- **4-5 courses = £45 per course**
- **6-10 courses = £40 per course**

BACS Details: ThinkTree Hub LTD

Account Number: | 0 | 4 | 2 | 5 | 5 | 6 | 0 | 8 | **Sort Code:** | 3 | 0 | 9 | 1 | 1 | 2 |

(Please leave your name as a banking reference)

For payment by Debit/Credit Card we will contact you for the details.

Terms and Conditions for Approval and Continuation of Approved Courses. ThinkTree Hub

The College/Training Provider as set out in this application undertakes and warrants that it will use its best efforts to:

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1.1   ensure that all elements of the course as set out in the application and/or otherwise amended with prior agreement in writing to ThinkTree Hub, are taught and all elements such as lectures, practical work, case studies, study periods are completed;

1.2   that any assessment/examinations set out in this application are fully completed by the College/Training Provider and that the College/Training Provider maintains individual records for each learner indicating the criteria by which a certificate was (or was not) awarded;

1.3   that only those attending who complete all elements of the course and have been assessed as competent to the standards agreed with ThinkTree Hub, are provided with Certificates.

2   Standards, Complaints and Audit

2.1   ThinkTree Hub shall have the right to verify that the College/Training Provider is maintaining standards in teaching and assessment so that those obtaining the qualification do meet the standards agreed. In furtherance of this the College/Training Provider will supply any information and/or documents relating to the course that ThinkTree Hub requests.

2.2   In the event that ThinkTree Hub receives information or complaints indicating that standards or contents of any aspect of the course may not meet the standards/content set out in the approved application, ThinkTree Hub shall write to the College/Training Provider setting out the details of the complaint/information and the College/Training Provider shall respond within 15 days setting out its comments and any remedial action it may propose.

2.3   ThinkTree Hub shall have the right to audit any running of a course. ThinkTree Hub may do this by either requesting a ThinkTree Hub member attending to report in detail on the course or by sending an assessor to monitor the course.

2.4   At any time ThinkTree Hub may require the College to send copies to ThinkTree Hub of all or some of the completed assessment materials used on a particular course.

3   Term and Termination

3.1   ThinkTree Hub shall usually approve/list courses for a period of 1 year from the date of approval, this date to be set out in writing in the letter of approval. Extension of this period shall be at ThinkTree Hub's sole discretion and may be subject to further assessment where a qualification is provided.

3.2   ThinkTree Hub shall have the right to withdraw forthwith approval/listing of any course where, in its opinion:

3.2.1   The course no longer meets the criteria in the original application and the College/Training Provider has not amended it in accordance with ThinkTree Hub requests.

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3.2.2   The course has been changed and or the lecturers changed without prior agreement in writing by ThinkTree Hub.

3.2.3   The College/Training Provider has not responded satisfactorily to any written requests by ThinkTree Hub to alter or improve the course

3.3   Termination of approval for a course may lead to ThinkTree Hub refusing to accept individuals for membership/insurance and/or CPD credits to ThinkTree Hub members attending courses already held. In this case the College/Training Provider will be solely responsible and liable for any compensation to members (and others refused membership of ThinkTree Hub) for the failure of the College/Training Provider to maintain the standards of the course.

3.4   Where a College/Training Provider has, in the opinion of ThinkTree Hub, failed to meet the terms of the approval for one course, to the extent that in ThinkTree Hub's opinion the College/Training Provider is no longer able to provide courses to the standards required by ThinkTree Hub, it may withdraw all approvals for all courses for the College/Training Provider.

3.5   Where changes in legislation, voluntary or statutory regulation of professional standards in education or practice, government registration and approval of educational standards are such that it is no longer possible for ThinkTree Hub to approve specific courses, ThinkTree Hub may withdraw approval of a course giving 6 months' notice in writing. In such an event no refund of fees paid will be made.

All notices under this agreement shall be given in email.

Effective for all approval on or after 1 May 2018.

Click or tap this button to attach your completed form to your email.

I'M FINISHED, PLEASE SEND TO THINKTREE

If this button does not work, please attach the completed form and send to info@thinktreehub.com

ThinkTree

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