



# Application for Accredited 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 6 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 6) 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.**



ThinkTreeHub Ltd.  
27 Old Gloucester Street  
London WC1N 3AX

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



<b>1. Provider Details</b>	
Provider Name:	

<b>2. Course Details</b>	
Title:	
Duration:	
Dates:	
Times start and end:	
Expected % attendance <i>(to complete the course):</i>	
Course Description	
Prerequisite:	
What will they learn <i>(detailed outcome):</i>	

How will they be assessed:	
Cost per learner:	
Do you have your own premises?  <i>If you are not an approved ThinkTree Hub Centre, you may consider submitting An Approved ThinkTree Hub Centre form.</i>	

### 3. Staff Details

Please list below the details of each member of staff (trainer/tutor, assessor) who will be involved with the course (whether employed or freelance).

The requirements concerning staff must adhere to occupational competence/experience/ qualifications.

No.	Name	Role (tutor/trainer, assessor)	Qualification
1			
2			
3			
4			
5			
6			

<b>4. Quality Assurance Information</b>	
<b>Description</b>	<b>Evidence</b>
<b>a)</b> What physical resources are used and are they fit for purpose? Providers must show that these requirements are understood and will be met.	
<b>b)</b> What is your procedure to ensure that qualified and skilled staff are recruited?	
<b>c)</b> How will you monitor the quality of theoretical and practical delivery from your staff (including freelance)? <small>(it is advisable to hold regular staff and standardisation meetings)</small>	
<b>d)</b> Do you have a Plagiarism & Cheating Policy which is available and understood by staff and learners?	
<b>e)</b> How do you ensure that assessment and delivery are conducted by qualified and occupationally competent staff?	
<b>f)</b> What is your expected ratio of tutors to learners?	
<b>g)</b> How is the relevant information, advice and guidance about course procedures and practices provided to learners and potential learners?	
<b>h)</b> How will you ensure learners needs are met to develop their knowledge and skills?	
<b>i)</b> What opportunities will learners have to review their progress and goals and to revise their assessment plan accordingly?	
<b>j)</b> How will you ensure an inclusive and equality and diverse course is provided? <small>(Providers should consider all aspects of the course and access for all types of learners)</small>	

**5. Declaration**

**On behalf of the Provider, I declare that:**

- I am authorised to sign this declaration and the information contained in this application is correct, current and complete;
- I am authorised to sign this declaration and the information contained in this application is correct, current and complete;
- The Provider will inform ThinkTree Hub if there are any changes to the information provided in this application;
- As the provider I take full responsibility for any concerns, complaints and course delivery and materials used.
- Payment £500 per 2 years, for renewals please contact info@thinktreehub.com

**BACS Details: ThinkTree Hub LTD**

**Account Number:**

0	4	2	5	5	6	0	8
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**Sort Code:**

3	0	9	1	1	2
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**(Please leave your name as a banking reference)**

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



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## 6. Accredited Course Approval Information Required

(Please read through and follow the ThinkTree hub accreditation policy and procedure.)

**Please use the below checklist and include the following information with your application form and tick boxes as applicable.**

**a)** Description of College/Training provider premises, teaching rooms, study areas and a list of all equipment used for the course.

**b)** All teaching staff CV's showing their competence in both teaching (or equivalent) and in the subjects – include copies of their relevant qualification or experience of subject

**c)** Insurance Policies (photocopies will be acceptable)

- Proof that delegates will be insured for Public Liability at venues;
- Proof that delivery provider holds Professional Indemnity/malpractice insurance.

**d)** Copy of Course Prospectus if supplied to attendees (Drafts acceptable).

**e)** Detailed Course Syllabus.

**f)** List of Learning Outcomes to be achieved on course (can be combined in the syllabus).

**g)** Full description of how attendees are assessed for theory knowledge and practical skill (examples can be Exam Papers with model answers, practical skills criteria, number/type of Case Studies).

**h)** Sample of proposed Certificate/Diploma of Competence with sample signatures.

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](mailto:info@thinktreehub.com)