



Application for Accredited Course (Including Blended Online) Approval

Please fill out all the information on this interactive PDF form and simply click or tap on the, 'Send to ThinkTree' button 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

Note: All fields must be complete before sending

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

1. Provider Details	Please tick the relevant accreditation required ThinkTree
Applicant Name:	
Provider Name:	
Position:	
Address:	
Postcode:	
Country:	
Telephone:	
Email:	
Website:	
Have you completed the Curriculum Design and Support Workshop	Yes No
Are you a ThinkTree member, please add your membership number	
Category	
2. Course Details	
Full title of Course:	
Level of Course:	
Duration of Course: <i>(if various dates throughout the year please state 'Various')</i>	
Dates approx.:	
Times start and end approx.:	
Is there online theory included in the course	Yes No
Expected % attendance of learner (to complete the course, excluding online theory):	



ThinkTreeHub Ltd.
27 Old Gloucester Street
London WC1N 3AX

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

ThinkTreeHub

Prerequisite where required:	
Cost per learner:	
Do you have your own premises? <i>If you are not an approved ThinkTree Hub Centre, you may consider submitting</i> An Approved ThinkTree Hub Centre form.	

3. Course Documentation

Please tick for each document you have provided and has all necessary information included

Document	Evidence
Curriculum Design Spreadsheet INCLUDES Course Description (including delivery method) <ul style="list-style-type: none"> • On-line theory/practical, • Face to face theory/ practical. • Blended learning Aim of Course (a brief description of the profession aim of the course) What will they learn? <i>(detailed learning outcomes for modules):</i> How will assessment take place for theory and practical including online (where applicable)	I have completed and sent to ThinkTree Hub
Course Information Sheet WHICH INCLUDES How relevant information, advice and guidance about course procedures and practices is provided to learners?	I have completed and sent to ThinkTree Hub
Course Book	I have completed and sent to ThinkTree Hub
Scheme of Work (SOW) or Session Plans	I have completed and sent to ThinkTree Hub



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Document	Evidence
<p>Do you have a Student Handbook? Which includes</p> <ul style="list-style-type: none"> • Duration of the course with a timetable (i.e. weekly/monthly etc) • Attendance (including online participation) • Exam /Test/ Assessment instructions, performance criteria (theory and practical) • Home study requirements (including case studies) • Support offered (by tutors to include tutorial support) • Learning Outcomes (per module and unit) • Policy Statements (some examples below) • Learner Agreement • Equal opportunities • Complaints Procedure • Health and safety including Fire Safety • GDPR • Refund Policy • Terms and Conditions • Privacy Policy • Student/Learner Agreement • Website Policies • Please list all of the resources and equipment used to deliver the course i.e. couch/table, oils etc. 	<p>I have completed and sent to ThinkTree Hub</p>
<p>Assessments WHICH INCLUDES 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 and criteria).</p>	<p>I have completed and sent to ThinkTree Hub</p>
<p>Sample of Certificate/Diploma of Achievement with signatures, Level and ThinkTree Accreditation Logo.</p>	<p>I have completed and sent to ThinkTree Hub</p>
<p>Case Study Pro forma and Checklist</p>	<p>I have completed and sent to ThinkTree Hub</p>



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3a. Quality Assurance Information

Staffing

(This section applies to whether you are using additional staffing either now or in the future)

Description	Evidence
a) How many staff are involved in the delivery of the course? Can you supply their C.V's	
b) If you use additional qualified and skilled staff what is/would your recruitment procedure be?	
c) How will you monitor the quality of theoretical and practical delivery from your staff (including work on-line)? <i>(it is advisable to hold regular staff and standardisation meetings)</i>	
d) How do you ensure that assessment and delivery are conducted by qualified and occupationally staff? (are observations held?)	

3b. Qualification

Please list below the details of each member of staff (trainer/tutor/teacher/ assessor) who will be involved with the course (whether employed or freelance). We appreciate in some cases you maybe involved in delivery and assessment.

The requirements concerning staff must adhere to occupational competence/experience/ qualifications. All trainer/tutor/assessors must hold or be working towards a minimum Level 3 Teaching and Learning Course

	Name	Role (trainer/teacher/assessor)	Qualification
1			
2			
3			
4			
5			
6			

5. Declaration

On behalf of the Course Provider, I declare that:

I agree to follow the accreditation approval (including on-line, where applicable) policy;

I am authorised to sign this declaration and the information contained in this application is correct, current and complete;

This application is relevant to per course per course provider and cannot be used for franchise purposes unless permission agreed in writing.

The Course Provider will inform ThinkTree Hub if there are any changes to the information provided in this application, any changes not agreed in writing will be revoked for accreditation with immediate effect (see Terms and Conditions by click [here](#)).

As the Course Provider I take full responsibility for any concerns, complaints and course delivery and materials used.

Payment £299 per year per course. For further information please contact info@thinktreehub.com

I have read and agree with all of the Terms & Conditions (point 16 for Accreditation or click [here](#)), Professional Standards and Code of Ethics and Practice Policy of ThinkTree Hub Ltd (these can be found on the ThinkTree Hub website footer or click [here](#)).

BACS Details: ThinkTree Hub LTD

AccountNumber: 04255608 SortCode: 309112

(Please leave your name as a banking reference)

First Name:

Surname:

Date:

Position:

Telephone:

Email:

Website address:



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