



# **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 on page 8 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 7) 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.

<b>1. Provider Details</b>	Please tick the relevant accreditation required <b>ThinkTree</b> <b>SATCC</b>
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	
<b>2. Course Details</b>	
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**

<p>Course Description <b>(including delivery method)</b></p> <ul style="list-style-type: none"> <li>• On-line theory/practical,</li> <li>• Face to face theory/ practical.</li> <li>• Blended learning</li> </ul>	
<p>Prerequisite where required:</p>	
<p>What will they learn? <i>(detailed learning outcomes for modules):</i></p>	
<p>Is there appropriate health and safety considered and do you have a risk assessment in place for delivery of teaching, learning and assessment?</p>	
<p>Where appropriate have you made provision for any infection control, including PPE? <i>(we appreciate this may not be the case in the current situation, however we draw your attention to if required?)</i></p>	
<p>Do you have a risk assessment in place for the venue?</p>	
<p>How will assessment take place for theory and practical including on-line <i>(where applicable)</i></p>	
<p>Cost per learner:</p>	
<p>Do you have your own premises?  <i>If you are not an approved ThinkTree Hub Centre, you may consider submitting</i> <b>An Approved ThinkTree Hub Centre form.</b></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			

<b>4. Quality Assurance Information Learners</b> (This section applies to your student/learners)	
<b>Description</b>	<b>Evidence</b>
a) Please list all of the resources and equipment used to deliver the course i.e. couch/table, oils etc. <i>(Providers must show that these requirements are understood &amp; available).</i>	
b) Do you have a student/learner agreement in place?	
c) What is your expected ratio of tutors to learners including any on-line teaching?	
d) How is the relevant information, advice and guidance about course procedures and practices provided to learners?	
e) How will assessment take place for theory and practical including on-line (where applicable)	
f) Do you have an assessment plan in place to ensure learners needs are developed and needs are met?	
g) What opportunities will learners have to review their progress & goals and to revise their assessment plan accordingly (include on-line)?	
h) Are there progression opportunities for students/learners?	



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<p><b>5. Quality Assurance Information</b></p> <p><b>Policies and Procedures</b></p>	
a) Do you have policy for Plagiarism & Cheating?	
b) Do you have policy for Safeguarding and Complaints?	
c) How will you ensure an inclusive, equality and diverse course is provided (including on-line), do you have an equality and diversity policy in place? <i>(Providers should consider all aspects of the course and access for all types of learners)</i>	
d) Do you have a Terms and Conditions policy in place?	
e) Do you have a Code of Ethics policy in place?	
f) Do you have a refund and cancellation policy in place?	



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## 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 £295 per year per course. For further information please contact [info@thinktreehub.com](mailto: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: 30911**

(Please leave your name as a banking reference)

First Name:

Surname:

Date:

Position:

Telephone:

Email:

Website address:



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**6. Accredited Course Approval Information Required**

(Please read through and follow the ThinkTree Hub Terms and Conditions point 16 Accreditation)

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 (including on-line platforms and resources)
b) All teaching staff CV's showing their competence in both teaching/training and in the subjects skills- include copies of their relevant qualification or experience of subject
c) Insurance Policies (photocopies will be acceptable) <ul style="list-style-type: none"> <li>• Proof that learners/students/delegates will be insured for Public Liability at venues;</li> <li>• Proof that delivery provider holds Professional Indemnity/malpractice insurance.</li> </ul>
d) Course information/prospectus as supplied to attendees (Drafts acceptable).
e) Detailed Course Syllabus/Outline for learners.
f) List of Learning Outcomes to be achieved on course /on-line (can be combined in the syllabus or scheme of work /course outline).
g) Please supply the following: <ul style="list-style-type: none"> <li>• Course Book</li> <li>• Student Handbook</li> <li>• Student Agreement</li> <li>• Risk Assessment</li> <li>• Policies and Procedures</li> </ul>
h) 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).
i) Sample of Certificate/Diploma of Achievement with signatures, Level and ThinkTree Accreditation Logo.

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

If this button does not work, please attach the completed form and send to [info@thinktreehub.com](mailto:info@thinktreehub.com)



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