



## Course/CPD Approval Application Form

**Approval of Core Therapy Qualification Courses**  
**Approval of Post Graduate Qualification Courses**  
**Approval of Advanced Training Courses**

To be completed by the Principal, Head of Department or Senior Lecturer responsible for the Course

**Name of Course Provider**

**Reference** (office use)

### Your Contact Details

**Contact Name**

**Position**

**Address**

**Town**

**Postcode**

**Country**

**Telephone**

**Email**

**User name** (for access to your details via the website - a password will initially be provided)

### Course Details

**Title of Course and category of course**  Affiliate  Accredited

Core Therapy Qualification  Post Graduate Qualification  Advanced Training

**Type of teaching/assessment - tick which elements apply.**

#### Teaching Methods

- Classroom face to face teaching with practical work
- Distance Learning
- Course Work
- Supervised Clinical Practice
- Case studies of actual treatments
- Other teaching methods  please provide details \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

#### Assessment Methods

##### Theory

- by examination papers
- by tutor assessment
- presentation
- thesis
- clinical case studies
- research
- Portfolio

##### Practical

- Students with clients
- Other  (Describe in course details)

##### Practical assessment by

- own tutors
- external examiner(s)

**Name of assessor/examiner of competence** (for Core or Post Grad Qualification Courses)

If Core Therapy: Do you require an external assessor?

**Pre-requisites of delegates:** (Note a full qualification in Anatomy & Physiology to Level 3 is usually required for post graduate courses)

**Senior Lecturer on Course** (inc qualifications)

**Additional/Alternate Lecturers** (inc qualifications)

- 1.
- 2.
- 3.

# Approved Course – Information Sheet

Sheet 2

Information to be supplied & attached to this application tick as relevant

### Duration of Course/Event

Practical Hours  Theory Hours  Case Study hours  Supervised Practice

Home study hours

Total Hours

State if course is over an extended period:

**Additional Information/Explanation** If you wish to provide any further information please attach a separate sheet.

### CPD Unit/Course Name

Item Required Please supply all in one file/package		Yes	No	Your comments (required for items ticked as "No")
1.	Copy of CPD/ Prospectus as supplied to delegates (drafts acceptable)			
2.	Detailed Course Syllabus & Scheme of Work/Lesson plans			
3.	Copies of Course Student Handouts			
4.	List of Learning Outcomes to be achieved on course. (Can be combined in the syllabus)			
5.	Description of college/training provider premises, teaching rooms, study areas and a list of all equipment used for the course.			Only required when applying for approval of 1st course
6.	If the course leads to a therapy or treatment qualification, provide full description of how students are assessed for theory knowledge and practical skill.			Include such as sample exam papers with model answers: practical skills criteria, number/type of Case Studies
7.	All Lecturers/teaching staff CV's showing their competence in both teaching adults and in the subjects - include copies of their relevant Diplomas			If already submitted please so indicate. Lecturers must hold a valid teaching qualification
8.	Sample of (proposed) CPD Diploma with sample signatures (Note certificate must give address of College/training provider/School)			
9.	Copy of your published list of accepted pre-requisite qualifications and any special requirements for delegates to attend			
10.	Insurance: Copies of insurance policies 1. proof that delegates will be insured for public liability at venue 2. the lecturers hold professional indemnity insurance			(Note ICNM members holding the ICNM approved insurance have 'student cover' for case study work included)
11.	Course Approval Fee           £ 150 Inspection fee                 £ TBC CPD Accredited Course Listing   £ 50			Fees must accompany the application for assessment to be commenced. Approval fees are not refundable. Please make cheques payable to ICNM. See information sheet to confirm fees required.

### Declaration

I apply for the above course to be approved. I have read and accept the Terms and Conditions set out in this document:

Signed	Date
Name	Position

Please leave the section below blank (for office use only)

<b>Assessor's report</b>	Date
All items supplied & accepted as suitable: Yes/No Not accepted for reasons stated or modifications required before acceptance	
Signed: _____ Name of assessor: _____	Date
Training provider informed by: _____ Date: _____ Inspection booked: _____ Inspector: _____ First Examinations: _____ Verifier: _____	Final Approval



## Terms and Condition for Approval and Continuation of Approved Courses

- 1 The College/Training Provider as set out in this application undertakes and warrants that it will use its best efforts to;**
  - 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 ICNM, 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 student indicating the criteria by which a diploma 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 ICNM, are provided with Diplomas/Certificates.
- 2 Standards, Complaints and Audit**
  - 2.1 ICNM 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 ICNM requests
  - 2.2 In the event that ICNM 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, ICNM 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 ICNM shall have the right to audit any running of a course. ICNM may do this by either requesting a ICNM representative attending to report in detail on the course or by sending an assessor to monitor the course
  - 2.4 at any time ICNM may require the College to send copies to ICNM of all or some of the completed assessment materials used on a particular course
- 3 Term and Termination**
  - 3.1 ICNM shall usually accredit courses for a period of 2 years 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 ICNM's sole discretion and may be subject to further assessment.
  - 3.2 ICNM shall have the right to withdraw forthwith approval 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 ICNM requests, and/or changes in standards imposed by National Occupational Standards for the qualification require changes to the content of the course
    - 3.2.2 the course has been changed and or the lecturers changed without prior agreement in writing by ICNM.
    - 3.2.3 the College/training provider has not responded satisfactorily to any written requests by ICNM to alter or improve the course
  - 3.3 Termination of approval for a course may lead to ICNM refusing to accept individuals for membership/insurance and/or CPD credits to members attending courses already held. In this case the College/training provider will be solely responsible and liable for any compensation to Complementary Therapists Association members (and others refused membership of ICNM) 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 ICNM, failed to meet the terms of the approval for one course, to the extent that in ICNM's opinion the College/training provider is no longer able to provide courses to the standards required by ICNM, 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 ICNM to approve specific courses, ICNM may withdraw approval of a course giving 9 months notice in writing. In such an event no refund of fees paid will be made.
- 4 All notices under this agreement shall be given in writing.**

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