



ICNM Application form for Course Registration

Please PRINT clearly in BLOCK CAPITALS

General guidelines for completing this form

There are 5 sections to this application form. Sections 1 to 4 should be completed by the Principal, Head of School, College or Organisation. Please complete these sections in conjunction with the separate guidance notes provided.

Note: U.K. Further Education Colleges and Universities are required to complete sections 1, 3 and 4 only.

- Section 1 asks for your general information
- Section 2 asks you to describe your course
- Section 3 is a list of items which the ICNM requires you to submit with your completed application form
- Section 4 asks for your listing details for ICNM recommendation
- Section 5 is the ICNM's Terms and Conditions for Course Registration

Section 1 – general information

Name of Course Provider:

Reference (office use):

Your contact details

Contact name:

Position/Title:

Name and Address of School, College or Organisation providing the course:

Town:

Post code:

County:

Telephone:

Email:

User Name (for access to your details via the website – a password will initially be provided):

Contact Address (if different from the School, College or Organisation):

Town:

Post code:

County:

Telephone:

Email:

Mobile:

Course details

Title/name of course:

Discipline of course:

Section 2 – description of your course

Please give a brief reply to each of these points using the accompanying notes

Design element	Description and details of location within submitted documentation (i.e. page numbers)	Office use
1. Aims – what is the main purpose of your course?		
2. Objectives – what are the intended learning outcomes?		
3. Content – please list any core elements <i>not</i> provided in your course (see guidelines)		
4. Assessment – how are your students assessed?		
5. Teaching and learning strategies – do you consider how your tutors teach and how your students learn?		
6. Resources – list the relevant resources your course provides		
7. Implementing and evaluating the curriculum – what methods do you employ?		
8. Quality – how do you maintain quality in the course delivery and student learning?		
9. Examining and validating – what systems are in place?		
10. Is your course: <ul style="list-style-type: none"> • part distance learning • full-time attendance 		

Please state the number of hours spent during the course in the activities listed below

Practical work

Theory work

Assignment work

Home/distant study

Case study hours

Supervised practice

Research

Total course hours

Section 3 - list of items which the ICNM requires you to submit with this form

Please ensure that all listed documents are provided. The ICNM will keep this information on file in a confidential manner and only employees of the ICNM will access this for the purposes of registering the course. Other parties will not be given the right to use any part of these documents for any reason. The ICNM will only disclose information about this course if given permission by the owner(s) of it.

NOTE: U.K. Further Education Colleges and Universities applying for course registration for Level 4/5 and 6 courses (NVQ level 4, Foundation and First degrees and above) are required to provide documents numbered: i, ii, ix and xii only (those marked with a star*).

Documents required by the ICNM		Check list (tick)	Official use
*i	Copy of course prospectus (as supplied to students)		
*ii	Detailed course syllabus and scheme of work over the course		
iii	Copy of Student Handbook		
iv	Information on course content, reflecting National Occupational Standards (NOS) where appropriate		
v	Description of training environments, resources and equipment		
vi	Details of progression (if any milestones) through the course and final qualifications, as set out for students		
vii	Course teachers/tutors/lecturers names and competence records (CV) and/or qualifications in subject area and in teaching (teaching experience is accepted)		
viii	Sample of course qualification (diploma/certificate/degree)		
*ix	List of requisites (if any) for course entry, as stated to students, and any Accreditation of Prior Learning (APL) that the provider recognises		
x	Copies of insurance policies; (i) for training/teaching venue (and equipment if appropriate) and (ii) for teachers/tutors/lecturer professional indemnity		
xi	Code of Conduct (you can use the ICNM code of conduct with permission)		
*xii	List of professional bodies and organisations your course may be linked to (i.e. if validated by a university)		

xiii ICNM course registration fee - £100 per year (refundable by the ICNM if not accepted for registration)

Method of Payment (please tick) Please make all Cheques payable to BRCP

Cheque Credit Card Debit Card Paid over Telephone

Date / /

For Credit/Debit Card transactions you can complete the form below or call the ICNM on 020 7922 7980

Payment by Credit/ Debit Card

Visa MasterCard Other; please specify - AMEX Not Accepted

Valid from:/..... Expiry date:/..... Name of Cardholder:

Card No.

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Signed:

Date:

Declaration

I apply for the above course to be registered with the ICNM. I have read and accepted the Terms and Conditions for registration.

Signed	Date
Name (Print)	Position

Section 5

Terms and Conditions for Approval and Continuation of Course Approval

1. The School, College, or Organisation Training Provider, as set out in this application, undertakes and warrants that he or she will:

1.1 Ensure that all elements of the course, as set out in this application form, are delivered to the students, and that each course element, such as lectures, practical work, case studies, theoretical study and assessments are completed to the level and standards specified in the curriculum;

1.2 Notify the ICNM of any changes and/or amendments made to the course after it has been registered as an ICNM Associated, Affiliated or Accredited course;

1.3 Guarantee that only students who complete all elements of the course and have been assessed according to the school, college or organisation procedures, are provided with qualifying Diplomas or Certificates (or other qualifications);

1.4 Notify their students of the level of ICNM course registration and provide all students with details of the ICNM terms and conditions related to that level of registration. *These being:*

- courses registered at Association level do not automatically qualify their students to enter on to the British Register of Complementary Practitioners (BRCP) (see guidance notes);
- courses registered at Affiliation level, qualify their students to join the BRCP as Therapists. Some students may be able to join the BRCP as Practitioners, but only at the discretion of the ICNM Registrar;
- students on courses which are registered at Accreditation level qualify their students to enter on to the BRCP as Practitioners.

1.5 The level of ICNM course registration and what this means (i.e. educational and training level) must be clearly displayed in all *course materials*. Failure to do this can result in the ICNM removing the course from its register;

1.6 The level of ICNM course registration and what this means (i.e. educational and training level) must be clearly displayed on the school, college or organisation *website and/or any advertising materials*. Failure to do this can result in the ICNM removing the course from its register.

2. Standards, Complaints and Audit

2.1 ICNM retains the right to verify that the Quality Assurance systems of the school, college or organisation are maintained to a good standard. This includes the right to request from the provider, any information and/or documents relating to the course or by an ICNM representative attending (by arrangement) the school, college or organisation to report in detail on the quality assurance systems it operates;

2.2 In the event that the ICNM receives a complaint about any aspect of the course, the ICNM will write to the school, college or organisation provider, setting out the details of the complaint, and the school, college or organisation representative must respond within 15 days, answering the issues raised and setting out any remedial action it proposes to undertake to satisfy the complaint;

3. Term and Termination

3.1 ICNM course registration fees are paid annually. The fee is £100 per year, per individual course (up to a £300 maximum charge);

3.2 ICNM will register courses at Association level for an initial period of 1 year from the date of first registration. This will be confirmed in writing to the school, college or organisation within four working weeks from the date of receiving the completed application form. Schools, colleges and organisations whose courses have been registered as 'Associated' will be required to work towards Affiliated Course status during the first year of registration. A progress report is to be provided to the ICNM at the end of that year for further registration. If the course has not reached the required Affiliated level, continued ICNM course registration is at the discretion of the ICNM;

3.3 ICNM retains the right to withdraw registration of any course where, in its opinion:

- the course no longer meets the criteria as set out in the original application and amendments have not been approved by the ICNM;
- the course has been changed and/or the lecturers changed without informing the ICNM;
- the school, college or organisation training provider has not responded satisfactorily to correspondence sent by the ICNM and/or requests for information or action;

3.4 Termination of course registration may lead to the ICNM refusing to accept individuals for ICNM/BRCP membership, for joining the ICNM insurance schemes, and/or attending ICNM CPD courses. In this event, the schools, colleges or organisations will be solely responsible and liable for any financial compensation to their own students and/or members;

3.5 Where changes in legislation, voluntary or statutory regulation of professional standards in education or practice, government registration and approval of educational standards become such that it is no longer possible for the ICNM to approve individual courses, the 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 will be given in writing.

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