

Accreditation Documentation Required:

Course syllabus	
Schemes of work	
Lesson plans	
Course manual	
Course hand-outs / Presentations	
Reading Lists	
Course Assessments	
Risk Assessment for the course	
Risk Assessment for the venue	
Photographic evidence of venue	
First aid kit (photographic evidence)	
Accident book (photographic evidence)	
Health and Safety Policy	
Complaints Policy/Procedure	
Equal Opportunities Policy	
Privacy Policy	
COVID-19 Policy/Procedure	
Employer's Liability Insurance (if you employ staff)	
Professional Indemnity Insurance	
Evidence of your tutor(s) therapy qualifications	
Evidence of your tutor(s) teaching qualifications	
Evidence of tutors(s) Continuing Professional Development (CPD) since qualifying	
Evidence of your tutor(s) teaching insurance	
Evidence of your verifier's qualification	
Evidence of your first aider's qualification	