**Accreditation Documentation Checklist**

For accreditation, the following documents will be required for review. Please indicate below that each will be available and provide a copy once your application has been approved.

|  |  |
| --- | --- |
| **Training Centre Information** | *Tick to confirm* |
| 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, if applicable (only for qualification courses) |  |
| Evidence of your first aider’s qualification |  |
| **Class Size** |  |
| Please confirm the maximum number of students allowed on a course |  |