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| **Application For BCMA CPD Course Approval C:\Users\Tbeanz\Documents\Work Documents\BCMA Files\Logos and pics\New logosm.jpg**  Please complete and return to [office@bcma.co.uk](mailto:office@bcma.co.uk) | | |
| **Trade Name** | | **BCMA Reg No.** (leave blank if not a BCMA member)  **PO** |
| **First Name** | **Last Name** | **Position** |
| **Address** | | |
| **Town** | **Postcode** | **Country** |
| **Telephone** | **Email** | **Website** |
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| **Title of Course** | | |
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| **Prerequisites of Delegates** | | |
| **Description of Course** (Maximum 80 words, no bullet points) | | |
| **Duration of Course**  Number of days:  State if course is over an extended period: | | |
| **Is the course approved by another Professional Body? If yes, please state:** | | |

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| **Information Required**  Please include the following information with your application form and tick boxes as applicable.   |  |  | | --- | --- | | Description of venue, teaching rooms, study areas and a list of all equipment used for the course. |  | | All lecturers/teaching staff CV’s showing their competence in both teaching and in the subjects – include copies of their relevant diplomas  Details of how the competence of the trainer is assessed before appointment |  | | Details of your continuing quality assurance process |  | | Insurance Policies (photocopies)   1. Proof that delegates will be insured for Public Liability at venues 2. Proof that lecturers hold Professional Indemnity insurance |  |  |  |  | | --- | --- | | Copy of Course Prospectus if supplied to delegates (Drafts acceptable) |  | | Detailed Course Syllabus and content |  | | List of Learning Outcomes to be achieved on course. (Can be combined in the syllabus/training manual) |  | | Full description of how students are assessed for theory knowledge and practical skill. (Examples can be Exam Papers with model answers, practical skills criteria, number/type of Case Studies) |  | | Sample of proposed Certificate of Completion with sample signatures |  | |
| **Declaration**  I apply for the above course to be accepted for BCMA CPD Approval. I have read and accept the Terms and Conditions set out in this document:  Signed:  Date: / /  If you are submitting this form by email your declaration is assumed to have been made in acceptance of the Terms and Conditions. |
| **Payment**  **BCMA CPD Approved Course fee:**   * **£50 per course**   You can pay by  **Bank transfer to: BCMA account with Barclays Bank Plc**    **Sort Code:** 20-69-17  **Account No:** 50689335  **Cheques** are accepted, please make them payable to “BCMA” and send to BCMA, PO Box 5122, Bournemouth, Dorset, BH8 0LJ |

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| **Terms and Conditions for Approval and Continuation of Approved Courses**  **British Complementary Medicine Association**  **The 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 BCMA, are taught and all elements such as lectures, practical work, case studies, study periods are completed  1.2 that any assessment/case studies set out in this application are fully completed by the Training Provider and that the Training Provider maintains individual records for each student indicating the criteria by which a certificate 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 BCMA, are provided with Certificates.  2 **Standards, Complaints and Audit**  2.1 BCMA shall have the right to verify that the 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 Training Provider will make available any information and/or documents relating to the course that BCMA requests  2.2 In the event that BCMA 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, BCMA shall write to the Training Provider setting out the details of the complaint/information and the Training Provider shall respond within 15 days setting out its comments and any remedial action it may propose  2.3 BCMA shall have the right to audit any running of a course. BCMA may do this by either requesting a BCMA member attending to report in detail on the course or by sending an assessor to monitor the course  2.4 at any time BCMA may require the College to make available copies to BCMA of relevant completed assessment materials used on a particular course  **3 Term and Termination**  3.1 BCMA shall usually approve/list courses for a period of 1 year 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 BCMA’s sole discretion and may be subject to further assessment if required.  3.2 BCMA shall have the right to withdraw forthwith approval/listing of any course where, in its opinion:  3.2.1 The course no longer meets the criteria in the original application and the Training Provider has not amended it in accordance with BCMA requests.  3.2.2 The course has been changed and or the lecturers changed without prior agreement in writing by BCMA.  3.2.3 The Training Provider has not responded satisfactorily to any written requests by BCMA to alter or improve the course  3.3 Termination of approval for a course may lead to BCMA refusing to accept CPD credits to BCMA members attending courses already held. In this case the Training Provider will be solely responsible and liable for any compensation to members for the failure of the Training Provider to maintain the standards of the course.  3.4 Where a Training Provider has, in the opinion of BCMA, failed to meet the terms of the approval for one course, to the extent that in BCMA’s opinion the Training Provider is no longer able to provide courses to the standards required by BCMA, it may withdraw all approvals for all courses for the 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 BCMA to approve specific courses, BCMA may withdraw approval of a course giving 6 months notice in writing. In such an event no refund of fees paid will be made.  **All notices under this agreement shall be given in writing OR EMAIL.**  Effective for all approvals on or after 1st November 2018  **BCMA CPD Courses**  PO BOX 5122, Bournemouth, Dorset, BH8 0WG |