

Application For Workshop/Bridging Course /CPD Course Recommendation



For ACTO Training Organisation Members and ACTO Tutor Members only

Please complete and return to info@acto.org.uk or post to the Membership Secretary

Name of School/College/Organisation		
First Name	Last Name	Position
Address		
Town	Postcode	Country
Telephone	Email	Website

Name of your course

Description of your course (Maximum 50 words, use upper and lower case, no bullet points and make it clear what the colour component is)
ACTO reserves the right to edit or refuse to publish any entry it deems inappropriate, misleading or inaccurate.

Duration of Course
Number of days:

Is the course accredited by another Professional Body? If yes, please state:

Information Required

Please include the following information with your application form and tick boxes as applicable.

Description of College/Training provider premises, teaching rooms, study areas and a list of all equipment used for the course.	<input type="checkbox"/>
All lecturers/teaching staff CV's showing their competence in both teaching and in the subjects – include copies of their relevant diplomas	<input type="checkbox"/>
Insurance Policies (photocopies) 1) Proof that students will be insured for Public Liability at venues 2) Proof that lecturers hold Professional Indemnity insurance	<input type="checkbox"/>
Copy of Course Prospectus as supplied to students and prospective students	<input type="checkbox"/>
Detailed Course Syllabus	<input type="checkbox"/>
List of any Learning Outcomes	<input type="checkbox"/>
Full description of how students are assessed for theory knowledge and practical skill. (Examples can be peer assessments, workbooks, practical skills criteria, number/type of Case Studies)	<input type="checkbox"/>
Sample of proposed Certificate to be awarded with sample signatures	<input type="checkbox"/>

Declaration

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

Signed: _____ ACTO Training Organisation Member/ACTO Tutor Member

Date: ____ / ____ / ____

If you are submitting this form by email your declaration is assumed to have been made in acceptance of the Terms and Conditions.

This is a One-off Payment for Registering this Course:

Recommended Course - £35

Confirm the type of course this is:

- Workshop Bridging Course – ideal for 'Grandparent Clause' Practitioners
- CPD

Sterling Cheques only are accepted, please make them payable to "ACTO" and send to;
The Membership Secretary, PO Box 100, Exminster, Exeter, Devon, EX6 8YT

Terms and Conditions for Approval and Continuation of Recommended Courses
Affiliation of Colour Therapy Organisations

The College/Training Provider/Tutor 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 ACTO, 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/Tutor and that the College/Training Provider/Tutor 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 ACTO, are provided with Certificates.

2 Standards, Complaints and Audit

- 2.1 ACTO shall have the right to verify that the College/Training Provider/Tutor 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/Tutor will supply any information and/or documents relating to the course that ACTO requests
- 2.2 In the event that ACTO 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, ACTO shall write to the college/training provider setting out the details of the complaint/information and the College/training provider/Tutor shall respond within 15 days setting out its comments and any remedial action it may propose
- 2.3 ACTO shall have the right to audit any running of a course. ACTO may do this by either requesting a ACTO trustee or member attending to report in detail on the course or by sending an assessor to monitor the course
- 2.4 at any time ACTO may require the College to send copies to ACTO of all or some of the completed assessment materials used on a particular course

3 Term and Termination

- 3.1 ACTO shall usually approve/list courses for a probationary 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 ACTO's sole discretion and may be subject to further assessment where a qualification is provided.
- 3.2 ACTO 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 College/training provider /Tutor has not amended it in accordance with ACTO requests, and/or changes in standards imposed by National Occupational Standards, any national regulatory scheme or any ruling by the relevant therapy body 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 ACTO.
 - 3.2.3 the College/training provider/Tutor has not responded satisfactorily to any written requests by ACTO to alter or improve the course
- 3.3 Termination of approval for a course may lead to ACTO refusing to accept individuals for membership/insurance and/or CPD credits to ACTO members attending courses already held. In this case the College/training provider/Tutor will be solely responsible and liable for any compensation to members (and others refused membership of ACTO) for the failure of the College/training provider/Tutor to maintain the standards of the course.
- 3.4 Where a College/training provider/Tutor has, in the opinion of ACTO, failed to meet the terms of the approval for a course, to the extent that in ACTO's opinion the College/training provider/Tutor is no longer able to provide courses to the standards required by ACTO, it may withdraw all approvals for any courses for the College/training provider/Tutor.
- 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 ACTO to approve specific courses, ACTO may withdraw approval of a course giving 6 months notice in writing. In such an event no refund of annual 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 March 2009.

ACTO Courses PO Box 100, Exminster, Exeter, Devon, EX6 8YT
Tel: 0777 3089 170