

## Criteria to Apply for ISMA<sup>UK</sup> Course Recognition

Use with 'Additional Information for Course Recognition'

The International Stress Management Association (ISMA<sup>UK</sup>) is a registered charity and the lead professional body for workplace and personal Stress Management, Well-being and Performance. We promote sound knowledge and best practice, nationally and internationally.

The ISMA<sup>UK</sup> course recognition assessment confers recognition in the field of stress management, wellbeing and performance at work as set out in our [Charter](#).

This recognition process aims to offer a level of quality assurance for ISMA<sup>UK</sup> members planning their training and education courses. Following confirmation that an application has been successful, then the course provider will be entitled to state that their course is recognised by the International Stress Management Association<sup>UK</sup>.

A Course Recognition Certificate and Logo will be provided for successful applications to use in their promotional material, on their website, course brochures, and all training materials.

### Who can apply:

- Professional Members of ISMA<sup>UK</sup>
- Fellows of ISMA<sup>UK</sup>
- Colleges and Training Schools that are delivering courses in:
  - stress management,
  - wellbeing and resilience,
  - performance at work,
  - HSE compliant risk assessments (individual and organisational),

(The College/School course Director must be an ISMA<sup>UK</sup> Professional Member or can join prior to application)

The above can apply to have their courses Recognised by fulfilling the assessment criteria below, and can demonstrate the course supports the ISMA<sup>UK</sup> Charter for Wellbeing and Performance at Work.

### A Course can be:

**1.** A number of days that collectively make up a single course **2.** A single half day course or 2 individual half days that are part of the same course **3.** A series of micro/power 1 hour workshops or modules which may be grouped together that equate to a half or whole day in time (e.g. 3hrs or 6hrs); each one will be assessed and they can still be delivered individually, but collectively they should make either a half day or one day course.

### Note Re: Colleges and Training Schools:

It is the actual course that is *recognised* and not the individual college or school.

ISMA<sup>UK</sup> will provide a Course Recognition certificate, it is then up to each individual course director, college or training school to issue any further certificates relating to their course, if they so wish.

Further information about ISMA<sup>UK</sup> is available on our [website](#).

## Criteria for ISMA<sup>UK</sup> Course Recognition

Applicants will find it helpful to review the following criteria in advance of completing and submitting their application to the Association. \* Please submit only one course per application.

- The Course Director/Provider is to be a Professional Member or Fellow of ISMA<sup>UK</sup> and preferably, all Trainers/Facilitators who, if not full members, can be Associate members.
- The professional background, experience & qualifications of the course Director is to be provided with a commitment that any additional trainers & facilitators are suitable to deliver the course.
- The aims and objectives of the course should be outlined, indicating how they are aligned with the ISMA<sup>UK</sup> [Charter](#) for Wellbeing and Performance at Work.
- Ensure you are using the ISMA<sup>UK</sup> and HSE definition of stress – details on website.
- ISMA<sup>UK</sup> requires information on the course in order to process and assess the application:
  - This includes any e-brochure/web pages, PDF PowerPoint slides, questionnaires, handouts,
  - Plus online course details or web links that the student or delegate may be able to access.
  - Also include the method of your course evaluation and ways in which students or delegates can provide the Course Director and Trainer/Facilitator with feedback.

**Note:** All information provided to ISMA<sup>UK</sup> to support your application remains confidential at all times.

- Following confirmation of receipt by ISMA<sup>UK</sup>, applicants can expect to hear within 4-6 weeks the outcome of the assessment process. Incomplete application forms will be returned with advice to correct any omissions; this may however slow the timeline of your application.
- This is an **annual** recognition process. The Administrator will contact the Course Director at renewal to confirm:
  - a. There are no changes to the course and you wish to renew whereby a new certificate will be sent at the set renewal cost with no further administrative fee.
  - b. There are changes to the course that you wish to renew; however this will incur additional administration charges for resubmission of the course in order to approve the content changes, plus the set renewal cost.
  - c. You may wish to submit a different/additional course for Recognition.
  - d. You no longer wish to have Course Recognition.
- All applications are to be submitted electronically to: [admin@isma.org.uk](mailto:admin@isma.org.uk). Details of how to make a payment will then be sent to you. **Note:** Applications will not be processed until the administrative fee has been received.

### Fees are as follows:

- A non-refundable administrative fee of: £50
- Assessment of the course and Course Recognition awarded - valid for one year:
  - a) Individual Member applicants: £150.00
  - b) Colleges and Training Schools: £195
- Annual renewal fee with no changes, as above a) £150 b) £195
- Annual renewal fee with changes, as above a) £150 b) £195 + admin fee of £50