**Course Recognition - Application Form:**

Successful applicants will be entitled to state that their course is **Recognised** by the International Stress Management AssociationUK

Please download from the website these 4 PDF’s to assist with your application:

The [Assessment Criteria](https://isma.org.uk/sites/default/files/clients/413/Course-Recognition-Criteria-to-Apply.pdf), [Further Information](https://isma.org.uk/sites/default/files/clients/413/Course-Recognition-Further-Information.pdf), [ISMAUK Charter](https://isma.org.uk/sites/default/files/clients/413/ISMAUK-Charter.pdf) and [Code of Conduct](https://isma.org.uk/sites/default/files/clients/413/ISMA-Code-of-Conduct.pdf), then ensure you complete sections **B, C & D** of this application form:

* Section A: General Information
* Section **B**: Applicant Details
* Section **C**: Course Summary Details
* Section **D**: Applicant Declaration
* Section E: ISMAUK use only

**SECTION A – General Information**

Please complete, save and return this form ensuring ALL the relevant documents required to support your application are included by email to: admin@isma.org.uk

These documents are required in order to show the content used in your course to help support & most importantly, enable your course application to be assessed. These can be:

* E-Brochure/web page, PDF PowerPoint slides, PDF questionnaires, PDF handouts.
* Online course details and/or web links that the student/delegate may access.
* Method of your: **a)** course evaluation and ways in which students/delegates can provide the Course Director and Trainer/Facilitator with **b)** feedback.

PDF’s copies of both are required.

**Note:**

All information provided to ISMAUK to support your application for Course Recognition during the assessment process is not shared and remains confidential at all times.

Please contact admin@isma.org.uk if you have any questions on what documents to provide

**SECTION B: Applicant Details**

**COURSE DIRECTOR:**

Please note the Course Director must be a Member of ISMAUK for us to process your application.

**Name(s):**  Click or tap here to enter text.

**ISMAUK Membership Number:** Click or tap here to enter text.

Contact the Administrator if you don’t know your number.

**COURSE PROVIDER** (May also be the same as the Course Director)

Name (e.g. organisational details): Click or tap here to enter text.

Address: Click or tap here to enter text.

**Contact information**

Main Contact Name: Click or tap here to enter text.

Telephone: Landline: Click or tap here to enter text.

 Mobile: Click or tap here to enter text.

Email: Click or tap here to enter text.

Website Address: Click or tap here to enter text.

Website link to course information: Click or tap here to enter text.

**COURSE TITLE**

Click or tap here to enter text.

**TRAINER(S) / FACILITATOR(S) DETAILS:**

**List here:**

* Names and qualifications of the Course Director and any additional trainer(s) or facilitator(s) who will regularly deliver on this course,
* Please also state whether the trainer(s) and facilitator(s) are members of ISMAUK

 and if so, provide their membership number(s) contact Administrator if not known.

 Trainers and Facilitators can apply to be Associate Members



**SECTION C: Course Summary Details**

**MAIN AIMS AND OBJECTIVES OF THE COURSE:**

List the aims and objectives of the course.

Please also state how these align with the ISMAUK Charter for Wellbeing and Performance at Work [Charter](https://isma.org.uk/sites/default/files/clients/413/ISMA-Code-of-Conduct.pdf)



**HOW WILLTHE COURSE BE TAUGHT:**

Please tick **all** the applicable box(es) for your course to provide the following information:

* Is your course taught face to face in a classroom setting  [ ]
* Blended learning using a combination of face to face, online [ ]

coursework and assignments, webinars, Skype, CD’s, other?

* Distance learning /online: [ ]

**\***For distance/online learning courses only, please provide brief additional information on how this is delivered, what materials are provided/accessible

E.g. videos/CD’s, Skype, Webinars, allocated tutor, other? Also, what advice/support is available to students/delegates, either during or after the course.



**DETAILS OF THE COURSE SYLLABUS**

* Provide a brief overview of the course and its duration: E.g.

1. The number of days/hours that collectively make up a single course

2. A single half day course **or** two 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 make either a half day or one day course.

* Ensure you are *using the ISMAUK and HSE definition of stress* and correct terminology – details on [Additional Information for Course Recognition](https://isma.org.uk/sites/default/files/clients/413/Course-Recognition-Further-Information.pdf)
* Please include if relevant, how may CPD hours those attending your course will be able to gain.

 (NOTE: The Course Director is responsible for providing CPD hours gained in their in-house certificate):



**CONFIRM YOUR SUPPORTING INFORMATION**

To be submitted in order to assess the course as PDF’s; this is to include any web links.

Please tick **all** the relevant boxes to confirm the information you have submitted, details of which you will have provided within the course syllabus information above:

* E-Brochure/webpage, PDF PowerPoint slides, questionnaires, handouts. [ ]
* Online course details that the student/delegate can access. [ ]
* Any additional web links relevant to the course, which can be accessed. [ ]
* Course evaluation plus student/delegate feedback PDF information/forms. ☐

If you have any additional information that may be helpful to your application please provide it here: 

**HOW WILLTHE COURSE OUTCOMES BE EVALUATED AND FEEDBACK GIVEN?**

1. Explain how the outcomes of the course will be evaluated?

This includes distance /online courses



2. How do the delegates / students provide feedback to the course directors / trainers?

This includes distance /online courses



**Reference:**

Please provide **one** reference from:

* A company that you have provided training for OR
* A delegate that has been on one of your courses within the last 2 years,
* If you have not yet taught this or any other course, then a reference can be from someone with a professional background that you have recently worked with that will be able to validate your suitability as a course trainer, E.g. Client, senior work colleague, tutor etc. (A reference form will be sent separately to your referee).

*Please advise your referee in advance, and that they will have two weeks to respond.*

Referee (Include: Name, Job role, Web address if known, Email and phone number):

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**SECTION D: Applicant Declaration**

**Terms and Conditions:**

**1.** You confirm and agree, that by accepting ISMAUK Course Recognition,

you will have all current and valid Professional Indemnity Insurances required [ ]

for the duration of your membership.

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**2.** Agreement that on accepting ISMAUK Course Recognition, you will comply with [ ]

ISMAᵁᴷ’s Professional Code of Conduct and will facilitate the implementation

of The Charter.

**3.** **All** information required to assess the course as per Section C is attached. [ ]

NOTE: Any false or misleading information and ISMAUK reserves the right to cancel the application

and/or withdrawer Recognition of the course.

**4.** I acknowledge that my Course Recognition is only valid while I continue to use the [ ]  material that has been assessed. Omissions will invalidate the Recognition and any changes must be re-submitted for approval.

**5.** With the submission of your application please pay: [ ]  **Non-refundable Administration fee of £50**

To be paid via PayPal: [Click Here](https://www.paypal.com/cgi-bin/webscr?cmd=_s-xclick&hosted_button_id=WRYEVKGQH8BZ2)

**SECTION E:**

**FOR ISMAUK OFFICIAL USE ONLY:**

**\*** To be completed by Assessor no 1

Course assessed by: Approved [ ]  Declined[ ]

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Any relevant feedback from reference:

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**A recommendation for** (Click or tap here to enter text.) **To become a Recognised ISMAUK Course:**  Yes: [ ]  No**:** [ ]

Provide a brief note here giving the reason(s) **if** the application is declined:

The Panel Assessors will offer any additional support and appropriate advice to the Course Director if required.

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Course Referred to 3rd Panel Assessor **or** Chair of ISMAUK Yes [ ]  No**:** [ ]

Comments or any recommended action(s) e.g. additional information required:

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**\*** To be completed by Administrator of ISMAUK

If the application is not successful the Administrator will send a letter [ ]

to advise the Course Director with the comments/feedback provided above:

If the application is successful, then the following are to be sent: [ ]

* Confirmation letter,
* Course Recognition certificate and Logo,
* ISMAUK Charter certificate and Logo
* Conditions for Use of Logo.