



Name of Organisation :

Name of person completing application :

Position :

Email address :

Telephone number :

Date of Application :

In order that the ITT can assess the competence of the trainer(s) and the quality of the course(s), it will need to check the various aspects of both. The items suggested below are recommendations; trainers and training organisations are free to submit any supporting items they feel are relevant, although the ITT reserves the right to request further information and/or supporting documentation.

About the Training Programme (please use separate sheet for each course)

Name of the programme :

Training course outline :

Course duration:

Target audience:

Course aims and objectives (outcomes):

Method(s) of assessment:

Qualifications obtained:

Style of delivery (lecture, online, participatory)

Method of delivery (face-to-face, online, etc)

Please supply copies of supporting material such as: course brochures or leaflets; exemplar handouts and exercises for the named course. If online, please supply relevant links to exemplar pages.

Trainer Competence (please use separate sheet for each trainer)

Name of Trainer:

Training qualifications attained:

Exemplar trainee/customer feedback:

Other relevant information:

Please supply copies of the supporting material and any qualifications mentioned above.

COSTS

The costs for assessment are as follows:

- For trainers and training organisations who are corporate members of the ITT, the cost of assessment of submitted materials will be included in their membership fee.
- For trainers who have elected to retain their normal individual ITT membership (FInstTT, MInstTT), there will be an additional charge of £230.

Accreditation will normally be awarded for a period of 2 years and you will be invited to renew at the end of this period. Accreditation can be terminated at any time by the ITT or training organisation, should either party feel that it is no longer appropriate. In the event of such termination, no refund of fee can be considered.

Please send completed application and supporting materials to **training@itt.co.uk**