

**Application for Approval or Approval-Pending of Training Course in Sexual and Relationship Therapy**

**Document Reference: CA2**

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This form is to be used in conjunction with the CA3 COSRT document which sets out the criteria and procedures for approval:

Are you applying for :

Course approval ☐

Approval pending ☐

|                                               |  |
|-----------------------------------------------|--|
| <b>Name of Course:</b>                        |  |
| <b>Course Duration:</b>                       |  |
| <b>Date of Last Approval (if applicable):</b> |  |

The following documentation must be attached (three copies of each) and sent to the Business Manager's Office at COSRT:

1. Course syllabus.
2. Course publicity.
3. Reading lists.
4. List of teaching team with brief CVs including qualifications, practice and teaching experience, professional background and current work setting.
5. Copies of any reports on the course, including those from the external examiner.
6. Information about complaints procedures.
7. Details of
  - Any upheld complaints in any relevant organisation (e.g. BACP, UKCP, HCPC etc) against the course or anyone teaching or supervising in the faculty.
  - Any complaints in progress in any relevant organisation (e.g. BACP, UKCP, HCPC etc) against the course or anyone teaching or supervising in the faculty.

**Please provide full details on a separate sheet.**

8. Any other course documentation and material that the applicants consider helpful to the Assessors.
9. Evidence of University validation if applicable
10. Equalities policy.
11. Trainee handbook.
12. Course insurances.
13. **Fee of £750 is payable for Course Approval-Pending**

**Fee of £2000 for Course Approval**

Payment is by BACS –

Sort Code:

40 52 40

Account Number:

00011666

Name of Account:

CAF (Charity Aid Foundation)

Your Reference:

Signed by Course Director:

- Course Director:
- Contact personnel:
- Correspondence address:
- Telephone contacts:
- E-mail address: