

 Accreditation Application Form

**Guidance notes for submission of a Course for IFST Accreditation**

**Please read the accreditation process on our website in addition to the following guidelines before sending your submission.**

<https://www.ifst.org/organisations/accreditation/sensory-training-accreditation>

You should submit all the relevant documentation by email together with your choice of three assessors to the IFST.

**Course Duration:** please indicate the number of days, weeks etc. that the course is taught over. If you already have dates planned to run the course, please let us know. We will try our best to accommodate these dates.

**Total Taught hours:** please indicate the total hours, including any time for reading or other student-centred activities.

**Course Documentation:** Please supply copies of all course slides, reading lists, handouts, practical notes etc. to enable the assessors to determine if the learning outcomes have been met. It is important that you complete the Syllabus Coverage Form in order to indicate where you believe the particular outcomes are covered. Please use a system which makes it easy to identify which course notes apply to which session e.g. lecture one, session 1 etc. Complete teaching notes are not required but where possible a brief explanation of activities would be useful in order to enable the assessors to determine whether sufficient detail is present to cover the learning outcome.

**Health and Safety:** please include documentation which demonstrates due diligence where Health and safety is concerned e.g. please provide risk assessments, informed consent and allergy questionnaires for your practical activities.

**Submission**: a guide to the documentation submitted would help speed up the process. Documentation should be submitted in electronic form (PDFs of scanned documents are acceptable where necessary).

**CVs for the trainers:** Each course will have a nominated primary trainer and additional trainer/s. As part of the process, we require their CV and any associated sensory science qualifications. The documents submitted should focus on qualifications, experience in sensory science and experience in teaching/training. In the event that new trainers are nominated during this 3-year period, the course provider should contact IFST with the cv of the new trainer so that it can be reviewed by our sensory accreditation panel.

1. **Company/Institution Click here to enter text.**
2. **Contact Name Click here to enter text.**
3. **E-mail address Click here to enter text.**
4. **Telephone number Click here to enter text.**
5. **Address Click here to enter text.**
6. **Course Title Click here to enter text.**
7. **Course Duration Click here to enter text.**
8. **Date of next course Click to enter or select a date.**
9. **Total Taught Hours Click here to enter text.**

(inc. lecture/tutorial/practical)

1. **Main trainer – please provide cv Click here to enter text.**
2. **Additional Trainers Click here to enter text.**

(Please include the names of additional trainers who make a substantial contribution to the delivery of the course, and include cvs.)

1. **Course Profile:** [ ] Existing[ ] New
2. **Level of Course:** [ ] Foundation[ ] Intermediate
3. **Course Documentation Included (tick as appropriate):**

[ ] Course notes

[ ] Details of practical activities

[ ] Handout materials

[ ] Feedback forms from delegates/students

[ ] Health and safety documents

1. **Additional Information** Click or tap here to enter text.