IES SHORT COURSE ENDORSMENT SCHEME

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| COURSE PROVIDER DETAILS |
| Provider Name: |
| Email: |
| Telephone: |
| Website/Course Link: |

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| **APPLICANT CONTACT DETAILS (for communication on Short Course Endorsement matters)** |
| Name: |
| Position: |
| Email: |
| Telephone /Ext: |

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| **PAYMENT INFORMATION** |
| Finance contact name: |
| Email address (for invoice & remittance advice): |
| Telephone of finance department: |
| Purchase Order Number (if needed): |

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| **COURSE DETAILS** |
| Course Title: |
| Language of instruction: |
| Programme presently endorsed/approved by (*if applicable*): |
| If a new programme, enter the date the programme will begin: |
| Number of teaching hours: |

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| **SECTION A: COURSE CONTENT** |
| 1. **Aims and learning outcomes** |
| Detail what the key aims and learning outcomes of the course are and give an overview of the course structure, including the learning objective(s) of each session. Comment on how the learning objectives align with the [IES values.](https://www.the-ies.org/values) |
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| **2. Provide a ZIP file/link to SharePoint of course materials including slides, access to any e-learning, reading list and assessments** |
| ZIP file provided  SharePoint (or alternative) link provided |
| Link address: |
| **3. Who is the course designed for and who can access this course?** |
| Give a brief overview of who the course is designed for and any qualifications or pre-requisites participants need before enrolling on this course. |
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| **4. Practical skills** |
| Detail the practical skills and knowledge that are learnt on this course that are relevant to professional practice and/or relevant specialism e.g. air quality measurement methods |
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| **5. How are participants assessed** |
| Provide a brief commentary on the role and purpose of assessment within the course and detail the assessment methods used (provide examples). If not assessed, please justify. |
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| **SECTION B: COURSE DELIVERY** |
| **6. How is the course delivered** |
| Detail how the course is delivered using different learning frameworks and methods e.g. lectures, workshops, seminars, practical elements, lab work. Also detail whether this course is delivered online, face-to-face or hybrid. |
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| **7. Who delivers the course** |
| Detail who delivers this course, their qualifications, experience and areas of responsibility/specialism. |
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| **SECTION C: QUALITY ASSURANCE** |
| 1. **Standards and Regulations** |
| What relevant standards/regulations does the course take into account and how are they explained within the course. |
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| 1. **Feedback mechanisms** |
| How can participants feedback to the course provider and what course evaluation processes are in place |
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| **DECLARATION & DATA POLICY** |
| In order to manage our endorsement, it is necessary to process the information provided in an electronic format. This includes storing the contact details of the Applicant and Finance Contact on our databases. Contacts will be sent the monthly IES Newsletter, they can choose to unsubscribe at any time.  The Institution of Environmental Sciences (IES) outline how this information may be used and why in their [Privacy Statement](https://www.the-ies.org/about_us/privacy-statement). It is our policy to retain contact details for up to three years after your endorsement has lapsed, although you can request removal at any time.  I confirm that I have read the Privacy Statement and am happy for the IES to process these data for the purposes of managing endorsements.  **Name:**  **Date:** |

**Return your completed application form to** [**info@the-ies.org**](mailto:info@the-ies.org)