



## Nutritional Therapy Education Commission Short Course Certification

Please complete the form and submit to the NTEC administrator at <a href="mailto:accreditation@nteducationcommission.org.uk">accreditation@nteducationcommission.org.uk</a>		Assessor Comment
<p><b>The Nutritional Therapy Education Commission will consider short courses for certification where the content reflects the bioscience basis of nutritional therapy.</b></p> <p><b>Such certification does not imply that attendees will become qualified practitioners in nutritional therapy, or able to practice as therapists.</b></p> <p><b>Confidentiality</b> All information from the application form and supporting material will be assessed by NTEC and treated confidentially. NTEC may need to ask for outside expertise to assess a course and will ensure that confidentiality is maintained during that process.</p>		
<p><b>Organisation/Training Provider</b> Click here to enter text.</p>	<p><b>Date of Application</b> Click here to enter text.</p>	
<p><b>Type of Organisation</b>– briefly describe your organisation – e.g. private company, charity, college etc Click here to enter text.</p>		
<p><b>Registration number of registered charity, community interest company, or company</b> Click here to enter text.</p>		
<p><b>Course Title</b> Click here to enter text.</p>		
<p><b>Expected start date</b> Click here to enter text.</p>	<p><b>Course location(s)</b> Click here to enter text.</p>	

<b>Contact Name</b> Click here to enter text.	<b>Contact Email</b> Click here to enter text.	
<b>Contact Telephone</b> Click here to enter text.	<b>Contact Web Address</b> Click here to enter text.	
<b>Contact Postal Address</b> Click here to enter text.		
<b>Names and addresses of any other collaborating or stakeholder organisations</b> Click here to enter text.		
<b>Type of Organisation</b> – briefly describe organisation – e.g. private company, charity, college etc Click here to enter text.		
<b>Registration number of registered charity, community interest company, or company</b> Click here to enter text.		
<b>Nature of collaboration or agreement – e.g. sponsoring organisation, joint venture etc.</b> <b>State if a legal agreement is in place between the organisation regarding the course</b> Click here to enter text.		

<b>Professional Expertise – include all professionals involved in the course (add lines as needed)</b> <i>Please send a CV of the lead nutrition professional in the organisation / course and other lead professionals</i>			<b>Assessor Comment</b>
<b>Name</b>	<b>Role in the course</b>	<b>Professional Qualification and registration where relevant</b>	
Click here to enter text.	Click here to enter text.	Click here to enter text.	
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<b>Course Recognition – please tell us if you have, or are applying for, accreditation or certification by any other body</b> Click here to enter text.	<b>Assessor Comment</b>
<b>If you have another awarding body, how does it monitor or audit your course?</b> Click here to enter text.	
<b>Other accreditation, certification or recognition your organisation or collaborating organisation has (give details):</b> <b>e.g. Investors in People / ISO9001 / Soil Association registration / Food hygiene systems</b>	



<b>recognition</b> Other: <a href="#">Click here to enter text.</a>	
<b>Course Fees</b> <a href="#">Click here to enter text.</a>	
<b>Cancellation policy (cross reference to document number)</b>	
<b>Student support policy for students with protected characteristics (cross reference to document number)</b>	
<b>Are you expecting employers to fund learners?</b> <a href="#">Click here to enter text.</a>	
<b>Course funding from other sources</b> <a href="#">Click here to enter text.</a>	
<b>Recruitment target - number of learners per course</b> <a href="#">Click here to enter text.</a>	
<b>Recruitment methods for the course</b> <a href="#">Click here to enter text.</a>	

<b>Course Design and Content</b> Please attach detailed information on course learning objectives and content May be submitted as zip files, uploaded onto a website, or other media. This information should include: <ol style="list-style-type: none"><li>1. the aims and learning outcomes for the overall course</li><li>2. the aims and learning outcomes for each day of a course, and directed learning</li><li>3. assessment criteria mapped to the learning outcomes</li></ol>	<b>Assessor Comment</b>
<b>Target audience</b> Click here to enter text.	
<b>Overview of aim of course – e.g. nutrition education of professional chefs, special diets, etc</b> Click here to enter text.	
<b>Expected benefits to the learners for attending the course</b> Click here to enter text.	
<b>Brief overview of what the learners are expected to learn during the course</b> Click here to enter text.	
<b>Entry level for the course – please state the level on National Qualifications &amp; Credit Framework or other entry criteria if any</b> Click here to enter text.	
<b>Name of the Qualification or award for successful learners</b> Click here to enter text.	



<p><b>Level of Course – equivalent level on the National Qualifications &amp; Credit Framework if validated by another organisation</b> Click here to enter text.</p>	
<p><b>Course Scheduling – e.g. weekly, block release, evenings, summer school etc</b> Click here to enter text.</p>	
<p><b>Course Duration and mode of delivery</b> Total hours of guided learning – Click here to enter text. Attended - Click here to enter text. Guided distance learning – Click here to enter text. Student open learning – Click here to enter text.</p>	
<p><b>Assessment methods – explain how you will assess learning during and at the end of the course – may be cross-referenced to handbook or course / module descriptor.</b> <b>Written - examination / assignment?</b> Click here to enter text. <b>Practical – examination / workplace assessment?</b> Click here to enter text. <b>Oral – interview?</b> Click here to enter text.</p>	
<p><b>Achievement – how will learners be graded?</b> Pass/fail <input type="checkbox"/> Pass/Merit/Distinction <input type="checkbox"/> Grades A, B etc <input type="checkbox"/> Mark % <input type="checkbox"/> Explain criteria for grades: Click here to enter text.</p>	



<p><b>Retaking assessments/examination – explain if/how students be able to re-attempt the course assessments</b></p> <p>Click here to enter text.</p>	
<p><b>Documents for submission (please ensure all requested documents are included to avoid any delay in processing your application):</b></p> <p><b>NTEC Submission sheet</b> <b>Course Handbook or student instruction material (or access to online instruction material)</b> <b>Module / course descriptors</b> <b>Teaching materials examples (or an on-line a login)</b> <b>Assessment instructions and marking grid / criteria for all assessments</b> <b>Cancellation policy</b> <b>Student support policy for those with protected characteristics</b></p>	

<b>Course management and development</b>	
<b>Feedback and review – describe how you will gather and use feedback on the course</b> <b>By students</b> Click here to enter text. <b>By staff</b> Click here to enter text. <b>By stakeholders, such as employers</b> Click here to enter text.	
<b>Support for learners with needs for learning support and with disabilities – give details</b> Click here to enter text.	
<b>Complaints &amp; Appeals Procedures</b> Click here to enter text.	
<b>Physical course environment for attended/blended learning</b> <b>Describe the classroom/practical workspace location, size and facilities</b> Click here to enter text.	
<b>Virtual learning environment</b> <b>Describe the platforms you will use to deliver distance learning e.g. videos, webinars,</b> Click here to enter text.	
<b>Technical support arrangements for virtual learning environment if relevant</b> Click here to enter text.	
<b>Declaration – to be signed by an officer of the company / organisation</b> I understand that NTEC certification does not imply that learners will be trained as nutritional therapists, qualified to work in a therapeutic capacity with clients or eligible for registration as nutritional therapists. I agree to pay the fees as stated for the certification assessment and that the fees are non-refundable	





once the course information and application form has been submitted  
I declare that all information included in this application is complete and accurate and understand that  
certification will be removed if information is found to be false

Signed

Name

[Click here to enter text.](#)

Position in organisation

[Click here to enter text.](#)

Date

[Click here to enter text.](#)

Assessors recommendation:

Signed:

NTEC Assessor