

RSC Recognition of Continuing Professional Development Courses

Application form

Please complete this form and send it with supporting documents and fee to:

Mrs Debbie Howes | Royal Society of Chemistry | Burlington House | Piccadilly | London | W1J 0BA
Tel: +44 (0) 20 7440 3334 | **Fax:** +44 (0) 20 7287 9825 | **Email:** howesd@rsc.org

1 Title of course:

2 Providing organisation:

Address:

Company website:

Demonstrate commitment to work with the chemical science community (100 words maximum):

3 Name of contact:

Role in organisation:

Tel:

Email:

Fax:

4 Type of application:

New

Renewal (go to box 22)

Course summary:

Objectives

Key features

Demonstrate ways in which
the content is contextualised
towards the chemical sciences**5 Reasons for the provision of this course – evidence of need within the chemical science community****6 Target audience – who should attend? E.g. job roles, level of experience, subject area****7 How will participants benefit? E.g. what skills/knowledge will they acquire?****8 Number of times course will be provided per annum**

1

2

3

Other

9 How will the course be presented?

Online

Traditional

Mixed

10 What teaching/communication method(s) will be used?

Lecture

Practical
(Lab work)

Interactive

11 Is participant interaction involved?

Optional

Expected

Compulsory

12 What is the nature of participant involvement?

13 What, if any, participant preparation is required by attendees prior to the course?

14 Course details:

Length of course

Geographical Location(s)

15 Expected number of participants per course

Delegate: Tutor ratio

16 Number of trainer(s)/presenter(s)

Name(s) of trainer(s)/presenter(s)
– please include paragraph outlining
credentials with submission

17 Event fees payable by participants:

Event fees payable by RSC non-members

Event fees payable by RSC members
(min 15% discount)**18 If the course results in a qualification:
(please give details)**

What method of assessment will be used?

19 If the course is recognised, accredited or approved by another body please give details:**20 How will you use the feedback collected from participants?
(Please include a sample feedback form)****21 Has consideration been given to equal opportunity issues?
Please give specific details****22 If you are applying for a renewal of your course recognition please highlight any ways in which your course has changed:****23 Documentation checklist:**

Additional trainer credentials

Example delegate certificate

Logo(s) for use in RSC advertising

Application fee

Example feedback form

Any other relevant documents relevant to your submission

Course materials

Example publicity materials

24 Signed: