

Endorsement for Training Days or Conferences for Continuous Professional Development

Many training organisations and individual trainers have approached BASRT for a formal approval or endorsement of their training days or conferences in order to enhance the marketing of the day to the BASRT membership and others. BASRT is keen to encourage a wide range of opportunities for professional development but wishes to ensure that any training endorsed by BASRT is of sufficient quality in terms of learning outcomes and value for money.

This document formalises the procedure for obtaining BASRT Endorsement. From 1st January 2006, no training day or conference will be able to advertise links with BASRT without undertaking the formal procedure. The cost of the process will be an administration fee of £100 for CPD events of one or two days. For CPD events of more than two days, please apply for an estimate of the administration fee prior to your application. In addition, a free place on the training day or conference should be made available to the BASRT representative if required.

The endorsement will last for a maximum period of three years, and providing no substantial changes have been made to the content of that day, can be run repeatedly over the endorsement period.

The procedure is as follows:

1. Application is made to BASRT on the attached form, together with a copy of the proposed plan and programme indicating training methods proposed, and a cheque for the administration fee. A separate form should be completed for each different training day or conference.

2. The application will be scrutinised, and we may seek further clarification regarding the potential learning outcomes. A representative from BASRT may be appointed to attend the event. This is unlikely in the case of repeat applications of the same event unless feedback has indicated that improvements needed to be made.
3. The applicant will be informed in writing of the BASRT endorsement of the training day or conference within two months of receiving the application. This will entitle the training organisers to display the following logo on their advertising literature:



This logo may not be used without the formal permission of BASRT in writing.

4. Any training day or conference that has received endorsement from BASRT will be advertised on the BASRT website and to our email-list.
5. All BASRT endorsed training day organisers must obtain feedback from delegates (a model form can be supplied on request). After the training day or conference, a summary of all the feedback forms should be sent to Anne Buggy, BASRT, PO Box 13686, London, SW20 9ZH. This will formulate part of the endorsement process for any future training days or conferences that this training organisation or individual trainer may apply for.
6. BASRT should be notified in advance of all subsequent repeats of the endorsed training day or conference in order to send a representative if required. As in item 5, a summary of the feedback should be sent after each training day repeat.
7. BASRT reserves the right to withhold endorsement without explanation.

Application for Endorsement of a Training Day or Conference for Continuous Professional Development

Name of applicant:	Contact address:
Tel:	Email:
Organisation:	
Title of training day/ conference:	
Name of trainer(s) and qualifications (including training qualifications):	
What knowledge and experience does the trainer(s) have in respect of the training / conference topic?	
Aims of training day / conference:	

What materials / methods will be used?	
What materials will be given to the delegates?	
Duration of day:	Date (if known):
Venue (if known):	Maximum number of delegates:
Will disadvantaged or disabled delegates be able to access this venue?	Are there selection criteria for attendance? If yes, please attach to application:
What food / refreshments will be made available for the delegates?	What will be the charge made to delegates for attendance?
In what way does this course meet the requirements of the DoH Quality Standard for Training in Sexual Health?	
Signed on behalf of organisation:	
Name:	Date:
<p>Please attach a copy of the training day / conference plan / programme including details of methods of presentation and feedback form and send together with a cheque for £100 made payable to BASRT to:</p> <p style="text-align: center;">Anne Buggy, BASRT, PO Box 13686, London, SW20 9ZH</p>	