

1. Introduction

This form is used to record the necessary details pertaining to the course you are proposing.

PLEASE COMPLETE ALL SECTIONS FULLY.

2. Administrative Information

Course Provider _____

Course Title _____

Location _____

Is this course offered elsewhere by the course provider and if so at what cost? _____

Minimum number of delegates for which the course would be educationally viable _____

NB On the basis that cumulative bookings roughly double in the last month, ORS will cancel the course one month ahead if less than half the required bookings have been received by that time. Final numbers cannot be guaranteed.

Any restrictions on dates in 2018 when course could be given _____

Tutor _____

Tutor's qualifications _____

Tutor's training knowledge and experience of the subject (*or attach current CV*) _____

Tutor's previous tutoring experience (*or attach current CV*) _____

Course materials (*to be supplied by you*) _____

Equipment required (*other than white board, flip chart, data, overhead or 35mm slide projector – which ORS will provide in any event [‘all-in’ courses excepted]. Please state exact requirements, especially for computer or video equipment, and state number [or, for example, ‘one per delegate’] if more than one of any item is required. This information is not required for ‘all in’ courses for which ALL equipment is your responsibility*)

3. Information Required For Evaluation, Publicity and Delegates

Course Provider _____

Course title (*be as concise as possible – maximum 8 words*) _____

Subtitle (*a description of what delegates will get from the course*) _____

Who should attend? _____

The five main things the delegates will learn by attending the course

1 _____

2 _____

3 _____

4 _____

5 _____

The training methods that will be used _____

Five reasons why delegates should attend – *highlight the main attractions; please don't duplicate the five things they'll learn!*

1 _____

2 _____

3 _____

4 _____

5 _____

4. Course Outline

Please enter, for each component, the start time, title and, where appropriate, brief explanatory details. For courses of more than one day, please copy this form as necessary. If you have a ready-prepared outline in a suitable format, this may be submitted instead of completing this form. (Please note the office hours are 08.30-16.30 where possible please schedule the course in these times)

Start Time	Title and explanation
9.00 or 9.30*	Registration and coffee (day 1 only; allow ½ hour)
	Coffee (allow 15 to 30 minutes)
	Lunch (1 hour is normally allowed)
	Tea (allow 15 to 30 minutes)
	Finish (normally 4.30 to 5.00 for one day courses)

For courses of more than one day's duration, there may be evening work except for the last day. If evening work is required, please give details and state whether it consists of directed work or private study.

**please delete as appropriate*