

Stage One of the NTC Accreditation Process

Extracts from the NTC Accreditation Handbook

For the full handbook please see the NTC Website. This extract is taken from the third edition (January 2009) of the NTC Accreditation Handbook.

Part Two: The NTC Accreditation Process

2.0 Accreditation process

2.1 Stage 1: Application for membership of the NTC Schools Forum ('SF')

The accreditation journey starts when a training provider applies to be accredited by the NTC. Once accepted and approved at stage one, the training provider may then join the Schools Forum (SF). At this point training providers sign up to certain principles and policies that are indicative of a commitment to high educational standards, pay a fee and are in a formal relationship with the NTC. During this application phase, the training provider will have compiled a minor evidence file of documentation that illustrates how they meet the agreed criteria for Stage one membership. For some training providers this might mean bringing together existing documentation or adapting the documents they have produced for other approval systems; others might need to undertake more work to achieve this. When the training provider considers that the evidence file is complete and has cross-referenced the evidence to criteria, the training provider will send this to the NTC for consideration. The NTC's Accreditation Committee will review the training provider's evidence file, confirm that all the necessary information is available for Stage One of the Accreditation process.

A school may then later progress to Stage 2. No provider may stay at Stage 1 (Schools Forum membership) for more than two years without then applying for Stage 2 of the accreditation process.

Stage 1 of the accreditation process is the first stage in moving towards full accreditation. Approval at Stage 1 does not confer 'Accredited by the NTC (Nutritional Therapy Council)' status. Stage 1 of the accreditation process and is a prerequisite and precursor to moving to Stage 2. Membership of the Schools Forum of the NTC is recommended to all training providers wishing to progress to stage 2.

The minutes of the relevant Council meeting will publish the NTC's decision to accept a training provider into a formal relationship and its name will be added to the NTC's list of such training providers and featured on the NTC website.

Any training provider who has joined the Schools Forum may currently advertise the fact in the following way:

As a member of the NTC Schools Forum, we {or name of Training Provider} have completed Stage 1 of the NTC Accreditation process. Stage 2 accreditation began in 2008 and details of training providers holding stage 2 accreditation may be found on the NTC Website.

No other wording in any publicity or promotional literature is permitted without written permission from the NTC. The NTC logo cannot be used.

Failure to move from Stage 1 to Stage 2 Accreditation

If the training provider has not submitted an application for a Stage 2 visit within two years of date of joining the Schools Forum, it will be informed of the NTC's intention to remove it from the list of training providers in a formal relationship with the NTC. After a minimum of one month and with the formal approval of the NTC, the provider will then be removed. The NTC will require evidence to confirm that the course provider no longer claims that it is in a formal relationship with the NTC. Such change of status will be published in the NTC's literature and on its web page.

Exceptionally, a provider may apply for an extension of the 2-year period of no more than one additional year, stating the extenuating circumstances that have led to the delays and indicating how the problems encountered will be overcome; or NTC may grant an extension at its absolute discretion.

Training providers that have been removed from the list may request to re-join the NTC and Schools Forum, but only after a minimum of one year has elapsed. On the second occasion the membership request must include a detailed planning schedule, an account of the problems faced previously and how they have been overcome, and an action plan that demonstrates what will be done differently. NTC will consider these before deciding whether to re-accept the institution onto the list of training providers in a formal relationship with the NTC. No institution will normally be considered for a third time.

Transition from Stage1 to Stage 2 of the Accreditation Process

A Note on new courses being developed in Higher Education.

A Higher Education course can, if the University wishes, arrange a stage 2 NTC Accreditation Visit at the same time as a University Validation.

2.2 For stage 2 Accreditation please see the NTC Accreditation Handbook

The above Principles were originally developed through consultation between CHAC, BAAB and AC and approved at the July 2005 Board (of BAAB).



Stage One NTC Accreditation Process and Membership of the NTC Schools Forum Application Form

We:

Name of Institution...

Address

Email

Telephone

Fax

Agree to abide by the NTC Accreditation handbook and to submit documentation, as requested. We also declare that we will not do anything to bring into question the integrity or reputation of the NTC or any other member of the NTC Schools Forum.

Signed on behalf of Institution

Signature.....Name

Position

Witness signature..... Name

Position.....Date.....

Address.....

.....

Breach of any of the conditions will result in expulsion from the Schools Forum and may impact on the accreditation status of the course.

The NTC reserves the right to refuse admission to any training provider which it deems does not meet the criteria set out herein.

NB Stage 1 applicants will be invoiced for their fee, currently £600 on receipt of their application. This fee covers approval at Stage 1.



Documentation for NTC Stage One Application and Membership of the Schools Forum

		Attached	To be submitted	Date for Submission
1	Details of organisation, its legal structure and ownership			
2	A statement of any links to commercial or other vested interests outside the educational domain			
3	Statement of course focus and educational intentions			
4	Course documents e.g. Prospectus which must include entry requirements and procedures, fees and refund policies, course completion requirements, academic calendar, course overview, all as communicated to potential and current students			
5	List of teaching, clinic and assessing staff with brief CVs			
6	Details of insurance			
7	Details of external examiners and verifiers			
8	Description of administrative structure			
9	List of members of governing body and /or advisory board			
10	Description of learning and other physical resources and statement on the provision of safe and accessible facilities in line with current legislation			
11	Procedure for discipline and/or dismissal of students			
12	Procedure for discipline and/or dismissal of staff including tutor performance review for self employed staff.			
13	Grievance/appeals procedure for students.			
14	Course evaluation document			
15	Equal opportunities statement			
16	Details of the qualification to be awarded on successful completion of the course			
<p>Name of Institution: Email: Signed on behalf of institution by: Name Position Date</p>				

Disclaimer: The NTC makes every effort to ensure that the courses it accredits are supported with appropriate resources. However, the teaching institution itself is responsible for the viability of courses and its overall financial soundness. The NTC takes no responsibility for the support of non-viable courses or for students on courses that cease to be offered.