



Course Organiser Application Form

THIS FORM MUST BE COMPLETED IN FULL USING BLOCK CAPITALS

STA Membership number if member: _____		STA Candidate number if known: _____	
*Mr/Mrs/Miss/Ms: _____	*Surname: _____	*First Name: _____	
*Address: _____			
*Post Code: _____		*Telephone Number Home: _____	
*Date of Birth: _____		*Telephone No Work/Mobile: _____	
E-mail _____			
Declaration – Signature Required			
I hereby apply to be registered as an STA Course Organiser and I confirm that:			
<ol style="list-style-type: none"> 1. I will organise courses in accordance with the rules, regulations and procedures contained within the 'Course Administration Procedures' and relevant training manuals available to purchase from the STA. 2. I will only use STA approved tutors/teachers/examiners/assessors. 3. I will be responsible for all Health and Safety aspects on any courses that I run. 4. I will return all unused training manuals, all relevant fees, all completed Examination Application Forms and any other required documentation to the STA in accordance with the timetable. 5. I agree to the terms of the Conditions of Appointment as a Course Organiser as laid out overleaf. 			
The Course Organiser is responsible for all of the candidate's pre-requisites. These include:			
<ol style="list-style-type: none"> 1. Registration Fees. 2. Membership subscriptions if the candidate is not a member of the STA. 3. Any qualification pre-requisites. 			
I understand that:			
<ol style="list-style-type: none"> 1. Results will not be issued to candidates until all pre-requisites have been supplied to the STA and all fees have been paid to the STA. 2. Failure to abide by the agreed timetable will result in an administration charge levied by the STA. 			
*Signed: _____			*Date: _____

Fields marked * are mandatory.

See overleaf for the 'Conditions of Appointment as an STA Tutor, Course Organiser and Examiner'.

STA highly recommends that all Course Organisers undertake the Course Administration Unit in order to gain an understanding of how to organise an STA course (available at www.trainsta.co.uk).

Conditions of Appointment

1. Introduction

STA is accredited by a number of Regulatory Authorities that require STA, as a part of its accreditation procedures, to ensure that its Centres (which means, in the case of STA, Course Organisers, Tutors and Examiners) formally to agree to follow specified procedures. The Regulatory Authorities include:

- Office of Qualifications and Examination Regulations (Ofqual)
- Scottish Qualifications Authority (SQA)
- Health & Safety Executive (HSE)

By signing this document you agree to operate as a Course Organiser and/or a Tutor and/or an Examiner for the STA in accordance with policies and procedures set out below.

2. Conditions of Appointment

As a condition of your appointment, or your continued appointment, you must agree to the following:

1. To abide by the following regulations of the STA, all of which are available to download from www.sta.co.uk:
 - a. STA Duty of Care
 - b. STA Code of Conduct
 - c. Equal Opportunity Policy
 - d. Monitoring Visits & Data Protection
 - e. Course Administration Procedures
 - f. Fit for Duty Policy
 - g. Special Consideration Policy
 - h. Removing Candidates from a Course Procedures
 - i. Customer Services Statement
 - j. Policy on Accepting Pregnant Candidates
 - k. Malpractice Policy
 - l. Course Cancellation Policy
 - m. Injury to Candidate Policy
 - n. Reasonable Adjustment Policy
 - o. Returns of Manuals Policy
2. To abide by any other relevant policies of the STA or the Regulatory Authorities that may be introduced from time to time
3. To permit the STA, for STA courses that use the on-line process, to view the courses documents including documents within my course mailbox for audit purposes.
4. When delivering HSE approved courses to abide by the relevant HSE regulations
5. To follow the Moderation Procedures of the STA as set out in “Becoming an STA Tutor” which includes the provision for unannounced moderation visits
6. If appointed as a Moderating Tutor, to carry out the duties in accordance with relevant STA Polices, Regulations and Procedures
7. If appointed as a National Tutor, to carry out the duties in accordance with relevant STA Polices, Regulations and Procedures
8. To ensure that the training facilities comply with relevant Health and Safety legislation and complete and submit a “Facilities Health, Safety & Welfare Check Sheet” for every course
9. To promptly carry out all paper based or on-line requirements relating to course delivery, including making all payments to the STA in accordance with it's procedures

10. To comply with, as soon as possible, any reasonable requests from the STA for relevant documents or information that may be required by the STA or a regulatory authority
11. To carry out any reasonable monitoring exercise that is requested by the STA or a regulatory authority and to assist the regulatory authority in any investigations made for the purposes of performing its functions
12. To have sufficient workforce, qualified as appropriate to carry out the training and administration functions relating to the delivery of STA courses
13. To deliver the training in accordance with the National Laws including Equalities Law
14. To comply with Data Protection regulations and do nothing to compromise the data security of the STA, the candidates on the course or any other person or body that may be involved in the delivery of STA courses
15. To make candidates aware of the following documents and policies all of which are available to download from www.sta.co.uk:
 - a. The STA Complaints Procedure
 - b. The STA Appeals Procedure
 - c. The STA Code of Conduct
 - d. Reasonable Adjustment Policy
 - e. Physical Activity Readiness Questionnaire - PARQ
 - f. Fit for Duty Policy
 - g. Policy on Accepting Pregnant Candidates
 - h. Reasonable Adjustment Policy
 - i. The requirements for entry onto the STA course
 - j. The assessment requirements
 - k. The course timetable
 - l. The Candidate Feed Back Form and encourage its completion, or its online version
 - m. Any other relevant STA policies that may become available from time to time
16. To retain, in a secure place, historical data as may be required as advised to you from time to time
17. To keep your knowledge up to date, particularly relating to regulatory or course changes that will be advised to you
18. To make sure that the STA has your latest contact details, including e-mail address, and keep the STA informed of any changes
19. To attend all mandatory updates
20. If, for any reason, a course cannot be completed to make arrangements for candidates to continue their learning at another venue without extra costs or inconvenience to the candidate

3. Breach of Agreement and Sanctions

The STA is dedicated to maintaining the highest standards of delivery and requires its Tutors, Course Organisers and Examiners to always operate to the highest standards. The quality is monitored and assessed by the STA based on:

1. Regular moderations in accordance with the STA Moderation Policy
2. Unannounced moderation visits
3. Tutor Feed Back Forms
4. Examiner Feed Back Forms
5. Candidate Feed Back Forms
6. Review of results profile, including algorithms within the STA computer programmes
7. Outcomes from the IV procedures
8. Reports from Regulatory Authorities following audit visits or other investigations
9. Complaints received in writing from candidates, staff members or others

If the STA has cause for concern based on information resulting from any of the above it will carry out an investigation in accordance with the STA Complaints Procedures, which may result in any of the sanctions set out below:

1. A letter advising the member of minor shortcomings
2. A requirement to be moderated
3. A Moderating Tutor or a National Tutor may be downgraded
4. Suspension of status pending re-training
5. Removal of status
6. Exclusion from membership of the STA