Evidence (suggested items)

Context

• Organisation Chart showing management structure and reporting lines
• Chart showing the governance structure (if applicable)

Programmes

• A description of the training programme used to recruit trainees
• A list of professional bodies/health care programmes associated with local training
• A list of modules taught and module descriptors
• Evidence of satisfaction on the part of key stakeholder groups with regard to programme design, content and delivery (eg evaluations from carers, patients, local authorities).

Trainees/Trainers

• A list of those delivering the training, indicating their academic and/or professional background and training and qualifications
• A table listing funds/donations/sponsorship received from organisations/charities in support of the training over the last 3 years.
• Number of participants on each training programme
• Training programme entry criteria for trainees

Training Programme materials

• Training programme prospectus, brochures and marketing materials
• Copies of training course materials to include induction materials, handouts, slides other/additional resources
• Ethics/Responsibility: Brief description of policies in these areas and how they are incorporated into training programmes
• Examples of assessment questions
• Samples of trainees' work/completed assessment assignments
• Assessment system for monitoring and grading participants work

Finance
• Budgetary information - financial accounts (income statements/ with the breakdown of costs /revenue/sources of funding