

## **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