

# IOL Accredited Course RENEWAL

**For existing providers of an IOL Accredited Course who wish to renew for a further year.** Some of the information is a chance to reflect on your course delivery and incorporate changes you have made over the past year.

Course Title		
Course type Select ONE of the following three options.	Training – for ASPIRANT or NEW outdoor learning instructors, teachers or leaders	
	CPD – for EXISTING instructors, teachers or leaders to broaden or further develop their competence	
	Educational – a FE, degree or masters course or similar that is typically over 12 months or longer	

Provider Name	
Contact Name	
Contact Address	
Phone	
Email	



## Please re-read your accredited course application before you complete this form.

**Have There Been Any Changes To The :**

		YES	NO
1.2	Learning outcomes, delivery structure, scheme of work (programme)?		
1.3	Fair, consistent and appropriate methods for assessment for learning?		
1.4	Teaching and learning methods used?		
1.5	Ways you meet individual learners needs?		
1.6	Course administration and operation?		
1.7	Course venue or requirements?		
3.1	Process for delivery staff selection, training & support?		
3.2	Delivery staff – new trainers or updated knowledge and skills (add below)?		
4.2	Organisations policies, procedures or insurance?		
4.3	Organisations accreditations, approvals or endorsements?		
5.2	Course Director who oversees delivery of this course?		

Please describe all changes below:

**New Or Updated Training Staff Details:**

Trainer Name	Subject Area Competence <i>Describe the experience, training and awards the person has relevant to the course being taught.</i>	Teaching / Training Competence <i>Describe the experience and qualifications the trainer has in teaching and assessing adult learners.</i>	Outdoor Learning Sector Knowledge <i>Evidence of current knowledge of where and how participants will apply what they learn.</i>

**Record Of Course Delivery**

Course Date	Course Trainer(s)	Number of Participants Started	Number of Participants Completed

**Reflections On Course Delivery**

**How have you ensured consistency and quality of delivery?**

**Please summarise the feedback have you received from participants.**

**What continuous improvements have you made this year?**

**What developments (if any) are you considering for the future?**

## IOL Accredited Course Renewal

By applying to have your course accredited by IOL you agree:

1. Your renewal will be assessed by the IOL Course Accreditation board
2. To pay the appropriate fees for accreditation
3. You will report any planned changes to IOL and pay the appropriate fee
4. You will provide IOL with access to any feedback you receive from participants
5. You will retain a list of participants and share this information with IOL
6. You will provide IOL with the necessary information to create website links and promotional text for your accredited course
7. The use of an IOL Accredited Course Badge on any websites, literature or certificates shall first be agreed with IOL.
8. IOL retains the right to withdraw accreditation at any time, including the reasons:
  - Failure to comply with the accreditation criteria
  - Failure to comply with the policies and processes submitted at accreditation
  - Misuse of any branding, wording or logos of the Institute for Outdoor Learning
9. You will make opportunities and information available when requested for IOL to moderate the course accreditation process

### Accredited Course Renewal

Signed \_\_\_\_\_ Position \_\_\_\_\_  
Name \_\_\_\_\_ Date \_\_\_\_\_

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### Submitting your renewal

Our preferred method is via email with all files in .pdf format. Please send your completed form and attachments to [louise@outdoor-learning.org](mailto:louise@outdoor-learning.org)

If this is not possible, you can post your application to: Institute for Outdoor Learning, Warwick Mill Business Centre, Warwick Bridge, Carlisle, Cumbria. CA4 8RR

Louise will invoice you by return and we will begin assessing your application on receipt of payment.