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| Please complete and return this form *without* converting it to pdf and preferably by email attachment to [chartership@geolsoc.org.uk](mailto:chartership@geolsoc.org.uk), or to: Professional Training Officer, The Geological Society, Burlington House, Piccadilly, London, W1J 0BG | |
|  | |
| **1 Training Provider Details** | |
|  | |
| **1.1 Name of Organisation** |  |
| **1.2 Organisation’s Address** |  |
| **1.3 Organisation’s Telephone** |  |
| **1.4 Contact Name** |  |
| **1.5 Contact’s email** |  |
| **1.6 Role in Organisation** |  |
| **1.7 Has your event been endorsed by GSL before?** (If so, please give dates) |  |

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| **2 General Information on the Training Event** | | | | | | | | | |
| 2.1 Title |  | | | | | | | | |
| **2.2 Type of event** | Conference ⃞ | | | | Lecture ⃞ | | | | |
| Seminar ⃞ | | | | Workshop ⃞ | | | | |
| **2.3 Type of delivery**  *(Please respond N or N)* | In person |  | | Virtual | |  | | Hybrid |  |
| **2.4 Venue address** |  | | | | | | | | |
| **2.5 Type of Venue** | Lecture Room/Hall ⃞ | | | | Laboratory ⃞ | | | | |
| University/College Facility ⃞ | | | | Conference Centre ⃞ | | | | |
| **2.5 Who is the event aimed at?** *(eg, geoscience sector, job roles, level of experience, etc)* |  | | | | | | | | |
| **2.7 Is this a one-off event or will it be repeated?** |  | | | | | | | | |
| **2.8 Date(s) of event** |  | | | | | | | | |
| **2.9 Overall duration (days)** |  | | | | | | | | |
| **2.10 Hours of direct delegate participation?** *(for CPD record purposes)* |  | | | | | | | | |
| **2.11 Is this a new event?** |  | | | | | | | | |
| **2.12 If run before, has it been approved previously by GSL?** *(Please give dates)* |  | | | | | | | | |
| **2.13 Outline of the general responsibilities of those involved in the delivery of the event** |  | | | | | | | | |
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| **3 Event Details** | | | | | | | | | |
| **3.1 Objectives**  *(Complete as appropriate)* |  | | | | | | | | |
| **3.2 Detailed Syllabus** | *[Please append to this application]* | | | | | | | | |
| **3.3 Presenter(s)**  *(Please attach full CVs for the main presenters detailing their relevant qualifications and experience)* | *Name(s) of presenter(s), with academic and professional qualifications and learned society affiliations [please extend the summary list below to suit]*  1  2  3  4 | | | | | | | | |
| **3.4 What are the maximum and minimum delegate to presenter ratios for the event?** | Maximum: ……… delegates to ……… presenters  Minimum: ……… delegates to ……… presenters | | | | | | | | |
| **3.5 What teaching, communication and or presentation methods are used in the delivery of the activities comprising the event?** | Case studies ⃞ | | Completion exercises ⃞ | | | | Debates ⃞ | | |
| Demonstrations ⃞ | | Discussion groups ⃞ | | | | Distance learning ⃞ | | |
| Internet-based tuition ⃞ | | Lectures ⃞ | | | | Oral presentations ⃞ | | |
| Practicals ⃞ | | Role-play ⃞ | | | | Tutorials ⃞ | | |
| Workshop ⃞ | | Other ⃞  *(please state below)* | | | |  | | |
|  | | | | | | | | |
| **3.6 What event delivery techniques (visual aids) will be used?** | Practical demo ⃞ | | Physical models ⃞ | | | | PowerPoint ⃞ | | |
| Slides ⃞ | | Video ⃞ | | | | None ⃞ | | |
| Other ⃞  *(please specify on right)* | |  | | | | | | |
| **3.7 How often is the event material updated?** |  | | | | | | | | |
| **3.8 What event materials will be provided to delegates?**  *(Please list here and provide a pdf file of all manuals and event materials issued to delegates)* | Event manual ⃞ | | Handouts ⃞ | | | | Presentation printout ⃞ | | |
| Practical kit ⃞ | | None ⃞ | | | | Other material ⃞  *(please specify below)* | | |
|  | | | | | | | | |
| **3.10 What audience participation is involved and how is it conducted?** |  | | | | | | | | |
| **3.11 If assessment of delegates’ learning is made, what techniques are used?** | 1 to 1 questioning ⃞ | | Practical test ⃞ | | | | Presentation by ⃞ | | |
| Written test ⃞ | | None ⃞ | | | | Other ⃞  *(please specify below)* | | |
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| **4 Delegate Information** | | | | | | | | | |
| **4.1 Should delegates possess some basic background knowledge of the subject matter of the event prior to arrival? If so, what?** |  | | | | | | | | |
| **4.2 Should delegates make any preparations before joining the event? If so, what?** |  | | | | | | | | |
| **4.3 Fees for event delegates**  *(Please list the main fee categories, including the cost to GSL Fellows)* |  | | | | | | | | |
| **4.4 What allowances in the event are there for delegates to assimilate the information provided and to re-focus?** |  | | | | | | | | |
| **4.5 Summarise how equal opportunity issues are addressed?** |  | | | | | | | | |
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| **5 Provider’s Self-Evaluation of Event** | | | | | | | | | |
| **5.1 How is the success of the event judged?** |  | | | | | | | | |
| **5.2 What internal mechanisms are in place to review, manage and ensure the currency of updates to the event (based on new techniques, new technologies and event feedback, etc)?**  **(***Please provide details)* |  | | | | | | | | |
| **5.3 Completion Certificates** | ⃞  *[On successful completion of an accredited event, delegates must be provided with a certificate. This should incorporate the GSL Accredited Training logo, as on the front page of this form.]*  *Please provide a specimen certificate* | | | | | | | | |
| **5.6 Is the event accredited by any other body?**  *(If so, please give details)* |  | | | | | | | | |

*Continued on next sheet*

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| **6 Application Checklist** | |
| I confirm having completed this Application correctly to the best of my knowledge ⃞  I confirm that the following documents accompany this application:   * All presenters’ CVs⃞ * Event syllabus ⃞ * Delegate materials to be provided for the event ⃞   I undertake to collect feedback from event delegates on the quality of the event, including: ⃞   * event venue/facilities * event content * event materials * event presenters * event meets delegate’s expectations? * general administration * overall rating   And, to supply the Geological Society with the completed feedback forms plus a summary analysis sheet within 28 days of the end of the event.  I attach or will transfer payment of the Accreditation fee before the review process commences ⃞  **check details in yellow highlight**  If paying via BACS, the GSL Account details are:  Account Name: Geological Society 'A' Account Sort Code: 18-00-02 Account Nr: 0245 5676 | |
| **Signature:**  **print name:**  **Position:** | …………………………………… |
| **Date** *– please complete even if returning by email* |  |

If you have any queries please contact: the ~~Chartership Officer~~ TBA

on ~~07745 890 155~~ or by email to [Chartership@geolsoc.org.uk](mailto:Chartership@geolsoc.org.uk)

The Professional Accreditation Committee of the Geological Society