

## **National Counselling Society's Training Provider Accredited Course Terms and Conditions.**

1. The training provider agrees to abide by the National Counselling Society's (NCS/Society) Code of Ethics and Complaints Procedure, details of which are available online or through the Society's office.
2. The training provider accepts the provisions of the Society's Constitution.
3. The training provider confirms that they either own, or have permission to use, all content contained within and/or issued as part of the recognised course.
4. It is suggested that, if students are likely to have to pay additional costs for the likes of printing, supervision, placement fees, re-marking of coursework, personal counselling, textbooks and/or professional society memberships etc, training providers agree to offer as much clarity and transparency with regards to any extra costs that may be incurred at the outset of the training programme.
5. The training provider agrees to the following renewal/reaccreditation conditions:
  - a. Complete the renewal form sent to them each year and ensure the renewal payment is made on time
  - b. Encourage **all** students and graduates on the NCS accredited course to join the Society
  - c. Provide **all** students and graduates on the NCS accredited course with Society application forms, materials and shares information from the Society with them
  - d. Always keep the Society up to date with any changes to contact details and course amendments
6. Course accreditation is conditional on the course being actively run and the course provider encouraging students and graduates to join the Society. In circumstances where there is insufficient participation in the Society by students and graduates, course accreditation or approval may be withdrawn with sufficient notice given by the Society.
7. The training provider agrees to display the provided NCS accredited course logo on marketing materials and on their website with a link to the Society's website. They will do so by following the instructions for use below.
8. The training provider can only use the logo by clearly indicating the course which is accredited by using the words "(course) is accredited by the National Counselling Society and, subject to our Terms & Conditions, is a route onto a national register of counsellors which is accredited by the Professional Standards Authority". The provider cannot use the logo in any way which gives the impression that (a) it is the training provider rather than the course which is accredited or (b) that any other non-accredited course is accredited.
9. The training provider is not permitted to display the logo before being given permission to do so by the National Counselling Society.
10. The training provider must only use the logo that is provided by the National Counselling Society and must not alter it in any way, shape or form.
11. The training provider must follow any instruction from the National Counselling Society, regarding updates to the logo.
12. The National Counselling Society will monitor the logo for proper use and reserve the right to query or withdraw the use of the logo from any training provider.
13. If course accreditation ceases between the training provider and the National Counselling Society then the logo must be removed from all websites and promotional materials within 14 days of expiration of accreditation.
14. The National Counselling Society reserves the right to request a removal of the logo from the training provider's website, if it has been deemed as being used inappropriately or not in accordance with these terms and conditions.
15. The training provider is not permitted to mislead anyone as to what the accreditation means.
16. The training provider is not to claim the training provider is endorsed by the Professional Standards Authority or by the government.



I hereby acknowledge and agree to abide by the National Counselling Society's terms and conditions, as listed above. I also confirm that I am authorised to sign these terms and conditions on behalf of the training provider.

Training Provider Name.....  
Email address (the logo will be sent to this address).....  
Name of Signatory.....  
Signed.....Date.....