



Study Programme and Traineeships Course Approval

- This form must be completed and submitted along with supporting documents at least **14** days prior to the course start date.
- All boxes must be **fully** completed on the first page otherwise the form will be returned as incomplete.
- You will be notified with a code when the course has been approved, this code should be used on all paperwork relating to the course.
- Delivery of your course without notification will be entirely at your own risk.
- If any of the course details change, it is essential that Skills South Tyneside are informed via a Course Amendment Form. If it is an unexpected change e.g. tutor sickness the office must be phoned immediately as well as submitting the form.

Course Details											
Provider Name			Date submitted to Skills South Tyneside								
Programme Title			Schedule No.								
Course Summary											
Intended Destination		Employment Related		Educational Progression		Other (please state):					
Venue			Venue Post Code								
Venue Risk Assessment Attached?		Yes No		Venue Risk Assessment already submitted?		Yes No					
Subject	Area of Learning (to include tutorials & reviews)	LARS Qual. Aim Code Or Z Code	Day				Start Date	End Date	Start Time	End Time	Tutor
1			M	T	W	T	F	S	S		
2			M	T	W	T	F	S	S		
3.			M	T	W	T	F	S	S		
4			M	T	W	T	F	S	S		
5			M	T	W	T	F	S	S		
6			M	T	W	T	F	S	S		
7			M	T	W	T	F	S	S		
8			M	T	W	T	F	S	S		
Please list any dates when sessions will NOT be running:											





For Office Use Only			
DBS Dated within 3 years?	Yes	No	Comments/Actions:
Venue Risk Assessment Signed & dated within the last year?	Yes	No	
Teaching Qualification Copy of certificates received?	Yes	No	
Subject Specialist Qualification Copy of certificates received?	Yes	No	
English and Maths Qualification Copy of certificates received?	Yes	No	
Scheme of Work Copy of each received?	Yes	No	
Notes			