

Course Documentation Submission Form (CDSF)

Guidance notes for submission of a Course for IFST Accreditation

Please read the accreditation process on our website in addition to the following guidelines before sending your submission.

<https://www.ifst.org/accreditation-schemes/sensory-training-accreditation>

You should submit all the relevant documentation (in duplicate if not submitting electronically) together with your choice of three assessors to the IFST.

Course Duration: please indicate the number of days, weeks etc. that the course is taught over. Please give dates of next course if possible.

Total Taught hours: please indicate the total hours, including any time for reading or other student centred activities.

Course Documentation: Please supply copies of all course slides, reading, practical notes etc. to enable the assessors to determine if the learning outcomes have been met. It is important that you complete the Syllabus Coverage Form in order to indicate where you believe the particular outcomes are covered. Please use a system which makes it clear to identify which course notes apply to which session – e.g. lecture one, session 1 etc. Complete teaching notes are not required but where possible a brief explanation of activities would be useful in order to enable the assessors to determine whether sufficient detail is present to cover the learning outcome.

- Health and Safety – please include documentation which demonstrates due diligence where Health and safety is concerned e.g. allergy questionnaires or risk assessments for your practical activities.
- Submission: a guide to the documentation submitted would help speed up the process. Documentation should preferably be submitted in electronic form (PDFs of scanned documents are acceptable where necessary). Paper copies are also acceptable but pages should be numbered to allow easy reference to particular aspects of the course. In this case we would require two copies of the information to be submitted.
- CVs for the coordinator and trainer should focus on qualifications, experience in sensory science and experience in teaching/training.

- **Company/Institution** [Click here to enter text.](#)
- **Contact Name** [Click here to enter text.](#)
- **E-mail address** [Click here to enter text.](#)
- **Telephone number** [Click here to enter text.](#)
- **Address** [Click here to enter text.](#)
- **Course Title** [Click here to enter text.](#)
- **Course Duration** [Click here to enter text.](#)
- **Date of next course** [Click to enter or select a date.](#)
- **Total Taught Hours** [Click here to enter text.](#)
(inc. lecture/tutorial/practical)
- **Course Co-ordinator** [Click here to enter text.](#)
- **Additional Trainers** [Click here to enter text.](#)

(Please include the names of additional trainers who make a substantial contribution to the delivery of the course.)

- **Course Profile:** Existing New
- **Level of Course:** Foundation Intermediate
- **Course Documentation Included (tick as appropriate):**
 - Course notes
 - Details of practical activities
 - Handout materials
 - Personal profile/CV for Course Co-ordinator
 - Details for other trainers/lecturers
 - Feedback forms from delegates/students
- **Additional Information** [Click or tap here to enter text.](#)