

Application form for standard accreditation by Holland Quaestor

The programme description forms the core part of Holland Quaestor's (HQ) accreditation application. The organisation is requested to provide the information preferably using the following questions as far as possible.

Please send the completed and signed application form with attachments to:
info@hollandquaestor.nl

If you have any questions, please contact the HQ secretariat.
Telephone number: 085-0240058
E-mail: info@hollandquaestor.nl

Organisation details

Name organisation:	
Visiting adress:	
Postal code + City:	
Postal adress:	
Postal code + City:	
Telephone number:	
E-mail adress:	
Website:	
Contact person:	
Established in: (date + year)	
Is the organisation part of an HBO or WO institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has the organisation previously been recognised by HQ or another trade association or professional organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' from when to when and at which organisation(s)?
Please provide a brief description of your organisation describing at least: - the objective - the activities	
Please provide a clear description of the target group for the courses. Specify, if necessary, what	

knowledge or prior work experience is expected or required.	
Please indicate the specific subject areas in which courses are offered.	
What courses does your organisation intend to offer under the banner of recognition?	
Who generally develops the courses within your organisation. Are the relevant lecturers and/or education experts involved?	
Do you provide course materials to trainees in all your courses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organisation have sufficient lecturers in qualitative and quantitative terms to deliver the courses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are lecturers prepared for course delivery by the organisation (e.g. via a train-the-trainer meeting)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organisation have a secretariat which is available during the working week to answer questions from (potential) trainees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organisation systematically evaluate all courses and which evaluation form do you use for this purpose?	<input type="checkbox"/> Yes <input type="checkbox"/> No If 'Yes' please attach evaluation form.
Do you link results of evaluations back to lecturers?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can the evaluations lead to adjustment of a course?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you use other tools and methods to monitor the quality of courses, pool of lecturers, materials and organisation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If requested, are you willing to provide HQ with the names of some participants from trust offices and member of HQ who attended a course with you in the past six months and can be approached as referees?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Finally, we request you to send us a programme booklet/overview of the courses organised by your organisation in the last six months and which ones the organisation has scheduled for the next six months.

Signature:

HQ reserves the right to request further information on certain items as a result of the answers you have given before the decision is taken on (provisional) recognition.

The organisation declares to have completed the questions truthfully:

Signature contact person:

Place and date:

Name:
