**Introduction**

BAPRAS is keen to badge high quality educational events.

The advantages to course convenors are:

* Use of the BAPRAS logo in course literature
* BAPRAS will publicise the event on its website and include in its e-bulletin
* Upon request, BAPRAS will consider emailing the course as a separate item to the membership.
* Flyers can be available on the registration desk at BAPRAS meetings and courses
* Possible assistance with administration of the course.
* Use of the strapline, ‘Course badged by BAPRAS’.
* Peer review from a panel of leading surgeons

**Who can apply?**

Badging by BAPRAS is only available to course convenors who are Full members of BAPRAS.

**Badging Criteria**

* The course must be consistent with the objectives and overall strategic direction of BAPRAS
* The course must be of interest to and benefit members of BAPRAS
* Badging applications must be submitted by BAPRAS Full members.
* The course should fit in terms of content and timing with the existing BAPRAS educational programme
* The course must be for no longer than five days
* The course should demonstrate scientific and educational purpose in plastic surgery
* The course organiser should have proven relevant expertise in conducting such courses
* There must be an appropriate ratio of faculty to participants.
* A consultant plastic surgeon who is a member of BAPRAS must be included on the course faculty and have significant involvement.
* The presenters/teachers/facilitators should have proven relevant expertise, skills and knowledge to deliver the education programme within the specific subject(s) identified.
* The cost of courses will be taken into account when considering courses for badging.
* BAPRAS remains committed to badging and promoting courses, which meet approval for education, and ones, which are deemed value for money adjudged by senior council members. This ensures that a BAPRAS endorsement assures a quality course. There are many regional and National courses specifically for preparation for the intercollegiate FRCS (Plast) exam. To avoid any conflict of interests and to prevent any prejudice BAPRAS does not badge/endorse such courses.
* BAPRAS promotes equality and diversity and care must be taken with the organisation and advertising of the course to ensure no inappropriate perception can occur.
* Please apply at least 6 weeks prior to the event date

**Course Details**

The provider must supply a course specification including the title of the course, its dates, the proposed venue(s), the target audience for the course, and the expected frequency of running the course each year.

The provider must give details of any fee charged for attendance at the course.

The provider must detail any award or qualification provided as a result of having

attended or completed the course.

**Course Structure and content**

There must be a detailed programme outlining the content, structure and

timetabling of the course. Each individual session should be recorded separately

with a brief outline of what will take place during that session.

**Application**

Complete the application form and **attach a draft programme with times, speakers and the topics** covered. **Feedback** from previous courses must be supplied with badging application. The more detail that you can give the more likely that approval for badging will be given. If you have run the course before you may send us details of a previous similar course. Applications are only accepted electronically. Please feel free to speak to us informally if you need help with an application.

**What we need from you**

If your course is approved we will provide the agreed level of support. In return you must:

* Ensure that the good name of BAPRAS is protected
* Comply with BAPRAS guidelines for use of our logo(s)
* Notify all organisational risks to BAPRAS
* Notify BAPRAS of any material changes to the course after approval
* Conduct delegate feedback and make copies available to BAPRAS
* Provide an evaluation report to BAPRAS within two months of the course being conducted
* Not transfer badging to another course or use it again for the same course without specific approval
* Please send details of proposed branding/advertising materials
* Make a free place on your course available for a BAPRAS trainee. It is up to the course organiser to allocate this place

Revised August 2024

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| **General information** |
|  |
| Your Name |  |
|  |
| Hospital Name |  |
|  |
| Tel Contact No. |  |
|  |
| E-mail address |  |
|  |  |
| Membership category |  |
|  |  |
| **Course details** |
|  |  |
| Course or event title |  |
|  |
| Location  |   |  |
|  |  | Please select an option |
|  |
| Date(s) | From: Click or tap to enter a date.  | To: Click or tap to enter a date. |  |
|  |  |  | Please select an option |
|  |
| Event description |  |
|  |
| Target audience |  |
|  |
| Registration fees |  |
|  |
| How do delegates register? |  |
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| Further information*For example a contact email or website* |
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|  |
| Feedback attached from previous course:Yes [ ] No [ ]

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If no please state, why  |
| Programme attached with application:Yes [ ] No [ ]

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If no please state, why  |
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| Financial Details: including costs and profit and how they will be used.

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| **Details of support required** |
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| Please check the box to indicate whether support is required: |
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| Inclusion in BAPRAS membership bulletin for three months prior to event | [ ]   |
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| Inclusion on the course listings page of the BAPRAS website |[ ]
|  |
| Use of BAPRAS logo in course materials / publicity  |[ ]
|  |
| Please indicate if this is being used jointly with another body |  |
|  |
| Support in organising the course/event |[ ]
|  |
| if YES, please provide details |  |
|  |
| CME/CPD Accreditation |[ ]
|  |
| Other (Please state) |
|  |
| **Additional information** |
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| Please use the below box to provide additional information which you feel will be beneficial when making a decision on badging your event.  |
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Please email this form along with your draft programme to: secretariat@bapras.org.uk. We will

aim to give you a response no later than 28 days of receipt unless we require further information. It may assist if you have informal discussions with BAPRAS before making your application.