



## APPLICATION TO BECOME AN AFFILIATED TRAINING PRACTICE (TP)

### Initial terms and conditions of an application to become a TP with The Open College of Equine Studies acting as Primary Centre

1. If your practice is already an approved Equine TP with another Primary Centre, and is currently on the RCVS List of Approved Equine TPs, you do not need to complete this form.
2. If your practice is an approved Small Animal TP with another Primary Centre, and is currently on the RCVS List of Approved Small Animal TPs, please contact TOCES on 01284 811 401 to discuss.
3. Please ensure you have read the Memorandum of Understanding (MoU) and raised initial queries with TOCES before submitting this application.
4. This form and payment must accompany the RCVS TP Application Form, which must be returned to TOCES (not the RCVS).
5. The first annual fees for TP approval and affiliation, with TOCES as Primary Centre, are as follows:
  - UK TPs - £350 plus mileage incurred for the first approval visit at 40 pence per mile
  - International TPs - £875 to include remote approval 'visit'

In subsequent years the fee is £150 per annum, plus mileage incurred for TP quality monitoring visits at 40 pence per mile (UK and International TPs).

6. When making an initial application for TP approval please enclose the annual affiliation fee with this application. Cheques payable to "The Open College of Equine Studies" or pay by bank transfer. Please request an invoice. This fee is non-returnable.
7. UK practices - TOCES' Internal Verifier will conduct the TP approval visit at a mutually convenient day and time and provide feedback on the day.

International practices – TOCES' Internal Verifier will liaise with practice staff in order to obtain the evidence required to fulfil the conditions of approval remotely; i.e. via video and photographic evidence.

8. Feedback will be formally recorded in a report; you will receive a copy of the report which will detail any action/s needed in order to progress your approval. Where caseload deficiencies are identified this action may include recommendations regarding student secondment. You must agree to allow your student the recommended level of secondment at an appropriate practice to allow your student to fulfil the requirements of the RCVS programme.
9. If you proceed with the application, you must sign and return both copies of the Memorandum of Understanding.

Please see overleaf ...

10. If you decide not to proceed with the application, no other fees will be due, and no fees will be refunded by TOCES.

Please sign below to indicate your acceptance of these initial terms.

**Designated Training Practice Principal/Manager Name:** .....

**Signature:** ..... **Date:** .....