

Accredited Members of Equals undergo regular inspections, and courses accredited by Equals are regularly verified, to ensure that:

- 1 Advertising, promotional materials and course information follow national advertising standards, are factual, and give a clear and truthful account of their courses and other activities.
- 2 Before enrolment, course participants or their representatives are provided with clear information on the nature of and rationale behind the course. In addition, clear information is provided on the:
  - 2.1 entry requirements (if any);
  - 2.2 course outline;
  - 2.3 minimum course length and dates;
  - 2.4 number of hours taught face-to-face, and number and nature of teaching practice and observation sessions and other services offered;
  - 2.5 number of hours of self-study: homework, assignments, computer-assisted study (e.g. on-line modules);
  - 2.6 dates of closure and holidays;
  - 2.7 admission and placement procedures;
  - 2.8 size and make-up of groups, including age or any other restrictions;
  - 2.9 use of classes for teaching practice purposes;
  - 2.10 requirements in relation to attendance and assignments;
  - 2.11 assessment criteria and procedures, reporting and certification;
  - 2.12 terms and conditions of business, including cancellation regulations and charges.
- 3 Before enrolment, course participants or their representatives are given full and clear details concerning the contract, including exact course fees and the rights of each party, in the event of withdrawal or exclusion.
- 4 All prices mentioned in advertising and other publicity material or information specify clearly which services and goods are included in the price and which are available at additional cost. The cost of public examinations where courses aim to prepare course participants for these should be specified. Any additional taxes that may be payable are also specified.
- 5 All diplomas and certificates of any kind issued to course participants contain accurate statements of fact, and, if such certification is based on examinations or tests, these are valid and soundly administered.
- 6 In the case of course participants under the age of 18 on full-time and/or residential courses, clear information is provided to parents/guardians about supervision arrangements and the qualifications of supervisory staff.
- 7 The Equals logo, name, signs and charters are used according to the guidelines established by Equals on the institution's premises, on websites and in printed publicity and in other printed documents.