

MAITS Trip Checklist

This checklist outlines the documentation to be completed at the various stages of your trip when receiving a grant from MAITS. For any queries please contact info@maits.org.uk

Pre-departure

1. Make sure you have read the documents in the 'Pre-Departure' section of the [Grant Handbook](#).
2. Provide MAITS with the following:
 - Original current CRB certificate
 - Professional registration certificate
 - Signed Code of Practice
 - Copy of identification page from your passport

Remember that you will need to make your own travel arrangements (flights, visa and any necessary vaccinations) and organise your own local transport and accommodation.

During the Trip

Please use the documents provided in the 'During the Trip' section of the [Grant Handbook](#) and refer to the MAITS report format and example as you will need to gather specific information to complete this upon your return.

Post Trip

Please send us:

- Your trainee feedback data (through the [Trainee Feedback Online Survey](#))
- The audio or video recordings of your post training interviews
- The completed MAITS Trip report
- Your training timetable and any materials you developed that can be shared with other MAITS trainers
- Any photographs and videos you took during the training (with consent)
- Your expenses claim form (complete with receipts)