ACCREDITED TRAINING PROGRAMME (ATP) PRE-APPROVAL CHECKLIST

Before submitting your programme application, please refer to the checklist below:

Programme Criteria	Tick if met
Programme title contains no numerical levels	
Programme title contains no regulatory terminology	
Programme includes programme components	
Components have clear learning outcomes	
Clear indication of the size and length of the programme	
The title and size of the programme clearly reflects the programme's learning outcomes	
There is a scheme of work accompanying the programme	
There are sufficient resources to support the delivery of the programme	
There is a suitably qualified Internal Quality Assurer	
There is an internal quality assurance process in place	
There is a standardisation process and accompanying standardisation plan in place	
The programme has a set of assessed outcomes	
The assessor has clear guidance for reviewing the assessed outcomes	
Suitably qualified staff are in place to deliver both practical and knowledge elements of the programme	
Promotional materials follow our guidelines, ensuring there is no reference to the programme being a regulated qualification or a non-regulated qualification	
Promotional materials follow our guidelines, ensuring regulatory terminology is not used	
The programme has been developed with technical accuracy	
Scheme of work is available	

Policy/ Procedure	Tick if met
Internal Quality Assurance Procedure	
Assessment Procedure	
Standardisation Procedure	
Equality and Diversity Policy	
Health and Safety Policy	
Malpractice and Maladministration Policy	
Enquiries, Appeals and Complaints Procedure	

Subsidiaries of:

The advancement of skills and education to improve the lives of individuals.

Learner Enrolment Procedure	
Learner Feedback Procedure	
Staff Recruitment and Induction Procedure	
Data Protection and Privacy Policy	
Safeguarding of Children and Vulnerable Adults Policy	
Document Control Procedure	
Organisational Chart	
Conflict of Interest Policy	

As the accredited training programme is unregulated, you do not need a plethora of staff to support the programme. However, there are some roles that are mandatory - these are:

Staff	Tick here
Main programme contact with overall responsibility for the programme	
Head of Finance/ Finance contact	
Tutor(s)	
Internal Quality Assurer(s)	
Administrator responsible for learner enrolment and certification	

We appreciate that providers vary in size, and it is completely understandable if a member of staff is responsible for more than one of the roles listed above, as long as the integrity of the programme is not compromised. The member of staff responsible for the delivery of the programme is not permitted to fulfil the Internal Quality Assurance role.

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