

ACCREDITED TRAINING PROGRAMME (ATP) PROVIDER GUIDANCE

1 Overview

- 1.1 The Accredited Training Programme is a product which enables training Providers to develop and deliver programmes which are accredited by Skills and Education Group Awards or BIIAB.
- 1.2 Accreditation from Skills and Education Group Awards or BIIAB provides an assurance of quality for Providers and learners.
- 1.3 The content and quality of the programme will be audited annually by an independent Skills and Education Group Awards or BIIAB Quality Adviser.
- 1.4 The Accredited Training Programme sits outside of the regulated qualification market, therefore the title, content and supporting resources cannot use regulated terminology.

2 Programme Content

- 2.1 All programmes must contain the following:
 - A clear programme title that does not use regulated terminology
 - A group of Programme Components which clearly relates to the programme title
 - Components which contain learning objectives, supported by clear Assessment Criteria detailing how each learning objective will be achieved
 - An assessed outcome (knowledge, skills or behaviours)
 - A training syllabus
 - Entry requirements (if applicable).
- 2.2 If any of the above list is not identified by Skills and Education Group Awards or BIIAB once an application has been received, the application may be initially declined and further information requested. Providers may then wish to resubmit with further supporting information.

Subsidiaries of:

- 2.3 Programme content is developed and is owned by the Provider.
- 2.3.1 Skills and Education Group Awards or BIIAB will not develop programmes or any programme components.
- 2.3.2 Providers are not permitted to suggest that the programme they have developed is owned by Skills and Education Group Awards or BIIAB.
- 2.3.3 Providers are not permitted to suggest that the programme they have developed is a regulated qualification.

3 Appropriate Terminology

- 3.1 Skills and Education Group Awards and BIIAB are regulated by Ofqual and have a portfolio of Ofqual-regulated qualifications. To avoid confusion between the regulated qualifications we offer and the training programmes we accredit, there are rules around terminology which are detailed below.
- 3.2 When creating your Accredited Training Programme, you are not permitted to:
- use 'Award', 'Certificate' or 'Diploma' in the programme title
 - use numerical numbers as level descriptors
 - refer to the programme as a qualification. The programme is not a qualification and nowhere in the programme title or supporting information can any indication or suggestion be given to lead potential learners to believe the programme is a qualification
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- describe your programme, its content or supporting resources as being developed or owned in any way by Skills and Education Group Awards. Skills and Education Group Awards accredit the programme, however the programme remains the property of the Provider.
- 3.3 As an alternative to numerical level descriptors, we have provided the following example terms which may be used in their place:
- Introductory Level

Subsidiaries of:

- Beginner Level
- Intermediate Level
- Advanced Level
- Diagnostic Level
- Supervisory Level

3.4 Examples of the above guidance in practice are as follows:

- Developing Managers Beginner Level
- General Conditions Intermediate Level
- Understanding Photoshop Advanced Level

4 Approval Requirements

4.1 To enable your programme to be approved, there is a set of criteria that must be met. These can be split into two sections: staff requirements and programme requirements.

4.2 Staff requirements are as follows:

- Must have a suitable number of tutors in place to deliver the programme
- Must have a suitably qualified Internal Verifier to conduct internal verification activity
- Must have a named contact who is responsible for the successful delivery of the programme and for communicating with Skills and Education Group Awards
- Must have a person(s) in place to manage and record learner enrolment and achievement if different from the named programme contact or tutor
- Must have a finance contact who will receive and action any invoicing activity during the duration of the programme.

4.3 Programme requirements are as follows:

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- Must be a programme title which complies with our terminology requirements
- Must have a clear length of course with 'Course Hours' which reflect the learning objectives for the programme
- Must detail the teaching time for the programme
- Must have an objective
- Must have a rationale for the programme
- Must have a clear method of delivery detailed in a scheme of work and/or lesson plans
- Must have an assessed outcome
- Any assessed outcome must have clear guidance for assessors
- Must have a clear and detailed standardisation plan in place with resources to support and record this activity
- Must have relevant learning resources available
- Must have internal review dates in place to review the progress of the programme.

4.3.1 Course hours is the total amount of time it takes for a learner to complete the programme. This includes the following:

- Pre-programme reading
- Independent Study/ Research
- Directed Study
- Guided Learning
- Directed Study
- Assessment
- Work Experience.

5 Supporting Documents

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- 5.1 Policies and procedures must be in place in order for a programme to be approved.
- 5.2 All new programme applications must be accompanied by a scheme of work.
 - 5.2.1 Any schemes of work submitted alongside an application will be logged and used during the monitoring audit by our Accredited Training Programme Auditor.
 - 5.2.2 Any amendment to a scheme of work is considered to be a change to the programme and therefore Skills and Education Group Awards or BIIAB must be informed immediately.
- 5.3 Skills and Education Group Awards and BIIAB may also ask for particular policies and procedures to be sent alongside an application, however this decision will be made at the discretion of Skills and Education Group Awards.
- 5.6 The policies and procedures that we require an Accredited Training Programme Provider to have in place are:
 - Internal Quality Assurance Policy and Procedure
 - Standardisation Procedure
 - Equality and Diversity Policy
 - Health and Safety Policy
 - Malpractice and Maladministration Policy
 - Enquiries, Appeals and Complaints Policy and Procedure
 - 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

Subsidiaries of:

- Conflict of Interest Policy

5.7 There is also a selection of documents required for programme approval that are not policies or procedures. These are:

- Staff CVs
- Organisational chart
- Staff Development Policy
- Staff induction handbook
- Learning resources
- Standardisation meeting minutes
- Course review evidence and evaluation records
- Internal Quality Assurance reports
- Quality/Continuous Improvement Plans
- Records of feedback

5.7.1 Although these documents may not be reviewed during every application or audit, we still expect Providers to have the documents in place and available to be reviewed when requested.

5.8 If a Provider is working with a partner organisation which shares resources or will be involved in the delivery of the programme in any way, Skills and Education Group Awards or BIIAB must see the partnership agreement and any supporting documents such as a Memorandum of Understanding (MOU).

6 Monitoring Audits

6.1 Once a Provider has been delivering their programme for nine months, Skills and Education Group Awards or BIIAB will arrange for a monitoring audit to take place.

6.2 The purpose of the monitoring audit is to check that the Provider is delivering the programme and the components within the programme as stated in the application form. It is also to ensure the learners are

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being provided with the necessary resources to complete the programme and that there is a standard of quality maintained.

- 6.3 The monitoring audit is an opportunity to ensure standardisation activity has been undertaken and recorded.
- 6.4 The auditor responsible for completing the monitoring audit will be allocated by Skills and Education Group Awards or BIIAB.
- 6.5 The monitoring audit can be completed in person or remotely depending on a number of factors including:
- The type of programme
 - The type of Provider
 - The Provider's previous audit
 - The volume of learners who have completed the programme
 - The facilities available to the Provider
 - The availability of the Provider and the auditor
 - The type of learners who have undertaken the programme.
- 6.5.1 The audit method will be confirmed before the Provider receives confirmation of the auditor and their contact details, however this can be changed if there is a rationale to do so.
- 6.6 The time and date of the audit will be agreed between the Provider and the auditor.
- 6.7 The outcome of the monitoring audit will be detailed in the monitoring audit report submitted by the auditor.
- 6.7.1 If the outcome of the monitoring audit is satisfactory, Skills and Education Group Awards or BIIAB will grant a recommendation for the Provider to renew their programme approval.
- 6.7.2 If the monitoring audit identifies areas for improvement, then the Provider may be required to meet these recommendations before they can reapply for approval to deliver their programme.

6.7.3 If the monitoring audit identifies serious concerns, then approval to deliver the programme may be revoked.

7 Registration

- 7.1 Learner registration, as well as certification, will be completed via our Online Registration System (ORS).
- 7.2 Registrations should only be made once the learners have completed the programme and would like to receive a certificate of achievement.
- 7.3 Each group of learners registered will be grouped into a 'Course' on ORS.
- 7.4 Each time the registration of a 'Course' is confirmed, an invoice with registration fees will be automatically generated and sent to the finance contact given by the Provider during approval.

8 Certification

- 8.1 Certificates of achievement must be claimed on ORS.
- 8.2 Certificates can be claimed 24 hours after registering learners.
- 8.3 All components of the programme are mandatory and therefore a claim cannot be made partially; the programme must be claimed in full.
- 8.4 Certificates will be produced with no transcript page.
- 8.5 E-Certificates will be despatched via Advanced Secure's e-certification system, which will be activated upon approval. Hard-copy certificates will be printed and posted second class.

9 Programme Renewal

- 9.1 Accredited Training Programmes, once approved, are valid for a year and thereafter approval must be renewed.

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- 9.2 Once the audit report has been sent, the Provider is able to apply for programme renewal.
- 9.3 After the annual audit, the Provider will be asked if they wish to renew their programme. Providers must confirm via email. They must also confirm any changes to the programme.
- 9.4 Unless stated otherwise in the audit report, the Provider may continue to deliver the programme without renewing the programme until the programme end date provided at approval.
- 9.5 After the programme end date, the Provider will not be able to make registrations or claims.