

Accreditation of Training Courses – ASCB TC:2025

Training course accreditation against our published standard, ASCB TC:2025, is suited to courses delivering personal or business improvement, technical skills, professional qualifications and similar outcomes. Course delivery can be via classroom-based learning, virtual learning, eLearning or blended learning.

Accreditation types, the Individual course module, and delivery add-ons

ASCB understands that different training courses require different levels of compliance and governance. A course written for internal use may require less robust oversight than one offered to third parties, which may involve contractual obligations. By taking a tiered approach, organizations can choose the level of compliance appropriate to their courses. The ASCB TC:2025 standard features three types, an Individual course module, and two delivery-method add-ons.

Type 1 (ASCB TC-1:2025). The Type 1 standard provides the minimum requirements for robust internal training courses, including assessing training needs, setting course objectives and outcomes, course development, and benefit evaluation.

Type 2 (ASCB TC-2:2025). In addition to the Type 1 assessment criteria, Type 2 includes consideration of delivery methods and staffing requirements. A Type 2 course is designed and delivered by a business department or the organization.

Type 3 (ASCB TC-3:2025). In addition to the Type 2 assessment criteria, Type 3 includes course names, outcomes, topic lists, delivery method and staffing, together with the credentials of staff, the approach to be used and the value achieved. A Type 3 course is designed and delivered by a dedicated training organization or institute.

Individual course module. For a course standing alone outside an accredited provider context: where a course requires accreditation but the provider does not, or holds provider accreditation elsewhere.

Virtual course add-on and eLearning add-on. Types 1 to 3 can be supplemented with additional criteria for live virtual delivery (synchronous online) and for eLearning (asynchronous, self-paced online) respectively.

For competence schemes that require periodic evaluation or CPD, accreditation against ISO/IEC 17024 (Conformity assessment - General requirements for bodies operating certification of persons) may be more suitable. For ISO/IEC 17024 accreditation, please see ASL(G)74 at <https://www.ascb.com/view/resource/7>, or contact us for guidance on which accreditation scheme suits your needs.

The Accreditation Process

- Application, on form ASL(F)53.
- Review of the application. On acceptance, the ASCB Master Terms of Service (ASL(D)34) are provided for the applicant's express acceptance, and an invoice is issued.
- Settlement of the invoice by the applicant.
- Submission of documented evidence and course materials by the applicant.
- Assessment of course materials by an assessor in accordance with the relevant type of the ASCB TC:2025 standard (available upon request).
- Review of assessment findings provided to the applicant, with corrective action for any nonconformities.
- Assessment submitted by the assessor for ASCB's accreditation decision, and a provisional accreditation decision.
- Delivery of courses.
- Successful verification of course review. Verification may entail witnessing course delivery in person at the applicant's expense, review of course feedback forms from students, or other remote surveillance activity.
- Full accreditation status and listing at ascb.com.
- IRQAO account opened by ASCB for student and certificate listings.

It is a requirement of accreditation that all students are registered with ASCB. This is done by direct data entry of student details by the training provider at [www.irqao.com](http://www irqao.com). IRQAO uses a full suite of privacy settings to allow training providers to meet the requirements of students and national regulatory bodies.

Students are registered with IRQAO, and the registration is approved by the training provider within one day of successful completion of the course.

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