

## ACCREDITATION OF TRAINING COURSES

- 1 Accreditation of training courses is achieved in stages. These are:
  - Application, see form ASL(F)53.
  - Review application and if appropriate issue invoice.
  - Settlement of invoice by applicant.
  - Registration of syllabus and course prospectus.
  - Approval of course management plan (see notes at end of this guide) and recording competence of providers/tutors.
  - Registration of course materials.
  - Assessment of organisation in accordance with ISO 17024 / ASL(S)07 or similar.
  - Contract & MOU agreement and signatures.
  - Delivery of course.
  - Verification of course review.
  - Listing in ascb.com
  - Permission / portal at [www.irqao.com](http://www.irqao.com) for student / certificate listing.

2 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 institute at [www.irqao.com](http://www.irqao.com).

3 It is a requirement of accreditation that all courses run by the institute are accredited by ASCB.

4 Accreditation of training courses is achieved in the following phases:

Phase 1	<b><u>Application</u></b>	Initial registration following Application payment
Phase 2	<b><u>Initial Registration</u></b>	Registration of syllabus and prospectus. Approval of course management plan. Assessment of ISO 17024 / ASL(S)07 or similar documentation Recording competence of providers/tutors.
Phase 3	<b><u>Provisional Accreditation</u></b>	Registration of course materials. Delivery of course. “Intermediate Accreditation” if necessary.
Phase 4	<b><u>Full Accreditation</u></b>	Verification of course review. Note: Verification may entail (i) witnessing course delivery at applicant’s expense, (ii) review of course feedback forms from students or (iii) other surveillance activity.

- 5 Registration of students shall be made with ASCB at the end of the first day of attendance of each new course.
6. If requested in Training Institute Application form ASL(F)53, training institutes will be accredited in cognisance of ISO 17024 or other appropriate standard such as ASL(S)07.

### **Guidance notes on the content of a Course Management Plan**

The Course Management Plan may reflect the essential features of a typical project for the control of designs and would feature management actions such as:

- Identification of student / employer requirements and expectations.
- Review of student / employer requirements and expectations.
- Review of interfaces and communication arrangements with students / employer (if applicable).
- Training inputs, including skill and competence level of students, outputs required by students and employers and qualifications or certifications required.
- Training materials structure (typically the syllabus with a little more detail e.g. timescales).
- Review of training materials and mode of delivery and verification of the absorption of skill, knowledge or competence.
- Verification that the design output meets the design input requirements.
- Validation that course is capable of meeting customer expectations. It should review feedback and act upon it where required. Where possible, partial validation should be performed prior to delivery of course.
- A record of changes to the course should be retained. (This may best be achieved by keeping a version of each course syllabus and the materials, hand amended to show the subsequent changes).

**END**