ACCREDITATION OF TRAINING COURSES – ASCB TC:2022

Training course accreditation to our published standard ASCB TC:2022 is ideal for courses delivering personal or business improvement, technical skills, professional qualifications, etc. Course delivery can be via classroom-based learning, Virtual Learning or eLearning or blended learning.

Accreditation levels

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 that is being offered to third parties, which may involve contractual obligations. By taking a tiered approach organisations can choose the level of compliance appropriate to their training courses requirements. Therefore, the ASCB TC:2022 standard features three levels specifically tailored to the training providers.

Level 1 (ASCB TC-1:2022)
The Level 1 standard provides the minimum requirements for robust internal training courses. This includes Assessing training needs, Setting course objectives and outcomes, Course development and Benefit evaluation.

Level 2 (ASCB TC-2:2022)
In addition to the Level 1 assessment criteria the ASCB Level Two Standard (Level Two) includes consideration of delivery methods and staffing requirements. A Level 2 course is designed and delivered by a business Department or the Organisation.

Level 3 (ASCB TC-3:2022)
In addition to the Level 2 assessment criteria the ASCB Level Three Standard (Level Three) includes course names, outcomes, topics list, delivery method and staffing and Level One assessment criteria credentials of staff, approach to be used, value achieved. A Level 3 course is designed and delivered by a dedicated training organisation or institute.

For competence schemes that require periodic evaluation or CPD, accreditation to **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 here: https://www.ascb.com/view/resource/7 or contact us for more guidance regarding which accreditation scheme is more suitable for your needs.

Accreditation of training courses is achieved in stages. These are:
- Application, see form ASL(F)53.
- Review application and if appropriate issue an invoice.
- 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 level of the ASCB TC:2022 standard (available upon request).
- Review of assessment findings provided to the applicant.
- Corrective action for any non-conformities.
- Assessment submitted by the assessor for ASCB's accreditation decision.
- Provisional accreditation decision.
- Contract & MOU agreement and signatures.
- Delivery of courses.
- Successful verification of course review. Verification may entail witnessing course delivery in-person at 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 / 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 institute at 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.

Registration of students shall be made with IRQAO at the end of the first day of attendance of each new course. Upon successful completion of the course, the registration is approved by the training provider.

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