



ACCREDITATION OF TRAINING PROVIDER – ASCB TP:2022

ASCB's training provider accreditation standard provides a framework for the specific governance of the training provider – not the actual training course itself. Training delivery can be via classroom-based learning, Virtual Learning, eLearning, or blended learning.

Whether an individual business function, a company training department or an entire training institution, the standard addresses the requirements for training delivery over and above the governance controls required for running a business.

It is supported by ASCB's training course standard (ASCB TC:2022), which addresses the needs of internal training and training provided to an external customer. **It is a requirement for all accreditations to ASCB TP:2022 that at least one course is assessed against ASCB's training course standard ASCB TC:2022.**

ASCB understands that training providers operate in different corporate environments and require different levels of compliance and governance. A provider delivering training for internal use may require less robust oversight than one offering training to third parties, which may involve contractual obligations.

Accreditation levels

By taking a tiered approach, organizations can choose the level of compliance appropriate to their training requirements. Therefore, the ASCB TP:2022 standard features three levels tailored to the training providers.

Level 1 (ASCB TP-1:2022)

The Level 1 standard provides the minimum governance for the delivery of **internal** training courses. It is predominantly aimed at individual business areas or departments looking to improve the quality of training for the staff/employees from within that business area.

Level 2 (ASCB TP-2:2022)

In addition to the Level 1 assessment criteria, the Level 2 standard addresses the increased rigor necessary to provide governance for a corporate training department. It is aimed at specialist business areas or projects that provide **internal** and **limited external** training as their primary operational responsibility.

Level 3 (ASCB TP-3:2022)

The Level 3 standard provides governance for organizations whose **primary business activity** is the provision of training. Level 3 addresses the factors relating to the provision of training but not the commercial responsibilities associated with the legal compliance of running a business.

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 suits your needs.

The Accreditation Process

- Application, see form ASL(F)86.
- Review the application and, if appropriate, issue an invoice.
- Settlement of the invoice by the applicant.
- Submission of documented evidence by the applicant:
 - in recognition of the requirements of ASCB TP:2022,
 - at least one training course in recognition of the requirements of ASCB TC:2022.
- Assessment of the provider by an assessor in accordance with the relevant level of the ASCB TP:2022 standard and ASCB TC:2022 (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.
- Successful verification of the implementation of governance review. Verification may entail witnessing course development during an assessor visit at the applicant's expense or other remote surveillance activity.
- 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/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.

It is not a requirement that ASCB accredits all courses run by the training provider. However, the provider should be transparent in all communications and marketing to ensure it is not implied that all courses have been accredited.

The training provider should be clear about which training courses have been accredited by



ASCB (and only imply that all their training courses are accredited) if they have also been accredited to ASCB TC:2022.

Registration of students shall be made with IRQAO at the end of each new course's first day of attendance. Upon successfully completing the course, the training provider approves the registration.

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