

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 or eLearning or blended learning.

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

It is supported by ASCB's training course standard (ASCB TC:2022) which addresses the needs of both 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 and accredited against ASCB's training course standard ASCB TC:2022.**

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

Accreditation levels

By taking a tiered approach organisations can choose the level of compliance appropriate to their training requirements. Therefore, the ASCB TP:2022 standard features three levels specifically 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 that are 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 rigour necessary to provide the governance for a corporate training department. It is aimed at specialist business areas or projects that provide **internal** and **limited external** training as their main operational responsibility.

Level 3 (ASCB TP-3:2022)

The Level 3 standard provides the governance for organisations 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 is more suitable for your needs.

The Accreditation Process

- Application, see form ASL(F)86.
- Review 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 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 implementation of governance review. Verification may entail witnessing course development during an assessor visit at applicant's expense, or other remote surveillance activity.
- 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.

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

The training provider should be clear which training courses have been accredited by ASCB (and not imply that all their training courses are accredited) unless all the training provider's courses have also



been accredited to ASCB TC:2022.

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.

END