

Accreditation of Training Providers – ASCB TP:2025

ASCB's training provider accreditation standard, ASCB TP:2025, provides a framework for the specific governance of the training provider, not the 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 organization, 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:2025, which addresses the needs of internal training and training provided to an external customer. It is a requirement for all accreditations against ASCB TP:2025 that at least one course is assessed against ASCB TC:2025.

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. The ASCB TP:2025 standard features three levels tailored to training providers.

Level 1 (ASCB TPL1-2025). The Level 1 standard provides the minimum governance for the delivery of internal training courses. It is predominantly aimed at an individual business function or department looking to improve the quality of training for the staff within that area.

Level 2 (ASCB TPL2-2025). 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 that provide internal and limited external training as their primary operational responsibility.

Level 3 (ASCB TPL3-2025). The Level 3 standard provides governance for organizations whose primary business activity is the provision of training, addressing 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 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)86.
- 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 by the applicant: in recognition of the requirements of ASCB TP:2025, and at least one training course in recognition of the requirements of ASCB TC:2025.
- Assessment of the provider by an assessor in accordance with the relevant level of the ASCB TP:2025 standard and ASCB TC:2025 (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.
- 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 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. 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.

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 may imply that all its training courses are accredited only if all have been accredited against ASCB TC:2025.

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