

ACCREDIT YOUR TRAINING COURSES



ITOL ACCREDITATION



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CONTENTS

ITOL ACCREDITATION.....2
THE PROCEDURE.....4
FEES.....6
QUESTIONS YOU MAY HAVE8

ITOL, the Institute of Training & Occupational Learning, provides independent, external certification for high quality training and learning activities which you may have difficulty gaining recognition elsewhere. You have the opportunity to raise your profile both within your organisation and the wider L&D Profession by using the Institute of Training & Occupational Learning brand and logo, signifying your commitment to quality.

ITOL is the first UK Professional Institute for Trainers and HRD Professionals to trust its members to design and deliver excellent training courses, and back their professionalism with a personal accreditation scheme.

In most workplaces, training is still non-accredited. However, there are major advantages in having your training events and courses bench marked and validated by an external Professional Body.

- **Internationally benchmark and quality-assure your training against international standards.**
- **Demonstrate your commitment to the highest quality of training delivery.**
- **Add value and credibility to your training.**
- **Showcase the quality of staff development in your organisation.**
- **Validate your financial investment.**

Some of this demand for accreditation has been met by various schemes, but many are quite bureaucratic, and consequently expensive and complex to administer. In contrast, 'ITOL Accredited Training Courses' are inexpensive and simple to administer. An 'ITOL Accredited Training Course' has its design and delivery quality assured by ITOL and the student certificate bears the ITOL brand.

ITOL recognise the needs of learners and organisations for:

- **Shorter programmes of learning**
- **Less formal assessment**
- **Meeting highly specific needs which national qualifications cannot accommodate**

Learners who successfully complete an ITOL Accredited Training Course will receive an internationally recognised ITOL certificate which becomes part of a completely transparent audit trail, with international access.

The procedure is very simple, which is outlined below:

- ❖ **You must become a member of the Institute. This is because the Institute will only accredit the courses of its members.**
- ❖ **Complete a simple application form and return it to us with some examples of the training materials you will use and other appropriate documentation.**
- ❖ **After our Quality Assessors have processed your application, we will award you provisional approval and send you an invoice for the fees.**
- ❖ **When the invoice is paid, we will give you full and final approval to deliver that course as “an accredited and certificated ITOL course”.**
- ❖ **ITOL Accreditation last for a lifetime – there is no need to have you course re-accredited after several years.**

Certification is a straightforward process. To show that you satisfy the criteria, you complete an application form and send supporting documentation. A team of L&D expert's check it out for what we call “learning logic” in other words is it designed, and will it be delivered, well enough to achieve its objectives and how will this be assessed. We do not certify the detailed content of your training - you are the ‘subject matter expert’, we provide the expertise in learning and development. Once our L&D experts are happy our friendly service team liaise with you to finalize the process.

ITOL recognises the need within organizations for shorter programmes

of learning, less formal assessments and often meeting highly specific needs that national frameworks could never accommodate. Learners who successfully complete an ITOL Certified course will receive an internationally recognised ITOL Certificate, joint badged with your logo, which is uniquely numbered and becomes part of a completely transparent audit trail with international access.

The first training course that we accredit carries a higher cost as this covers approval work done by two Quality Assessors, registration of you as an Approved Deliverer into our data base and activation of the Certificate Audit Trail.

Future course approvals will need less administration therefore a smaller charge is made. Awarding an ITOL Certificate to successful learners is a vital feature of the accreditation program. It provides your clients with reassurance that they are recognised against a unique certificate number as having accomplished the required standard. Their name is then entered onto our international audit system and is available in perpetuity. This should also serve as a commercial advantage in your marketplace.

The fees are as follows:

-  **Initial accreditation of one course £495**
-  **Individual Accreditation of further programmes - £150**
-  **Student Registration - £20**

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Join ITOL's certified community and:

- ✦ Be recognised as a high-quality provider of training which creates learner confidence and demonstrates worthwhile time investment.
- ✦ Use the certification process to raise your profile both within your organisation and the wider L&D Profession by using ITOL's brand and logo, signifying your commitment to quality.
- ✦ Be confident in the quality of your internal validation process, which is assured by an independent panel of experts.
- ✦ Draw on advice from, and the continuing support of ITOL experts.
- ✦ Tap into the expertise of a global leader in L&D in order to keep up to date with the latest thinking and developments in designing and delivering training.
- ✦ Guarantee your participants not only quality training but also an internationally recognised audit system via uniquely numbered ITOL certificates, joint branded with your organisation.

❖ Why Certify Your Training?"

In an increasingly competitive market, we have found among providers an appetite to stand out from the crowd by having their activities validated and certified for quality, and among professionals a desire for assistance in identifying good quality provision. Certification by ITOL provides a kite mark of quality that serves professionals and providers alike and helps to raise overall standards. An independent standard enables potential clients to recognize high quality provision.

❖ What Happens If We Don't Satisfy Your Criteria?

ITOL demand high standards because we need good quality training provision to be recognised and encouraged. However, we do not justify our standards by operating on a '% fail' basis, we want all training provision to be recognised for its quality. Therefore, we work with you to help you achieve certification, our team is available to provide free advice and support until you are successful.

❖ How about Copyright and Intellectual Property?

This is a concern for several our providers. Rest assured that copyright and your Intellectual Property remains with you and your organisation. Our panel of experts work under confidentiality agreements, and it is clear that your content is strictly your IP and not to be shared with any other parties. If it makes you more comfortable, we are happy to sign a non-disclosure agreement. If confidentiality is a serious concern for you, we are also happy to conduct your assessment on a face-to-face basis. There may be a small charge for this depending on your geographical location.