



## ROUTE TO ACCREDITATION OF TRAINING & TEACHING BODY AND THEIR COURSES

We understand that developing, selling and delivering an effective training course in itself can be complicated and consume a lot of resources. We also understand that you understand your business and aim to treat all applicants with this in mind. However to ensure consistency and alignment to the requirements of a professional, effective and valid course program it is essential that a basic set of requirements are met. This ensures consistency, accountability and credibility for both the content and the organisation delivering it. This ultimately conveys confidence in any potential delegates and will set your accredited courses above those who have chosen not to have theirs independently assessed by an impartial and specialised 3<sup>rd</sup> Party.

With this in mind, AIUK have created a simple and informed process that enables course providers to achieve accreditation for viable content in a cost effective and timely manner. The below process lays out the simple steps that lead to successful body and accreditation.

### ACCREDITATION MADE SIMPLE

1. **You** – Download and read through [Training Accreditation Overview 2019 V2.1](#) and the [Application for Training & Teaching Body 2019 V2.1](#)
2. **You** – Check that you have all the requirements in place.
3. **You** - Complete the [Application for Training & Teaching Body 2019 V2.1](#) and the [Training Body Accreditation Supplementary Information 2019 V2.1](#) then email them to us at [applications@ai.uk.com](mailto:applications@ai.uk.com) with the required documents including your course management plan and make the required payment. See [Training & Teaching Body and Course Accreditation Fees 2019 V2.1](#)
4. **We** – Will review your application and let you know if is complete.
5. **We** – Will inform you of anything that may be missing.
6. **You** – Will send any missing requirements to complete the application.
7. **We** - Will review and verify your application then register your Training or Teaching body on the International Register at <http://ai.uk.com/acb>
8. **We** – Will then send you a quotation for the accreditation of your courses.
9. **You** – If you are happy with your quotation you sign and return the contract/ proposal.

10. **You** – Will send us the course materials you wish to be accredited for review and approval.
11. **We** – Will review your submitted course materials and the recorded competences of your trained tutors.
12. **We** - Assess your course materials in line with your Course Management Plan and AIUK criteria.
13. **We** – Let you know if there are any short falls.
14. **You** – Manage any short falls.
15. **We** - Raise an invoice for the required amount for the Accreditation of your course/s.
16. **You** - Review and agree the above.
17. **You** - Pay the required fees.
18. **We** - May visit and assess one or more of your courses for accreditation. This will happen at least once within the first year but may not happen at the registration period. We will inform you of this and the costs from the start.
19. **We** – Pass all evidence to the AIUK Course Accreditation Manager for review and verification.
20. **We** -List your accredited course against your Training & Certification Body Registration at <http://ai.uk.com/acb>
21. **We** – Send your Accreditation Pack including registration numbers and logos for your Courses and Certification for your Training or Teaching Body.

ACCREDITATION  
INTERNATIONAL