



Training course recognition submission

February 2016

Submissions must be made in both hard copy and electronic form

Submitting training company/organisation details

Name of training company/organisation:	
Address:	
Contact name for the submission and position in the company/organisation:	
Email address of the above:	
Phone number(s) for the above:	
Signature of contact person:	
Date:	

Detail of training course being submitted for recognition

Course title:	
Course type – eg classroom based; e-learning; practical work; mix of classroom and e-learning:	

On receipt of this submission form, an invoice for £250 will be sent to the above contact. The submission will only be processed on receipt of this fee and in line with the process identified in the accompanying MNTB training course recognition process and criteria document.

Course recognition criteria

The following recognition criteria have been defined based on the MNTB Good Practice Guidelines.

For each of the criteria, please provide your written explanation/detail. In providing supporting information with your application, this should be referenced to the relevant recognition criterion, with precise details of the documentation and page number(s) to which it refers. It is not the case that all criteria or all aspects of a criterion must be met, as some may not be relevant to a specific course. Where a criterion or any aspect of a criterion is not applicable however, this should be stated, with an explanation of why this is the case.

MNTB course recognition is not connected in any way with international or national regulatory certification and cannot be used to claim certification of any type from any organisation/body.

All documentation and materials will be completely confidential to the MNTB and its appointed reviewers.

Criterion 1 – Meeting industry/employer needs

This criterion requires evidence of industry and/or company need for the training course, for example this need could be related to regulatory/industry factors or requirements for alternative delivery methods. This could include:

- industry research;
- survey results;
- informal identification with industry personnel/organisations.

To fully meet this criterion it is expected that evidence-based information and detail will be provided, identifying the need for the training and, where relevant, the anticipated size of the market/target audience.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 2 – Training course aims, objectives and learning outcomes

This criterion requires details of the aims, objectives and learning outcomes for the course (in whatever way you have chosen to define them) and how they support the identified need in Criterion 1.

To fully meet this criterion it is expected that a written statement of your course aims, objectives and learning outcomes will be provided, along with evidence-based detail as indicated by published/printed course materials, on the company website etc. You must also identify whether your course supports the development of:

- i) skills – and/or
- ii) knowledge – and/or
- iii) attitudes

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 3 – Training course entry requirements

This criterion requires evidence of the academic/ occupational/other entry requirements for course participants and your processes for ensuring participants meet them. NB – some courses will not have entry requirements, which is perfectly acceptable depending on the type and nature of the course.

To fully meet this criterion it is expected that detail of the following entry requirements are provided, where relevant:

- i) academic;
- ii) occupational;
- iii) physical;
- iv) other

Where there are no entry requirements, you should confirm that this is appropriate to the course aims and objectives and that the delivery methods used within the course are likely to be effective for attendees.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 4 – Training course structure and timescales

This criterion requires detail of the structure of the course, NB - a training day must not be in excess of ten hours, including relevant breaks, and must not include more than eight contact hours.

To fully meet this criterion it is expected that the following information is provided:

- i) overall number of days/hours and general course structure, including confirmation of the length of the training day;
- ii) timescales for each session and details of breaks throughout;
- iii) ratio of trainers to participants;
- iv) any course work required/to be undertaken outside of course attendance.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 5 – Training course delivery methods and learning styles

This criterion requires detail of the course delivery methods and learning styles that your course is designed to cater for.

To fully meet this criterion it is expected that the following information is provided:

- i) delivery methods used throughout the course – including trainer presentation, plenary discussions, workshops, exercises, e-learning etc;
- ii) learning styles catered for – citing the specific model(s) used – e.g Kolb, Honey and Mumford, Fleming's Vark (Vak) model, NLP, cognitive; other
- iii) explanation of how the delivery methods meet learner needs through the use of the above learning styles.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 6 – Internationally/nationally recognised standards, frameworks, criteria

This criterion requires evidence of the internationally/nationally recognised industry or occupational standards, training frameworks and/or specified criteria that your course links to. If there is no such link, please provide your rationale and explain the basis on which the course content has been devised.

To fully meet this criterion it is expected that you provide:

- i) the title of the standards, training frameworks and or course criteria that your course links to;
- ii) mapping of course content to the identified standards and/or information that demonstrates the extent to which the course meets the identified standards/frameworks/criteria. This should be sufficiently detailed and clear to enable claims to be verified.
- iii) contact details or a web address where the standards or training framework that your course is mapped against, so that this can be obtained if necessary.
- iv) the rationale and basis for course content in cases where your course does not link to recognised industry standards, training frameworks and /or specified criteria.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 7 – Professional/industry body membership/accreditation

This criterion requires evidence of any professional/industry body membership/accreditation that the company/organisation has and any relevant detail of how it relates to the training course.

To fully meet this criterion it is expected that evidence is provided of:

- i) company/organisation professional/industry body membership;
- ii) detail of how the above membership relates to relevant aspects of the training course.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 8 – Assessment processes and tools

This criterion requires detail of the processes used to assess the extent to which course outcomes have been met.

To fully meet this criterion it is expected that information is provided about:

- i) the assessment types (formative and/or summative) and tools that will be utilised, including the types of assessment used to measure the standard where a specific level must be achieved for a successful outcome to the course - e.g. oral and written tests, skills based, participatory etc, along with relevant copies of each;
- ii) the appropriateness of the above assessment types for the purpose;

NB – some courses will not have assessed outcomes, which is perfectly acceptable depending on the type and nature of the course. Where there is no requirement for formal assessment, detail must be provided about registration and attendance. Formative assessment processes should still be included in these cases, so that an understanding can be gained of how delivery is adjusted to ensure participants achieve maximum benefit.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 9 – Management and administration of the course and course resource requirements

This criterion requires detail of how the course will be managed and administered. It also requires information on those involved, along with the resources that will be used to deliver the training course. Information addressing this criterion must include physical and equipment resources and copies of all material resources used in the course.

To fully meet this criterion it is expected that the following information is provided:

- i) the named person/people with responsibility for managing and administering the course;
- ii) the specific responsibilities of each person;
- iii) the physical resource requirements and how these will be met (photographic evidence is acceptable);
- iv) the equipment resource requirements and how these will be met;
- v) copies of all course materials.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 10 – Trainer and assessor competence

This criterion requires detail of the trainers that will deliver the training course and any assessors involved in assessment. Evidence is required of their qualifications, industry and training/assessor expertise. This should also cover any sub-contracted trainers. Include copies of qualification certificates and references covering specific expertise, as utilised in the course, where identified in academic/consultant/trainer/assessor profiles. NB – it is required that trainers have teacher/lecturer/train the trainer/coaching expertise.

To fully meet this criterion it is expected that:

- i) all trainers/assessors involved in course delivery are identified, along with a relevant CV for each;
- ii) copies of qualifications/references are provided for each trainer, identifying their specific expertise as required/utilised for course delivery/assessment.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 11 – Quality assurance

This criterion requires evidence of the recognised, or suitable equivalent internal, quality assurance system(s) in place within the company/organisation that relate to this training course. Include detail of course monitoring and reviewing, self-evaluation and continuous professional development processes that are in place to ensure the training course is current, up-to-date and continues to meet industry/company needs. You should also include the processes used to deal with contingency situations, such as sessions needing to be cancelled at short notice etc.

To fully meet this criterion it is expected that information is provided about how you plan to quality assure the course, along with relevant evidence of;

- i) extent and frequency of course reviews, standardisation / moderation and evaluation activities;
- ii) trainer self-evaluation and continuous professional development processes.
- iii) processes in place to deal with contingency situations.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 12 – Certification

This criterion requires detail of any certification and its validity that will be provided to those achieving the course outcomes.

To fully meet this criterion it is expected that, where certification of any type is an outcome of the course, a copy is provided that identifies relevant course details, the nature of the certificate, and any expiry date where relevant.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 13 – Training course publicity/information provision

This criterion requires details and examples of any publicity/information available about the training course. Where you do not have such information, please provide your rationale.

To fully meet this criterion it is expected that relevant publicity/information/mock-up of marketing materials is provided, covering:

- i) course availability (venue, dates, timings – as relevant);
- ii) length of course;
- iii) course objectives and outcomes, outline content and structure;
- iv) expertise of trainers;
- v) assessment;
- vi) certification;
- vii) course costs;
- viii) your rationale for the non-requirement for any of the above information.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 14 – Records

This criterion requires evidence of the course record-keeping processes, including details of secure storage and how you are meeting data protection requirements, along with the type of information recorded, its purpose and any links to your quality procedures.

To fully meet this criterion it is expected that information about the record-keeping processes is provided, covering, as required:

- i) the type of information recorded;
- ii) the purposes of storing it;
- iii) storage of paper-based records;
- iv) storage of electronic records;
- v) data protection issues and requirements;
- vi) relevant links to identified quality assurance procedures.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 15 – Complaints process

This criterion requires detail of the complaints process and how this is communicated to course participants.

To fully meet this criterion it is expected that information and evidence (where available) is provided about:

- i) the complaints process;
- ii) how the process is communicated to course participants;
- iii) relevant links to identified quality assurance procedures.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

Criterion 16 – Course revisions/changes

This criterion requires detail of the process to inform the MNTB of major course revisions and minor changes to any of the above criteria.

To fully meet this criterion it is expected that information will be provided on the processes to inform the MNTB about:

- i) major revisions covering changes to;
 - course aims and objectives
 - amends to, additions or deletions of topics
 - amends to, additions or deletions of delivery methods
 - timing changes that impact on specific topics and/or the overall duration of the course
 - the appointment of new trainers to the course;
- ii) minor changes to;
 - course timings that do not impact on topic coverage
 - materials and to marketing literature or trainer notes.

Response, including supporting documentation references:

NB: this documentation must be separately provided with the submission

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Please sign to confirm the following

I confirm that(company name) has a sound financial basis to offer and provide the above course and to ensure its completion for those attending, along with relevant indemnity/professional liability insurance, as appropriate.

Signature

Date