

**International Registration Scheme for Assessors
(INTRSA)**

**Criteria for Accreditation of
Training Providers**

**Approved by the INTRSA (formerly INTACS) Board
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International Registration Scheme for Assessors

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0. INTRODUCTION

This document sets out the criteria for a training provider seeking accreditation of an assessor training course with the International Registration Scheme for Assessors (the Scheme).

An accredited training provider may deliver an accredited training course. Criteria for the accreditation of assessor training courses are provided in a separate document and require a separate application.

A training provider may seek accreditation to provide another organisation's accredited training course.

An accredited training provider may permit the use of accredited course material by affiliates. Each accredited training provider shall provide, in writing, details of any affiliates that it authorizes to present accredited courses on its behalf. Such notification shall be in advance of any course presentations by these providers. The Scheme reserves the right not to accept as accredited any presentation of a course which is provided by, with or through any provider about which it had not received information prior to the presentation.

A training provider shall not be accredited, or maintain its accreditation, unless it presents, and continues to present, accredited training course(s). Presentation however may be by the training provider itself or through affiliates, whether franchise holders, licensees or subcontractors, as applicable.

The Scheme reserves the right to amend these criteria and/or any of the course specific criteria, as may be required from time to time. Training providers shall implement such changes within three months of notification, unless instructed otherwise in writing.

0. APPLICATION

A training provider seeking to become an accredited provider of accredited training courses shall submit an application on the prescribed form.

This application form shall be accompanied by the following documentation and information:

- a) Details of affiliations with any other providers involved in the presentation of accredited courses, whether as licensees, franchise holders or subcontractors. Training providers shall ensure that the list of affiliates provided is updated and reissued to to maintain currency.
- b) A list of all tutors to be involved in the presentation of accredited courses, together with an outline CV (one page) for each tutor stating current assessor certification status and brief details of experience in assessment, provision of training, and specialist sectors if relevant. The list shall indicate whether the tutor is a lead or support tutor. The list of tutors shall be updated and revisions submitted as they occur so that the currency of the list held is maintained. Information is also required on training and/or familiarization on course material for tutors for initial course presentations.

As part of the accreditation process this documentation shall be subject to a rigorous 'desktop' review process to determine conformance with the criteria.

Accreditation is valid for three years, and shall be renewed triennially subject to the following:

- a) Payment of all outstanding invoices
- b) Submission of course statistics
- c) Submission of updated tutor listing
- d) Submission of updated affiliates listing
- e) No breach of the Scheme criteria

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The Scheme reserves the right to suspend, withdraw or cancel the accreditation of a training provider for any reason including:

- a) Non-payment of fees
- b) Sustained or serious breach of the Scheme criteria
- c) Bringing the Scheme into disrepute

All information, correspondence and documentation relating to the application for accreditation by the training provider shall be regarded as strictly confidential.

The assessor certification schemes, including activities associated with the accreditation of training providers providing accredited assessor training, are governed in accordance with English Law.

0. TUTORS

Training providers shall have procedures for the selection and training of all tutors involved in the presentation of accredited courses to ensure consistency of presentation between courses. These procedures shall, as a minimum, cover the following activities:

- a) Initial selection criteria,
- b) Training in presentation techniques and general course management,
- d) Regular review of performance from consideration of feedback information from delegates

All tutors shall be experienced in the principles, practices and subject matter of the courses they present, and be capable of imparting their knowledge to delegates and developing the skills of delegates. This experience shall normally include, for each course a tutor presents:

- a) Participation either as a delegate or observer on a complete presentation of the training provider's course, to ensure familiarity not only with the content but also the specific format and style of presentation of the course
- b) Participation as a support tutor for a minimum of one course, or other suitable induction training, to the satisfaction of the training provider's management
- c) Participation as an acting lead tutor (for lead tutors), under the supervision of another lead tutor, for a minimum of one presentation of the training provider's course, to the satisfaction of the training provider's management.

Training providers should encourage all tutors to obtain a certificate in training delivery skills according to a recognized Competency Framework that includes:

- a) Preparing for a training intervention
- b) Establishing and maintaining credibility
- c) Managing the learning environment
- d) Using a balanced training delivery approach
- e) Using communication skills
- f) Using presentation skills
- g) Employing questioning skills
- h) Using instructional methods appropriately
- i) Managing group and individual activities
- j) Assessing learner development

A lead tutor shall hold a current certification as assessor or principal assessor. In exceptional circumstances, a tutor who does not currently have such certification status but who can provide evidence, acceptable to the Scheme, of current practical experience in leading teams of assessors, may be a lead tutor.

In the case of a new course, of which there have not been any previous presentations, the training provider shall have documented evidence of the training provided to the tutors before the initial presentation(s).

Special tutor qualifications and experience may be required for the presentation of sector-specific courses.

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0. PROCEDURES AND RECORDS

The training provider shall develop and maintain documented procedures for the effective administration and presentation of their accredited training course(s).

Records shall be maintained for at least three years to demonstrate conformance to the Scheme requirements. Records shall be available for review as required.

For each course presentation, records shall be maintained that include:

- a) Venue, dates, related advertisement and promotional literature
- b) Names of designated tutors, any additional tutors, trainee tutors and observers
- c) Names of all delegates who attended the course
- d) Identification of the examination paper used at the course and/or for any re-examinations
- e) Copies of marked examination papers and examination result
- f) Course evaluation forms

0. CERTIFICATES

Successful delegates shall be presented with a 'Certificate of Training' issued by the Director of Certification as objective evidence that they have attended the course and passed the written examination. The training provider may issue a 'Certificates of Attendance' to delegates who have not been successful in the examination. Such certificates shall be clearly distinguishable from the 'Certificate of Training'.

Immediately following delivery of an accredited training course, the training provider shall mark the approved examination paper according to the approved examination marking scheme.

The marked examination papers shall be checked for the marking accuracy. The following shall be re-marked by a second examiner:

- a) The three papers with the lowest marks
- b) All papers where the total marks are below the pass mark

The training provider shall then submit the following to the Director of Certification:

- a) The course name and its accreditation reference number
- b) The date and venue of the course
- c) The name of the training provider
- d) A full list of the delegates to the course (name, address, email)
- e) A list of the delegate names as-is to appear on the training certificates
- f) The marked examination papers

The Director of Certification shall verify the examination marking and result after which he/she shall produce the relevant 'Certificates of Training' and forward them to the training provider for distribution to the course delegates.

Certificates of Training are valid for three years from the last day of the attended course for meeting the training requirements for certification as an assessor, irrespective of the date of any examination or re-sit.

Certificates of Training shall:

- a) Clearly state that the course accreditation reference number
- b) Include a unique identification number for each certificate
- c) Include the name of the delegate, in the same form that the delegate would use to apply for certification in an assessor certification programme

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0. MANAGEMENT REVIEW

Each accredited training provider shall conduct, at least annually, management reviews of its administrative procedures and of the design and content of the accredited course(s) and their delivery and shall implement and/or effect such changes or modifications as are necessary to reflect changes in assessment practice, standards and Scheme criteria, and to improve generally the quality and effectiveness of the organization and the content and presentation of its accredited course(s) and its customer satisfaction levels.

The management review shall consider:

- a) Tutor feedback from course presentations
- b) Changes to the course documentation, tutor notes, presentation materials
- c) Evaluation of tutor performance and future training needs
- d) Complaints and appeals

Records of management reviews shall be retained for at least three years.

0. FEES

There are four types of fees payable:

- Initial application fee
- Annual accreditation fee
- Issuance of training certificates
- Authorization of affiliate providers

Current fees are detailed in the prescribed fee schedule.

There are also fees payable for the accreditation of assessor courses that include an

- Initial application fee
- Annual accreditation fee
- Approval of examination paper

0. APPLICATION

Applications and correspondence shall be sent to the Director of Certification.

All prescribed forms are available from the web site www.intrsa.org