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# Endorsed Training Scheme Guidance

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## **1. Why choose the OCN London Endorsed Training Scheme?**

The Endorsed Training Scheme will appeal to organisations and employers who are seeking a quality badge for the training they develop and deliver. Different from our other services, the Endorsed Training Scheme does not involve the assessment of learners or the requirement to provide evidence of achievement.

Instead this Scheme gives you the option of gaining recognition from OCN London for the quality and standard of the content and delivery of the training you have created. It is also a way of helping you to assess the effectiveness of the delivery against the aims and purpose.

What's more, the Scheme allows you to retain ownership of the content of your training, whilst promoting it as OCN London Endorsed. Learners can be assured of the quality of your training and can be issued with a Record of Attendance for completion of the training.

The Endorsed Training Scheme involves an initial application followed by a submission for review of each training programme that is being put forward for endorsement. Once the training is endorsed there will be an annual quality review prior to renewal of the endorsement.

Our application process is straightforward and as soon as we have confirmed your organisation as approved to offer this service, we can get started on reviewing the details of your training.

## **2. What types of training do we endorse?**

We use the word 'training' to cover a wide range of learning activities, programmes and in-house training. These could include, for example, online or face to face training in the workplace or other contexts, webinars and workshops. The training does not have to be a minimum length to qualify for endorsement, but it does need to have a clear purpose, structure and content that is relevant to the purpose and the intended audience.

### **3. Application to deliver Endorsed Training**

If your organisation is new to OCN London, you will need to complete an application process before submitting your training for endorsement.

All organisations working with OCN London are required to have in place the following policies:

- Equality and Diversity
- Health and Safety
- Complaints
- Data Protection 2018 (GDPR)

If the training is delivered to children or vulnerable adults, organisations are also required to have in place:

- Disclosure and Barring Service checks
- Safeguarding policy

If your organisation is new to OCN London we will complete a credit check as we do for all new organisations. Once we receive payment of the application evaluation fee and the credit check is cleared, you are ready to send us your training for review, using the submission form we provide.

If your organisation is already working with OCN London, you will not be required to pay an application evaluation fee. Providing your most recent annual review is satisfactory and your accounts are up to date we can start the review process straightaway.

### **4. Training endorsement process**

Once your organisation is approved to offer our Endorsed Training Scheme you will be able to submit your training to us for review against our criteria for endorsement. The criteria for endorsement and the types of evidence we will look for are in the table on the next page.

At this point we will ask you to pay the training review fee. The reviewer will assess the evidence provided in the submission against the criteria and prepare a report with the outcome of the assessment. If the training does not fully meet the OCN London criteria, the report will outline the further work required which must be completed within a 6 month period. We may charge an additional fee if the re-submitted training still requires further significant development.

Once the review process is completed successfully and your training is endorsed, you will receive confirmation and it will be added to our database. At this point we will ask you to pay the annual endorsement fee and you will be ready to promote and deliver your training as endorsed by OCN London.

Should you wish your learners to receive a Record of Attendance you will be required to register them with us.

## 5. Training endorsement criteria

Criteria		Examples of what we will look for
1.	The training has a clear and well considered purpose	<ul style="list-style-type: none"> <li>An explanation of the purpose, aims and objectives together with a description of the learning activity (or link to a web page with a description).</li> </ul>
2.	The training has a structure that: <ul style="list-style-type: none"> <li>reflects the purpose/objectives</li> <li>seems likely to deliver the expected learning to the intended audience.</li> <li>takes into consideration the needs and abilities of the intended audience.</li> </ul>	<ul style="list-style-type: none"> <li>Details of the structure</li> <li>Approximate duration of the learning activity.</li> <li>Intended audience.</li> <li>Analysis of the needs and abilities of the audience</li> </ul>
3.	The learning content is meaningful and is appropriate for the intended audience, avoiding unnecessary complexity.	<ul style="list-style-type: none"> <li>Scheme(s) of work</li> <li>Indicative content</li> </ul>
4.	Appropriate resources and materials are used to support effective delivery of the learning.	<ul style="list-style-type: none"> <li>Learning materials, for example a sample of handouts, slide presentations, videos, etc.</li> </ul>
5.	The delivery and format/content of learning materials follow equality and diversity principles.	<ul style="list-style-type: none"> <li>Materials content and use of language is non-discriminatory.</li> <li>Explanation of how learning activity is accessible to people of different abilities</li> </ul>
6.	The language used is clear and accessible with specialist terminology explained where necessary.	<ul style="list-style-type: none"> <li>Language used in learning materials, for example handouts, slide presentations, videos, etc. is accessible</li> </ul>
7.	The chosen approach to delivering the learning activity is appropriate to the content, presents the learning in an engaging way and considers different learning styles.	<ul style="list-style-type: none"> <li>Description of how the learning will be delivered and rationale for chosen approach.</li> </ul>
8.	There is a process for evaluating and reviewing the effectiveness of the training in achieving the aims	<ul style="list-style-type: none"> <li>Training review and evaluation process</li> <li>Learner evaluation form</li> <li>Mechanism for feeding outcomes of evaluation and review into training improvement</li> </ul>

## 6. Annual quality review

We will carry out an annual quality review before renewing the endorsement of your training for a further year. As part of this review we will provide you with a self-assessment report to complete, in which you will need to identify any changes made to the training and how they improve the effectiveness. We will also ask you to provide evidence of training evaluation. Renewal will be subject to the implementation of any actions required as a result of the review.

## 7. What we charge for this service

**Application evaluation fee (per employer/organisation) £350**

This *one-off fee* contributes towards the cost of work to assess the eligibility of the employer/organisation for the scheme, the processing of the application and conducting a financial check on your organisation. The fee is non-refundable. **(Not required for existing centres.)**

**Review fee (for the purposes of endorsement)**

This is a *one-off fee per submission* for the review of your training content, materials and other supporting documentation to ensure the training meets our criteria for endorsement. A report is provided with the outcomes of the review and any recommendations for further development. If the training does not fully meet the OCN London criteria, the report will outline the further work required which must be completed within six months. We will charge an additional fee if the re-submission still requires further significant development.

**Annual endorsement fee**

This is an annual fee and includes the cost of quality review, which is required for the purposes of annual renewal. It also includes ongoing support from OCN London's curriculum and administration teams.

The nature of the training that can be endorsed is extremely diverse, so the fees for **review** and **annual endorsement** will be discussed on a case by case basis to ensure that we charge an appropriate rate for the service we are providing.

**Learner Record of Attendance (optional) £8 per learner**

## 8. Promoting your OCN London Endorsed Training

Once the endorsement of your training is confirmed we will send you the OCN London Endorsed Training Scheme Handbook which includes information on how to promote your endorsed training, the logo for use on your training materials, promotional communications and website, instructions on how to register participants for Records of Attendance and information on the Quality Review.

Our Endorsed Training Scheme is part of our unregulated offer and it is particularly important that learners are not misled, intentionally or otherwise, into thinking that an Endorsed Training programme is an OCN London national regulated qualification.

## **9. Next steps**

Now you have read this guidance, if you are interested in submitting your training for OCN London endorsement please click on one of the links below to start the process.

[\*Link to Application to Deliver Endorsed Training \(new to OCN London\)\*](#)

[\*Link to Application to Deliver Endorsed Training \(existing OCN London approved centre\)\*](#)

If you need further advice before making a decision to apply for our Endorsed Training Scheme, our curriculum team are available to support you and answer any questions you may have.

email: [curriculum@ocnlondon.org.uk](mailto:curriculum@ocnlondon.org.uk) or call: 020 7278 5511