

Transferring to the new CQI and IRCA training model

2016

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Introduction

Foundation and practitioner level course specifications have been released and professional level course specifications are due to be released in October 2016. This exciting new portfolio offers organisations the opportunity to deliver a modern, flexible suite of courses that have been designed to suit employers' needs.

We are looking forward to working with current IRCA Approved Training Organisations, to transfer the existing IRCA Certified courses to the new model. The CQI and IRCA are committed to keeping you informed throughout the process, as we understand that these changes may raise some questions.

This document sets out the key changes that will impact your current systems and processes.

Impact on existing IRCA Certified courses

From 1 January 2017, all existing IRCA Certified courses will be mapped onto the new CQI and IRCA Certified Training model, in the following way:

Current IRCA Certified course type (until 31 December 2016)	New CQI and IRCA Certified course level (as of 1 January 2017)
Foundation	Foundation
Internal Auditor	Practitioner
Auditor/Lead Auditor	Professional
Conversion	Professional
Transition	Practitioner

Please be assured that to continue delivering your existing IRCA Certified courses, you do not need to do anything this year. All existing IRCA courses will be run under the current processes, systems and policies until 31 December 2016. Throughout 2016, you are welcome to deliver any new courses alongside your existing IRCA Certified courses.

Becoming an Approved Training Partner (ATP)

This is the next step on your partnership journey with the CQI. Your current Training Organisation Approval will cease on 31 December 2016. As an existing Approved Training Organisation, you will not need to apply to become an Approved Training Partner (ATP). You will only need to sign our new Partnership Agreement by 1 December 2016. Upon receipt, you will automatically be given ATP status. If you do not return a signed Partnership Agreement, you will no longer be able to deliver IRCA Certified courses.

Course certification

Your current training course certification will cease on 31 December 2016. You will need to confirm which courses you wish to remain certified. We will then transfer the certified courses to the new structure, with certifications that start from 1 January 2017.

Assurance policy

Following feedback, we are moving to a more risk-based, outcome-focused assurance policy. This will mean that we will no longer be reliant on the on-site surveillance of courses. Instead, we will focus on inputs, such as course design and tutor competence and outputs including the effectiveness of course delivery and delegate satisfaction.

New courses will be subject to a desktop review carried out by experienced assessors, with an on-site observation required only if we feel the level of risk requires it. For example, if it is the first course that a new training partner has submitted for certification.

In order to maintain approval, ATPs will be required to submit an annual self-assessment focusing on their management system. This will then be reviewed by assessors, with any areas of concern highlighted to the partner, with requests for further information or corrective actions.

To support the ongoing assurance of course certifications, the CQI will collect delegate feedback direct from individuals who have completed a certified course. This feedback will be reviewed in conjunction with exam pass marks for the Practitioner and Professional level courses.

Delegates' data

ATPs will be required to submit delegates' data to enable the CQI to contact the delegates directly and to support the levy process. ATPs will be required to use an agreed template and meet the following timescales:

- For classroom-based courses – submission of the required delegates' data within **five** days of the final date of the course.
- For distance learning – submission of the required delegates' data within **five** days of the delegates starting the distance learning course.

The process for the collation of the delegate data will be:

Step 1 – The ATP completes and uploads the delegate data report within the agreed timescales via the ATP portal.

Step 2 – The CQI will create a unique delegate ID number for each delegate and add this to the delegate data report for the ATP via the ATP portal.

Step 3 – The ATP includes the unique delegate ID number on each delegate's completion certificate. For Practitioner and Professional courses, the ATP adds the delegates' pass marks, including if it was a resit, to the delegate data report.

Step 4 – The CQI will invoice the ATP for levy fees based on the delegate data report on a monthly basis.

The delegate data report will include the following fields:

Title	Description
ATP ID	The unique identification number assigned to your organisation by the CQI when your training partner approval was granted.
COURSE ID	The unique identification number assigned to this course by the CQI when course approval was granted.
START DATE	The first date of the delivery of this course. For distance learning courses, this should be the first date the course is available to the delegate.
END DATE	The last date of the delivery of this course. For one-day courses, this will be the same as the start date. For distance learning courses, this is the date the course needs to be completed.
TUTOR NAME	The full name of the course tutor that delivers the course or delivers the majority of the course.
DELIVERY METHOD	The method of delivery of the course, please use the following: CL – classroom based/part time DL – distance learning/e-learning BL – blended learning (combination of CL and DL)
COURSE COUNTRY	The country this course is delivered in. This must be a valid ISO 3166-1 alpha 2 country code.
PREFIX	The prefix of the delegate, e.g. Mr, Mrs, Ms, Dr.
FIRST NAME	The first/given name of the delegate.
LAST NAME	The last name/surname/family name of the delegate.
EMAIL	The delegate's email address. This must be a valid email address.
CQI UNIQUE DELEGATE ID NUMBER	The unique delegate number (UDN) assigned to the delegate by the CQI. If this is the first time you are submitting data for a specific course and this is the first time this delegate has attended one of your courses, this field should be set to zero . When the file is returned to you, this field will be populated by the CQI and the unique delegate number (UDN) will be assigned to this delegate. The UDN should be stored in your Learning Management System and is to be included in all future submissions for this delegate, for example; when the results for this course are submitted or when this delegate attends another CQI and IRCA Certified Training course delivered by your organisation. The UDN must appear on the certificate awarded to the delegate on successful completion of the course.
RESULT	The results achieved by this delegate. Valid values are PASS, FAIL and DNA. Please use DNA if the delegate booked and paid for the course, but failed to attend or withdrew from the course.
MARK	The mark achieved by this delegate. Leave this blank if the result is DNA.
RESIT	Has the delegate been examined on this before – Y (yes) or N (no).

You may wish to consider automating the delegate data submission – please contact us at trainingpartners@thecqi.org to discuss the best way to do this.

Levy Fees

We have streamlined our fee system to make it as easy as possible for organisations to pay. As part of this, you will be required to pay levy fees per delegate on a monthly basis. ATPs will be required to:

- Pay the levy fees in the table below in line with a monthly CQI invoice.
- Respond to CQI queries and reminders on monthly levy fees within the required timescales.

Current IRCA Certified course		New CQI and IRCA Certified course	
Type	Per course/module fee	Level	Per delegate fee
Foundation	£0	Foundation	£20
Internal Auditor	£80	Practitioner	£25
Auditor/Lead Auditor	£105	Professional	£30
Conversion	£100	Professional	£30
Transition	£50	Practitioner	£25

The levy invoice will be issued to you when we have received the submission of the delegate data report. Payment will be required within 30 days from the invoice date.

Annual fees

The new fee structure will come into effect from 1 January 2017 for all IRCA Certified courses. ATPs will be required to:

- Collaborate with the CQI to confirm the annual statement of courses within the given timescales.
- Pay the course fees as indicated on the annual courses statement, within the required timescales.
- Respond to CQI queries and reminders related to annual course fees, within the required timescales.

Current IRCA Certified course		New CQI and IRCA Certified course	
Type	Per course fee	Level	Single fee regardless of how many versions an ATP presents
Foundation	£440	Foundation	£200
Internal Auditor	£550	Practitioner	£250
Auditor/Lead Auditor	£1,215	Professional	£300
Conversion	£770	Professional	£300
Transition	£0	Practitioner	£250

Your existing IRCA Certified courses will be transferred to the new fee structure from 1 January 2017. A pro rata invoice will be issued in line with your ATP approval date.

Annual renewal

We will write to you three months before the anniversary of your ATP approval date (the date the partnership agreement was received), with an annual statement of courses showing all courses that you currently have certified. You will be required to confirm which of the courses you will be running in the next year. We will then invoice you one month before the anniversary of your ATP approval date. Payment will be required on or before the due date. These will be billed as a consolidated annual fee, with the invoice providing the breakdown of the courses at each level.

Self-assessment

The ATP status will be subject to a successful annual self-assessment process. The CQI will send you the self-assessment form on the anniversary of you becoming an ATP (the date we receive your signed Partnership Agreement). The ATP will be required to complete the self-assessment form within a specific time period.

We reserve the right to conduct a site visit as an outcome of the self-assessment form review.

Further information

If you have any queries, please do not hesitate to contact us at trainingpartners@thecqi.org