



# Approved Training Partners

March 2016

# Introduction

The CQI is the only chartered professional body dedicated entirely to quality. IRCA is its specialist division dedicated to management system auditors. Over the last 30 years, the two brands have become world leaders in developing the quality and auditing profession, providing the highest standards of training to more than one million professionals globally.

**CQI and IRCA Certified Training** is a new, integrated, portfolio of short courses that provide both the quality profession and wider business with the skills they need to excel. The courses will be delivered through a network of Approved Training Partners, offering an exciting new opportunity to organisations who wish to provide relevant, valuable training to a growing and ambitious workforce.

This brochure offers guidance to organisations who are interested in working with us to deliver our new CQI and IRCA Certified courses.



# Benefits of becoming an Approved Training Partner (ATP)

By gaining approval as a CQI and IRCA Approved Training Partner, you can apply for course certification. Becoming an Approved Training Partner will enable your organisation to:

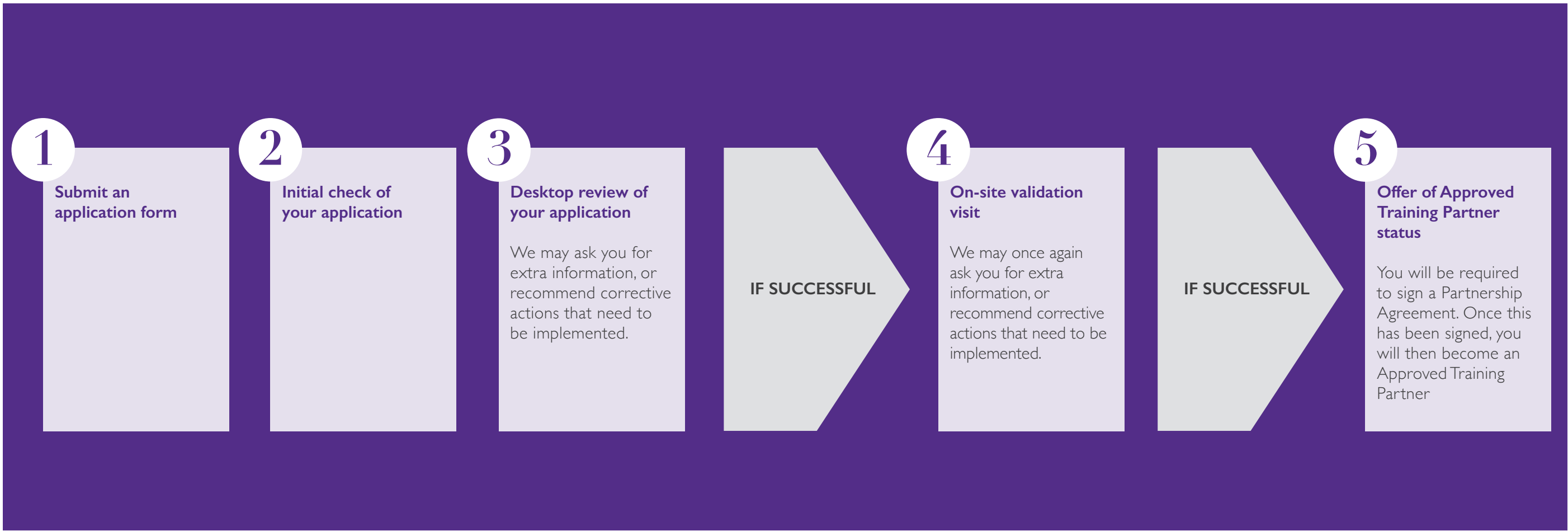
- Deliver a portfolio of courses that has been designed to suit employers' needs. Quality-related knowledge and skills are in increasing demand across many industries; you can offer a modern, relevant suite of learning that employers and professionals are asking for.
- Access a large market of delegates with a range of course topics and levels, including both professionals working in quality and those in different functions or roles.
- Deliver tailored certified courses for a specific industry or sector, so you can offer specialised training to suit the needs of your clients, delegates or employees.
- Provide choice and flexibility to your delegates and clients with our short, modular courses that can be delivered in a variety of different methods.
- Gain recognition from two world-leading brands in the quality and auditing professions, the CQI and IRCA.
- Demonstrate to your delegates and clients that your courses meet the highest professional standards.
- Promote your courses to a global audience of professionals through listing on our online directories.



# How to become a CQI and IRCA Approved Training Partner

To ensure that you have the systems and processes in place to develop and deliver CQI and IRCA Certified courses effectively, you must first gain approval as a CQI and IRCA Approved Training Partner.

Please contact the CQI directly for the criteria required to become an Approved Training Partner. The CQI will provide you with the application form and guidance on how to complete the form. **The application process consists of these steps:**



# How to apply for CQI and IRCA Certified Training course certification

Please note that to maintain your Approved Training Partner status, you must submit a course for certification within **six months** of receiving Approved Training Partner status.

Once you have decided which CQI and IRCA Certified course(s) you wish to deliver, you will need to design the course materials and outline of the course delivery plans for the chosen course. For more information on the individual courses specifications and further guidance, please contact the CQI.



## Fees

Our fee system is straightforward and simple. All Approved Training Partners and course certification fees are outlined below. There are no extra, separate fees or exemptions – what you see is what you pay.

Fees for Approved Training Partner status			
Initial application fee	£1,000		

Fees for course certification			
	Foundation	Practitioner	Professional
Levy fee (per delegate)	£20	£25	£30
Annual fee (per course)	£200	£250	£300

## Guidance

**Initial application fee**  
This is a one-off fee that you pay when you submit your application to be an Approved Training Partners. As long as you maintain your Approved Training Partners status, you will never have to pay this again.

**Levy fee** (per delegate)  
You will be required to submit your delegates' data to us as soon as they have attended the course – but no longer than five working days. We will send you a monthly invoice for the levy fees based on the delegate data submitted within the relevant month.

**Annual fee** (per course)  
This is payable for every course that is certified by the CQI and IRCA on the anniversary of receiving Approved Training Partner status. There are no extra charges for variations of certified courses, ongoing assurance or on-site surveillance visits.

# What to do next

Please contact the CQI for copies of the Approved Training Partner criteria and specifications for individual courses. Or to start your application, download an application form from our website at **[www.thecqi.org](http://www.thecqi.org)**

# Queries?

If you have any questions in relation to the application and course certification process, please contact us at **[trainingpartners@thecqi.org](mailto:trainingpartners@thecqi.org)**

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