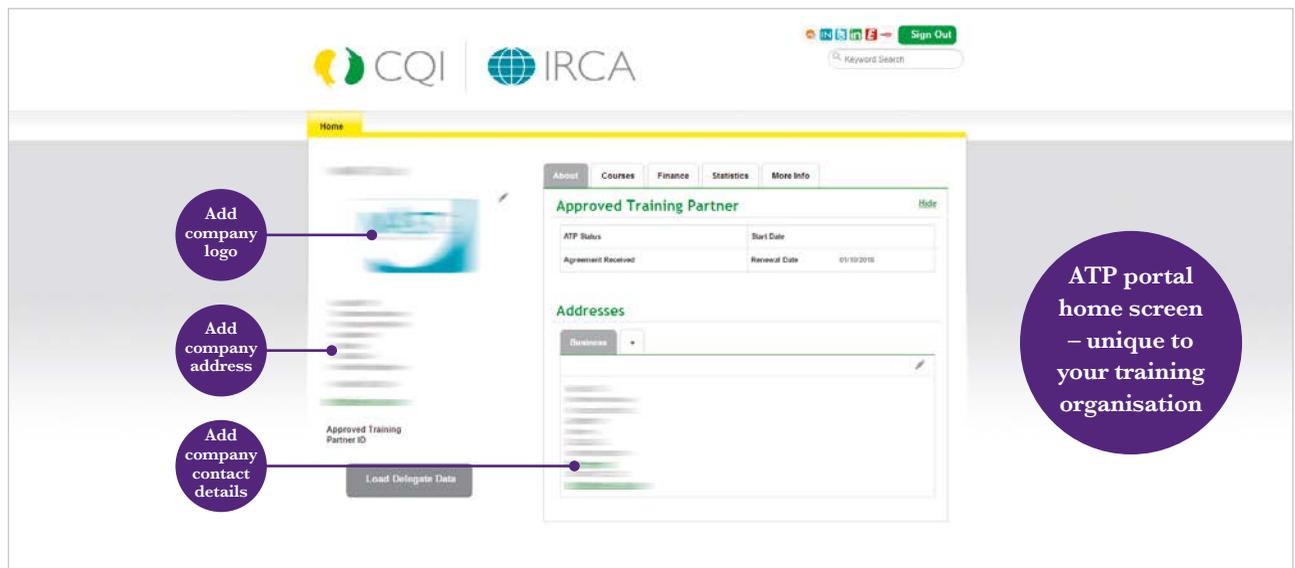


# CQI and IRCA Certified Training

## The ATP Portal

The ATP portal is a new system which has been designed exclusively for the use of Approved Training Partners (ATPs). It enhances the process of communication and transfer of information between an ATP and the CQI. The portal is extremely easy to navigate, user friendly and most importantly it will save time, allowing an ATP to focus on delivering high quality training for their delegates.



The portal enables an ATP to carry out a number of activities efficiently, and offers a range of benefits:



**Promote courses to a global audience**

An ATP can control the information available to the public about their organisation. This information is directly linked to the CQI's global course directory, enabling individuals to find information about an

ATPs organisation and course(s) more efficiently. For example an ATP can:

- Add a short description about their organisation
- Add website and course page URLs
- Upload company logo(s)

Courses featured on the online directory via the CQI's website provide ATPs with a platform to promote their organisation to a global audience of thousands of new potential delegates and clients.



## Conveniently manage finances

The portal ensures ATPs have full visibility over their historic and current payments. An ATP can:

- View a breakdown of all fees owed (levy fees and annual fees)
- Download invoices and receipts
- Make payments using a credit card

This allows an ATP to conveniently and efficiently manage and track their financial activity with the CQI, minimising the time and costs associated with this type of activity.



## Benchmark with global course statistics

The ATP portal provides an overview of course statistics – real-time data of how an ATPs' courses are performing by tracking:

- The number of delegates per course and per level
- The number of delegates per country of course delivery
- Examination pass rate averages per course (practitioner and professional courses only)
- Global course statistics of all ATPs delivering CQI and IRCA Certified training

The statistics provided will allow ATPs to gain an understanding of the trends, not only in their organisation but the wider market and use this information to develop their offering in line with demand.



## Increase operational efficiencies

The portal provides ATPs with the opportunity to access and download documents and resources for their certified course(s) being delivered.

Resources include:

- Course specifications
- Examination papers
- Marketing collateral

Resources available on the portal facilitate an ATP in operational activities and eliminates' the time spent on requesting and receiving course related material.



## One easy-to-access location

The portal enables ATPs to upload multiple sources of data, where it is securely stored.

For example an ATP can upload:

- Delegate data
- Course specifications submissions
- Examination results

All course related information is safely stored in one handy location and ATPs can track activities and access historic information simply.

## Find out more

For more information on the ATP portal and how to become an Approved Training Partner, please contact [training@quality.org](mailto:training@quality.org)