

How to become an Approved Training Partner

The application process

Submit an application form

1

Initial check of your application

2

Desktop review of your application

We may ask you for additional information, or recommend corrective actions that need to be implemented.

3

If successful

On-site validation visit

Additional information or corrective action may be requested.

4

If successful

Offer of Approved Training Partner (ATP) status

Once you have signed the partnership agreement, you will receive your ATP status along with your ATP ID and access to the logo to use across your marketing and other assets.

5



For an application form and the criteria for becoming an ATP contact us at training@quality.org

Approved Training Partner fees

Our fee system is straight forward and simple. 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 become an Approved Training Partner (ATP). As long as you maintain your ATP status, you will not have to pay this fee again.

Levy fee (per delegate)

You will be required to submit your delegates' data within 5 working days of the course delivery. 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 your ATP status. There are no extra charges for variations of certified courses, ongoing assurance or on-site visits.