

CILEx ACCREDITED TRAINING PROVIDER ORGANISATION STANDARDS

Please refer to the Guidance notes before completing this form.

Name of Training Provider:

Address of Training Provider:

Telephone:

Email:

Website:

Social media details:

Company number (where applicable):

Head of Training Provider:

Name of person responsible for this application:

Email:

Telephone:

Name of main contact for administrative enquiries:

Email:

Tel:

CILEx Training Provider Accreditation Organisation Standards

| 1. Training Provider set up/incorporation | | | | |
|---|---|---|----------|-----------|
| | Standard | Indicative Evidence | Evidence | Rationale |
| 1.1 | The Training Provider is a recognised legal entity with a clear company structure | <i>Companies House number Company structure (showing parent and subsidiaries if applicable)</i> | | |
| 2. Governance | | | | |
| | Standard | Indicative Evidence | Evidence | Rationale |
| 2.1 | The Training Provider has a governance structure in place with oversight and clear accountability for all key functions | <i>Governance map showing key functions and person with named accountability</i> | | |
| 2.2 | All directors and/or senior managers have been assessed as fit and proper for their roles | <i>Documented process for ensuring fitness for role, including disclosure of criminal convictions, professional body sanctions, bankruptcy, CCJs etc. DBS checks where and if appropriate</i> | | |
| 2.3 | The Training Provider demonstrates a clear approach to identifying and managing conflicts of interests, whether potential or realised | <i>Conflicts policy and procedure; conflict register</i> | | |
| 2.4 | The governance and management structure is clearly defined, documented and understood, including the role and extent of authority of any owners, trustees or governing body of the organisation | <i>Up-to-date organisation chart, Memorandum and Articles, Trustee Agreements and/or other governance documents</i> | | |
| 2.5 | There is support for the Accredited Training Provider application from Senior Management and it fits | <i>Application signed by Head of Training Provider/CEO; business plan/organisational strategy</i> | | |

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| | within the overall Training Provider vision | | | |
| 3. Management and Staffing | | | | |
| | Standard | Indicative Evidence | Evidence | Rationale |
| 3.1 | The Training Provider has a clear and transparent management and staffing structure | <i>Up-to-date organisation chart</i> | | |
| 3.2 | There is a thorough and consistent approach to staff recruitment | <i>Recruitment policies and procedures</i> | | |
| 3.3 | Roles, responsibilities and accountabilities are clear for all staff | <i>Job descriptions</i> | | |
| 3.4 | There is a Training Provider-wide approach to staff development, linked to individual and business need | <i>Staff development policy and procedures; examples of staff development plans and activities; CPD records</i> | | |
| 3.5 | The Training Provider has low staff turnover | <i>Staff turnover figures</i> | | |
| 4. Financial Stability | | | | |
| | Standard | Indicative Evidence | Evidence | Rationale |
| 4.1 | The Training Provider has sufficient financial resources to develop and deliver high quality learning programmes | <i>Audited accounts; management information</i> | | |
| 4.2 | The organisation has secure tenure on any premises | <i>Tenancy/mortgage agreements</i> | | |
| 5. Premises and Resources | | | | |
| | Standard | Indicative Evidence | Evidence | Rationale |
| 5.1 | The Training Provider has sufficient facilities and resources – physical and human – to develop and deliver high quality learning programmes | <i>Details of accommodation available; resource list; tutor/learner ratio</i> | | |

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| 5.2 | Training Provider premises are safe, clean, accessible, appropriately maintained and signposted | <i>Images of premises, and maintenance policy/logs; published guidance and instructions relating to safety and security; details of how the premises are restricted and secured.</i> | | |
| 5.3 | There is a process in place for ensuring that any external venue(s) are suitable for programme delivery | <i>Documented process/venue details.</i> | | |
| 6. Quality Assurance | | | | |
| | Standard | Indicative Evidence | Evidence | Rationale |
| 6.1 | The Training Provider has a robust and effective approach to quality assurance | <i>Quality assurance policy and procedures; examples of management information and how it is used; examples of how MI has been used effectively to improve programme delivery and learner performance</i> | | |
| 6.2 | There is a system for regularly reviewing the effectiveness of the Training Provider's operations | <i>Policy and procedure(s) for review, examples of how reviews have led to improvements</i> | | |
| 6.3 | The Training Provider has effective mechanisms for obtaining feedback | <i>Documented process for obtaining feedback; examples of feedback received</i> | | |
| 6.4 | Feedback is reviewed and analysed on a regular basis | <i>Documented process for reviewing feedback and analysing the outcomes; examples of review and analysis</i> | | |
| 6.5 | The Training Provider has a robust approach to malpractice and maladministration that is consistent, fit for purpose, and | <i>Malpractice and maladministration policies, procedures; records and related correspondence</i> | | |

| | understood and implemented by all staff | | | |
|--------------------------------------|--|--|----------|-----------|
| 7. Learner Recruitment and Retention | | | | |
| | Standard | Indicative Evidence | Evidence | Rationale |
| 7.1 | There is a clear strategy and appropriate mechanisms for recruiting learners to the programme(s) | <i>Recruitment strategy and procedures</i> | | |
| 7.2 | The Training Provider publishes comprehensive information on the programme(s), which is accurate, up-to-date and available in accessible formats as required. Information should include, but not be limited to: entry requirements; location; premises; facilities and the range and nature of resources and services offered | <i>Published programme materials (all available formats, including website)</i> | | |
| 7.3 | The Training Provider has a formal application process and a robust approach to ensuring entry requirements are met and any claimed qualifications are verified | <i>Application process and procedures; examples of applications, including at least one with verified qualifications</i> | | |
| 7.4 | Learners apply and are enrolled under fair and transparent terms and conditions | <i>Documented enrolment procedure/terms and conditions</i> | | |

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| 7.5 | The Training Provider has a sound approach to the provision of information, advice and support | <i>Procedure for and examples of learner induction and ongoing advice and support.</i> | | |
| 7.6 | The Training Provider has a clear strategy for retaining learners and an effective approach to ensuring they have a positive experience and successful outcome | <i>Retention strategy; process for and examples of learner monitoring; procedure for and examples of intervention; performance evaluation; attrition rates</i> | | |
| 8. Risk Identification and Management | | | | |
| | Standard | Indicative Evidence | Evidence | Rationale |
| 8.1 | The Training Provider has an effective and comprehensive approach to risk management | <i>Risk policy and full risk register;</i> | | |
| 8.2 | The Training Provider has a clear and comprehensive approach to contingency planning | <i>Contingency planning documents, including the plan(s) and how it/they are tested</i> | | |

Declaration: I declare that the information provided in support of the application to become a CILEx Accredited Training Provider is true and accurate. I understand that any false information may invalidate the application and cause it to be rejected by CILEx at any stage of the accreditation process.

Signature:

Position:

Date: