



# CILT(UK)

## Awarding Organisation: Learning Partner Accreditation – Policy and procedures

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# 1. Introduction

Accredited Learning Partner status is achieved by a Training Provider following a successful application that has shown they are able to satisfactorily meet the minimum standard of Learning Partner requirements as specified by CILT(UK) in line with the regulatory conditions as assigned by The Office of Qualifications and Examinations Regulation (Ofqual), Qualifications Wales (QiW) and Council for the Curriculum Examinations and Assessment (CCEA).

Accredited Learning Partners must ensure they continually meet the requirements as outlined in the CILT(UK) AO Accredited Learning Partner Agreement; Accredited Learning Partners will be required to assist with monitoring activities to allow CILT(UK) AO to meet the regulatory requirements as outlined by Ofqual, QiW and CCEA.

Only CILT(UK) AO Accredited Learning Partners are able to offer, register and enrol Learners to CILT(UK) AO qualifications. Full Accredited Learning Partner status must be obtained before advertisement of CILT(UK) AO qualifications.

Accredited Learning Partner status provides assurance to Learners that the training delivered meets a minimum standard and is accurately delivered in line with the CILT(UK) AO policies, procedures and specifications.

## Benefits of becoming a CILT(UK) AO Accredited Learning Partner

- Assurance that the Training Provider meets the minimum requirements to offer a CILT(UK) AO qualification.
- The recipient will receive an accreditation logo for use on their advertisement and marketing materials.
- Listing on the CILT(UK) AO website.
- Complimentary subscription to the CILT(UK) Focus magazine

This policy is designed to protect the integrity of the qualifications and the awarding organisation, while providing guidance for Training Providers seeking Accredited Learning Partner status in order to offer CILT(UK) AO regulated qualifications.

# 2. Scope

This policy applies to:

- The new accreditation of Learning Partners by CILT(UK) AO for its regulated qualifications. Training Providers should refer to the regulated qualifications section at the CILT(UK) AO website for further details regarding the regulated qualifications that are available <https://ciltuk.org.uk/Qualifications>

# 3. Regulatory Authorities' criteria

CILT(UK) Awarding Organisation (CILT(UK) AO) is an awarding organisation regulated by The Office of Qualifications and Examinations Regulation (Ofqual) in England, Qualification Wales (QW) and the Council for the Curriculum, Examinations and Assessment (CCEA) Regulation in Northern Ireland.

In addition to statutory duties, this policy is intended to meet relevant regulatory requirements as set out by Ofqual/QW/CCEA and has been compiled with reference to current regulatory guidance and best practice.

## 4. Policy regarding applications for Accredited Learning Partner status

### Training Providers who can become an Accredited Learning Partner

The following organisations can apply for Accredited Learning Partner Status with CILT(UK) AO:

- Private Training Providers based in the UK
- Private Training Providers based Overseas
- Schools/Colleges based in the UK
- Schools/Colleges based overseas

### Accredited Learning Partner criteria and review

The applicant Learning Partner must be able to meet the requirements of CILT(UK) AO as outlined in the Accredited Learning Partner Agreement.

CILT(UK) AO will need to review the applying Learning Partners application form, policy documents, tutor applications and tutor certificates; Company and Credit checks are also completed. CILT(UK) AO will complete these reviews to ensure it meets the following requirements:

#### ✓ **Competence**

Tutor applications and Certificates are reviewed to ensure they meet CILT(UK) AO minimum Teaching Staff requirements. In general, CILT(UK) AO will be looking for SME knowledge and evidence they hold a qualification at that level or higher. For Transport Manager qualifications, it is a requirement that the tutor holds the Transport Manager CPC qualification.

#### ✓ **Rigour**

Policy reviews are completed to ensure the applicant Learning Partner has robust and rigorous processes in place which will allow the organisation to comply (and remain compliant) with the requirements of CILT(UK) AO.

#### ✓ **Accessibility**

Designed in such a way that allows for adaptation in line with required accessibility requirements by a Learning Partner.

Content considers diversity and inclusion.

#### ✓ **Conflict of Interest**

Applicant and relevant staff will need to complete a Conflict-of-Interest form, which will form part of the application process. For further information, see CILT(UK) AO's Conflict of Interest policy, available here (See 'Awarding Organisation Policies and Procedures'):

<https://www.ciltuk.org.uk/Qualifications>

#### ✓ **Contact**

Applicant Learning Partners will be required to provide contact details of individuals to cover the following required roles (please note, one person is permitted to fill one or more of these roles):

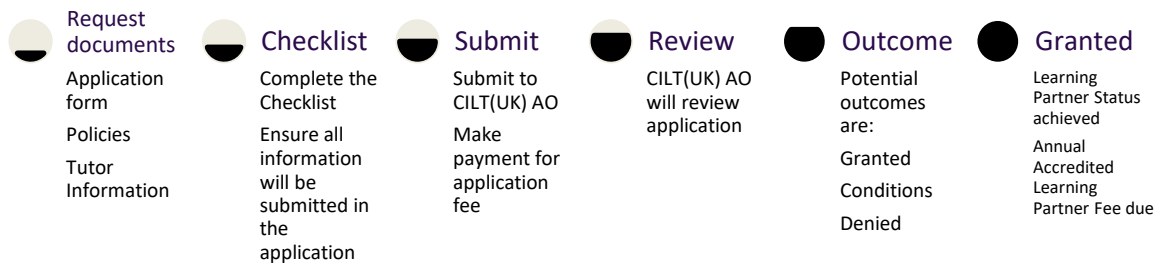
- Head of Learning Partner

- Communications Coordinator
- Registrations Coordinator
- Accounts

Learning Partners must consider contingencies to cover an individual holding one or more of the above roles in the event of their absence.

Contact details of the communications coordinator and Learning Partner address will be added to the CILT(UK) AO website for prospective Learners to review.

## 5. The Accredited Learning Partner application process



- Request an application pack from CILT(UK) AO or download from the CILT(UK) AO website at <https://ciltuk.org.uk/Qualifications-Original/Become-a-Training-Centre>.
- Complete the relevant application form and tutor application form.
- Applicant Learning Partners must ensure to provide their fully complete application form, tutor application form(s), policy documents and any other relevant information when supplying their information to CILT(UK) AO.
- The completed application pack and additional information must then be sent to [qualityassurance@ciltuk.org.uk](mailto:qualityassurance@ciltuk.org.uk) or posted to:

Accredited Learning Partner Applications  
The CILT(UK) Awarding Organisation  
Earlstrees Court  
Earlstrees Road  
Corby  
Northamptonshire  
NN17 4AX

- The applicant Learning Partner is invoiced for the non-refundable application fee which must be paid before the application is reviewed.
- CILT(UK) AO will review the application and supporting documentation.
- Upon review, a decision will be made as to whether the Accredited Learning Partner application is:
  - Granted
  - Conditions will be applied and fulfilled before application is granted
  - Denied
- For successful applicants, Accredited Learning Partner status will not take effect until CILT(UK) AO has received the signed CILT(UK) AO Accredited Learning Partner Agreement and payment of the Annual Accreditation fee from the applicant organisation.
- Applicant Learning Partners will be required to complete a meeting with the CILT(UK) AO QA team within 3 months of the first assessment sitting by registered Learners, to ensure the standard requirements are being met by the applicant Learning Partner.

## 6. Timescales

For full applications that are made to CILT(UK) AO, the application will be reviewed within 40 working days following payment of the application fee.

Learning Partners must make payment for their application fee within 30 calendar days of this being issued (please note, this is CILT(UK) AOs standard payment terms; should an applicant Learning Partner be successful, all invoices will need to be paid in these payment terms). Application invoices that are not paid within 30 Calendar Days will be cancelled and the application will be denied.

Should CILT(UK) AO identify additional information required as part of the application, this will be highlighted to the applicant Learning Partner. CILT(UK) AO will provide a timeframe in which the additional information must be provided as part of an action plan. If the additional information is not provided within a timely manner, or in the case that the applicant Learning Partner ceases communications with CILT(UK) AO for 60 Calendar days or more, the application will be denied.

## 7. Fees

See the current version of the CILT(UK) AO fees list available on the CILT(UK) AO website (See 'Policies and Procedures'): <https://ciltuk.org.uk/Qualifications>

The Application Fee is a non-refundable fee that enables CILT(UK) AO to establish whether the CILT(UK) AO Learning Partner Application criteria has been met. Should the applicant Learning Partner apply to deliver more than one qualification in the application, an additional qualification fee will be added.

Where a Learning Partner's application is successful and fully meets CILT(UK) AO's Learning Partner criteria, an Annual Learning Partner Accreditation Fee will be applied and invoiced for annually for the term of the Agreement.

## 8. Further information

Learning Partner Accreditation is based on the review of the Learning Partners application form, policy documents, tutor applications and tutor certificates, Company and Credit checks and other relevant information available to CILT(UK) AO at the time of application. CILT(UK) AO Learning Partner Accreditation is only relevant to the qualifications applied for during the application and does not permit Learning Partners to automatically offer the full catalogue of CILT(UK) AO Regulated qualifications. Should Learning Partner wish to deliver additional CILT(UK) AO Regulated qualifications, and additional application will need to be made.

### Key Learning Partner responsibilities

- CILT(UK) AO Learning Partners are expected to remain compliant with the CILT(UK) AO requirements throughout the term of their accreditation, should they become aware of any activity that shows non-compliance, this must be reported to CILT(UK) AO.
- CILT(UK) AO Learning Partners are **not** permitted to market any other course they deliver as a CILT(UK) AO Regulated qualification, nor are they permitted to indicate that another course is covered under their CILT(UK) AO Accredited Learning Partner accreditation.
- CILT(UK) AO Learning Partners are **not** permitted to sub-contract their Accredited Learning Partner status to other Training Providers.
- CILT(UK) AO will provide a relevant Logo for use by the Learning Partner for the advertisement of course for CILT(UK) AO Regulated Qualifications.
- Further information regarding Learning Partner responsibilities is contained within the Accredited Learning Partner agreement.



## 9. References

CCEA Regulation, 2021 “*General Conditions of Recognition (January 2021)*”

Office of Qualifications and Examinations Regulation, 2022 “*Ofqual Handbook: General Conditions of Recognition (May 2022)*”

Qualification Wales, 2021 “*Standard Conditions of Recognition (January 2021)*”

## 10. Definitions

### ***Awarding Organisation***

*An organisation or consortium that awards qualifications. To be eligible to award regulated qualifications, awarding organisations must meet the requirements of the regulatory authorities.*

### ***Learner***

*A person who is registered to take a qualification and to be assessed as part of that qualification.*

### ***Learning Partner (or Centre)***

*An organisation undertaking the delivery of a qualification and assessment (and potentially other activities) to Learners on behalf of an awarding organisation. Centres are typically educational institutions, training providers, or employers*

### ***Qualification***

*An award made by an awarding body for demonstration of achievement or competence. To be eligible to award regulated qualifications, awarding organisations must meet the requirements of the regulatory authorities.*

### ***Regulatory authorities***

*Government-designated statutory organisations required to establish national standards for qualifications and secure consistent compliance with them.*

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