**APPLICATION FOR THE “ENDORSEMENT” OF TRAINING COURSES**

**Introduction**

A key component of the professional development of many engineers and technicians is the completion of structured training courses to enhance both their technical and people skills.

The Institute of Measurement and Control (InstMC) offers “endorsement” of specialist company training courses, where such courses are targeted at either the training provider’s own employees or third party customers, and are engaged in the application of measurement, control and automation and its wider applications.

Courses will be reviewed by professionally registered InstMC members, who are selected based on their expertise in the relevant field. However, it is the sole responsibility of the training provider to ensure that their training is delivered in a manner that both satisfies the training objectives and meets acceptable industry and safety standards.

Course providers should not use endorsement of their training course(s) to imply InstMC’s overall support of their training activities. Rather, each training course is endorsed on an individual basis.

The endorsement process will not normally involve a visit to the course provider. Assessments will be based on the information and supporting documents submitted as part of the application.

Once the training course(s) has/have been endorsed by InstMC, and subject to receipt of the agreed fee, the training provider may use the InstMC logo and the words “**Approved Training**” for marketing material for the course(s) and all associated documentation. Endorsement of training course(s) will normally last for a period of 3 years (unless otherwise agreed), whereupon an application for reassessment is required.

The fees for endorsement of training courses are decided on a case-by-case basis.

**To apply for “endorsement” of training course(s), employers/third party providers should complete the details requested overleaf.**

**Notes:**

1. Where the course provider is making applications for both endorsement of new training courses and “Re-endorsement” of existing ones, separate applications are required.
2. Where endorsement or re-endorsement is sought for more than one training course, a separate copy of Section 2 should be completed for each.
3. Subsequent to “Endorsement” being granted, the provider is required to advise InstMC of any changes/updates to the training course(s).

**Completed applications should be submitted by email to** [**membership@instmc.org**](mailto:membership@instmc.org)

**APPLICATION FOR THE “ENDORSEMENT” OF TRAINING COURSE(S)**

**Section 1 - Details of Employer/Third Party Provider and Titles of Training Course(s)**

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| --- |
| **Name of Employer/Third Party Provider:** |
| **Address:** |
| **Brief Details of Business** |
| **Name of Contact and Job Title:** |
| **Address:** |
| **Email Address:** |
| **Telephone No:** |
| **Title(s) of Training Course(s) for which endorsement is sought:** |
| **Duration of the Training Course(s):** |
| **Status of Approval sought: - please select: Approval: Re-Approval** |
| **What are the projected numbers on the course(s) for the next 5 years** |

**Declaration by Senior Manager in charge of the Training Course.**

I certify that the information provided on the accompanying course details (Section 2) is accurate to the best of my knowledge.

Following endorsement, this organisation will comply with the terms and conditions of the Institute of Measurement & Control’s endorsement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | **Signature:** |  |
| **Position:** |  | **Date:** |  |

To be returned completed and signed, along with a separate copy of *Section 2* for each training course for which endorsement/re-endorsement is being sought.

**Section 2 – Details of the of the training course**

|  |  |  |
| --- | --- | --- |
| **1.** | **The Identity and Aims of the Training Course** |  |
| 1.1 | What is the name of the training course? |  |
| 1.2 | What are the aims and intended objectives? |  |
| 1.3 | What are the benefits to participants? |  |
| 2 | **Target Audience** |  |
| 2.1 | Who should attend the training course? |  |
| **3** | **Content of Training Course** |  |
| 3.1 | Please provide details of the syllabus, curriculum materials and learning resources |  |
| 3.2 | Please provide details of adherence to relevant codes of practice, standards and regulations |  |
| 3.2 | What learning materials are available to attendees? |  |
| 3.3 | What are the expected learning outcomes and related objectives? |  |
| 3.4 | Please provide details on information available about the success of the package to date. |  |
| 4 | **Training and Learning Methods** |  |
| 4.1 | How is the training course to be delivered? |  |
| 4.2 | By whom? |  |

|  |  |  |
| --- | --- | --- |
| **5** | **Assessment** |  |
| 5.1 | Please provide details of the means by which trainees are assessed against training course objectives and required outcomes, including industry/national standards. |  |
| 5.2 | Please provide details of the method by which the theory achievement within the training course is assessed and accredited for formal recognition (if any). (Example : xxxx Certificate) |  |
| 5.3 | What records do the training course administrators maintain? |  |
| **6** | **Quality Assurance** |  |
| 6.1 | /If the training course is incorporated into the provider’s main stream quality management systems, please provide details of how this is done. |  |
| 6.2 | Please provide details of internal and external quality assurance applied to the training course. |  |
| 6.3 | How is feedback from attendees collected, recorded and retained? |  |

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