



IRCP Standardized Certificates Issuing Services

TRAINING CENTER APPROVAL CRITERIA



Table of Contents

1.0	Purpose	1
2.0	Scope	1
3.0	Definitions	1
4.0	Approval Process	1
5.0	Approval Criteria	2
6.0	Enrollment and Examination Process	3
7.0	Attachments and related Forms	3
8.0	Agreement	4



1.0 Purpose

This Document has been developed to demonstrate the requirements for approving the training centers for best quality trainings. The agreement is being initiated to deliver the approved trainings as some of certification e.g. PIC (Level 2) of Health Related Establishment etc. are required to have approved trainings to comply with requirements and to get recognized qualifications of IRCP.

2.0 Scope

The instructions given in this document are applicable to training centers who are providing any approved training. All requirements are mandatory to follow all the time during the approval period.

3.0 Definitions

IRCP

IRCP Standardized Certificates Issuing Services

APPROVED TRAINING CENTER (ATC)

The training center which is authorized to provide the trainings for qualifications offered by IRCP. Training provided by approved training center are only accepted for compliance with requirements of any certification.

BRANCHES

An organization, site or an office owned and controlled by the approved training center, usually operating in a different location and managed by staff that are directly employed by the approved training center.

SUBCONTRACTOR

An individual not permanently employed or owned by an approved training center, delivering approved trainings on behalf of the ATC under a contractual agreement.

APPROVED TRAINER

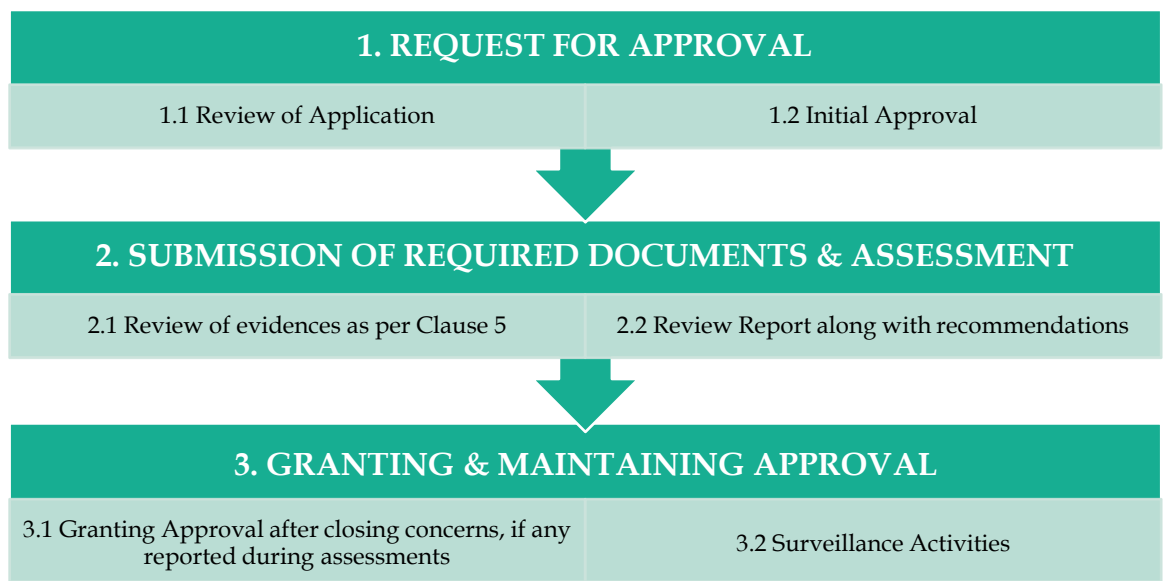
A certified trainer by IRCP and registered with related authority.

KEY CONTACT PERSON

Approved training center's personnel responsible and accountable for communication with IRCP

4.0 Approval Process

Any Training Center wants to get registered with IRCP shall be approved by Related Authority if required. Following are the steps of approval from IRCP.

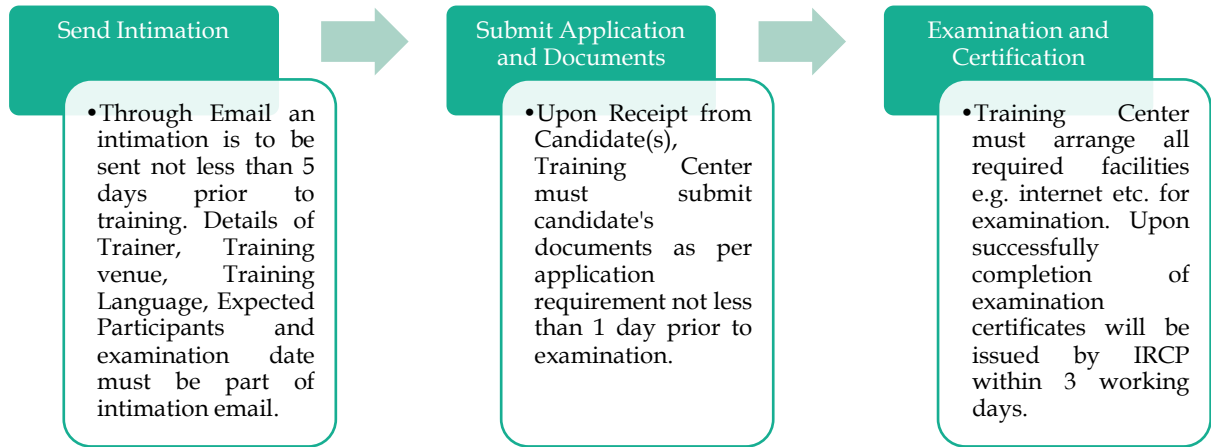


5.0 Approval Criteria

SR.	REQUIREMENT	EVIDENCE OF COMPLIANCE
5.1	RESOURCES	
5.1.1	Staff Requirements Appropriate Staff to ensure the quality of training management and provision shall be available. A competent person as Key Contact Person from staff is to be appointed to be accountable of quality of trainings and to communicate and sharing of data with IRCP. Minimum 1 approved trainer for each scheme shall be permanently employed. ATC shall have resources (contracted trainers/ staff) for contingency arrangement of staff.	
5.1.2	Facility Requirements Approved Training Center shall have a facility or resources for facility appropriate to provision of registered training. In general followings are applied: <ol style="list-style-type: none"> Training should be conducted in rooms that are suitable and solely dedicated for that purpose. Training rooms should have adequate lighting and ventilation, and the type of seating should be suitable for the trainee's comfort. The room should be as quiet as possible and free from any other activities that could distract trainees. Restaurant dining areas and rooms that have other activities which could distract the trainees should not be used for training. It is recommended that there should be sufficient space between the trainees with a minimum distance of one meter between two people. 	
5.1.3	Approved Training center shall demonstrate the availability of other resources to administrate the trainings e.g. computer(s), printing(s) etc.	
5.2	TRAINING MATERIAL	
5.2.1	The trainer shall only use training materials which is provided by the IRCP. This includes hand books, handouts and audio-visual aids.	
5.2.2	Training Material is solely property of IRCP and shall be returned/ destroyed when dictated by IRCP and shall not be sold/ give to any other party except the organization to whom it was sold/ distributed by IRCP. Reproduction, amendment or redistribution of any material is strictly prohibited without permission of IRCP.	
5.2.3	Training Center and Trainers are required to attend the course material development meetings arranged by IRCP when required.	
5.3	REGISTRATION FOR TRAINEES	
5.3.1	Application for Training An application is to be received for registering any person for training.	
5.3.2	Pre-assessment The competency of the individual registering for the PIC training shall be assess before the registration process is completed and any potential problems that are identified e.g. language competency, job responsibilities etc. that could affect the learning process and the effectiveness of the PIC at work, shall be recorded.	
5.3.3	Training Schedule The approved training center shall provide the schedule of training sessions to the IRCP at least 5 working days before the training is conducted. The information about the course plan must include. <ul style="list-style-type: none"> ✚ <input type="checkbox"/> Training dates and timings ✚ <input type="checkbox"/> Details of the venue ✚ <input type="checkbox"/> Details of Trainer ✚ <input type="checkbox"/> Number of trainees ✚ <input type="checkbox"/> Course language ✚ <input type="checkbox"/> Examination time ✚ And any other details that may be required for the registration of the trainees. Any changes in the planned schedule shall be reported to the IRCP any without delay.	
5.4	SUB-CONTRACTING	
5.4.1	Approved training center shall have a process of selection and controlling the sub-contractors. Prior to sub-contracting any related activity, ATC shall get approval for same from IRCP.	
5.5	COMPLAINT HANDLING	
5.5.1	Approved training center shall have a system in place to receive, record, process and close any complaint against provided training and/ or overall	

	<p>training administration. The process shall be communicated with each trainee and it must be communicated that serious complaints can be made directly to IRCP and/ or Health and Safety Department of Dubai Municipality.</p>	
--	--	--

6.0 Enrollment and Examination Process



7.0 Attachments and related Forms

- 1- Sample intimation email
- 2- Application Form



8.0 Agreement

Fill up the following information and submit along with evidences of compliance to proceed for approval process.

Training Center Name				
Location				
No of Employee		Tel:	Email:	Web:
Key Contact	Name:	Mob:	Email:	
Training Details				

Declaration:			
We apply for training center approval and confirm that we understand and agree to the following conditions:			
a) We declare that the foregoing statements and those in any required accompanying documentation are true.			
b) We understand and agree that our failure to provide accurate and complete information or abide by IRCP's policies and procedures, including the requirements given in this document, shall constitute grounds for the rejection of our application, or denial or revocation of our approval.			
c) We understand that IRCP reserves the right to verify any information in this application or in connection with our approval.			
d) We have understood the requirements of this document and agree to be bound by it. We also agree to be bound by all IRCP policies and procedures, as they may be amended from time to time, including without limitation those posted at globalregistrar.org .			
e) We understand that if at any point during our approval period we fail to meet any of the requirements outlined above, or if matters arise that can affect our capability to continue to fulfill requirements, we must report it to IRCP immediately and agree to cooperate with any subsequent investigation regarding such matters.			
f) We declare to not make claims regarding approval only with respect to the scope for which approval will be granted & to not use approval in misleading manners.			
g) Shall discontinue the use of all claims to approval that contain any reference to the IRCP or approval upon termination of approval, and to return any documents issued by the IRCP			
h) We declare that the above key contact person is authorized by the above training center to supply information required and, at the date of signing of this agreement, the information provided is a true and accurate record to the best of our knowledge			
Name:			
Sign:		Stamp:	Date:
Above information is to be filled and dully signed by a member of top management (i.e. owner/ C.E.O/ Director) of training center.			

Termination of Approval

Reasons for termination includes but not limited to followings;

- Breach of IRCP's policies, procedures or noncompliance with requirements
- Complaint against training center/ trainer's performance
- Notification from health and safety department Dubai Municipality.