

RoSPA Qualifications Course Assurance

The Royal Society for The Prevention of Accidents



www.rosipa.com/qualifications

Introduction



RoSPA has been at the heart of accident prevention in the UK and around the world for over 100 years and is invested in the provision and delivery of high quality workplace safety education, awareness and training. In 2015, Ofqual (the Office of Qualifications and Examinations Regulation) recognised RoSPA as an awarding organisation with the authority to award regulated qualifications. As leading providers of regulated vocational qualifications we now also offer a Course Assurance service to third party organisations such as training providers and employers delivering their own in-house training.

Course Assurance meets the market demand for independent verification of the calibre and quality of your course, the associated materials and modes of delivery, and awards a RoSPA Qualifications 'stamp of assurance' accordingly.



Benefits of Course Assurance



Gaining assurance from RoSPA, a leading name in health and safety and nationally recognised Awarding Organisation, provides reassurance to customers, employees and stakeholders that your programmes are of a high standard.

Course Assurance gives confidence that your course:

- Content contains relevant health and safety information
- Will be pitched at the appropriate level
- Will meet the highest standards for trainer competence and course quality

Successful courses that meet the Course Assurance standards will be awarded a Course Assurance Certificate and provided with their

own RoSPA Qualifications Course Assured logo that can be used on all course materials and e-learning web pages to promote this achievement.

The logo is valid for two years, after which courses must be re-submitted for Course Assurance.

“Having assurance from RoSPA, a recognised awarding organisation, means your training courses will stand out from the crowd, be trusted and give you that competitive edge by showcasing your quality”



Errol Taylor - Chief Executive, RoSPA

Benefits of Course Assurance for in-house training



Enhance the knowledge and skills of your workforce

Using training with assurance from a leading name in health and safety and recognised awarding organisation means your employees are being trained to the highest standards, which can help address skills gaps and future proof your organisation.



Attract new and retain current employees

Assured in-house training can help attract and retain employees by showing how committed you are to investing in your staff.



Give the best customer experience possible

When your employees are trained to our exacting standards, you can be assured that your customers will benefit too.



Benefits of Course Assurance for training providers



Means you're a trusted training provider

Delegates looking for a reason to trust your training and ensure their success will be attracted by your Assured status.



Stand out from the competition

Having assurance from a leading name in health and safety and recognised awarding organisation means your training courses will stand out from the crowd and help you attract new customers.



Win new business

Promoting your Assured training using your exclusive RoSPA Qualifications Course Assured logo gives you a competitive edge by showcasing your quality.



Sell your product via our web shop

Our website attracts over a million hits a year, by gaining course assurance sell your health and safety training course via our web shop.

Which courses will be considered for Course Assurance?



We will consider any health and safety course within RoSPA's realm of expertise, delivered in any method such as:

- Workshops
- Presentations
- Webinars
- Seminars
- e-learning
- Interactive training videos

Courses over 6 hours' duration may be suitable to be developed as a Customised Award - a RoSPA Qualifications self-regulated qualification. This gives the added benefit of a level being applied to your course, which gives an accurate indicator of the level of attainment, as well as providing a formal qualification and a RoSPA Qualifications certificate to successful learners.



What is involved in Course Assurance?



Your course materials will be reviewed against a set of standards that cover learning and development, technical content and compliance. The course assurance process will be managed start to finish on our 24/7 online management system, ensuring a streamlined and straightforward experience.

Learning and development standards

We will check that your course:

- Has appropriate and sequential aims and objectives
- Has clearly defined purposes and outcomes for each session
- Assessments are valid, reliable, and comparable and minimise bias
- Timings are realistic
- Writing style and vocabulary are straightforward and easy to follow
- Content is appropriate for the target group
- Content reflects various groups in a positive, non-discriminatory/non-derogatory manner
- Uses a variety of learning methods to facilitate all learning styles
- Promotes an inclusive positive and meaningful experience for all learners.

What is involved in Course Assurance?



Technical content and compliance

We will check that your course content is:

- Consistent with current legislation and cross referenced to relevant regulations, approved code of practice (ACOPS) and guidance notes
- Appropriate with industry and/or ethical standards.

We expect your organisation to ensure final versions of your course programmes:

- Are accurate
- Have correct spelling, punctuation, grammar and formatting
- Have correct house style and use of colours.

Additional checks for face-to-face delivery

If the course is delivered face-to-face, we will expect the trainer(s) to have occupational competence in the subject area, evidence of up-to-date CPD and have an adult training qualification at Level 3 on a regulated qualifications framework (RQF); OR have extensive proven experience delivering high quality face-to-face training.

Please note: some specialist courses may have different requirements.

A member of the RoSPA Qualification Course Assurance team will attend the course delivery, this will be undertaken virtually where possible, for example using Microsoft Teams or WebEx.

What is involved in Course Assurance?



Quality Assurance

Our quality assurance team will carry out a range of monitoring over the 2 year duration of your Course Assurance term and provide ongoing support and advice.

Monitoring will include how you advertise your courses, the correct use of RoSPA's logos and that you are adhering to the Course Assurance terms and conditions. It's also an opportunity to review any amendments you have made to existing programmes to ensure they still meet our Course Assurance criteria.



Submitting your courses for Course Assurance



The first step in the Course Assurance journey is to submit details of your courses using the Course Assurance Enquiry Form. Following receipt of this, your courses will be considered by RoSPA Qualifications, and once confirmed this will be followed up with a proposal/and or booking form.

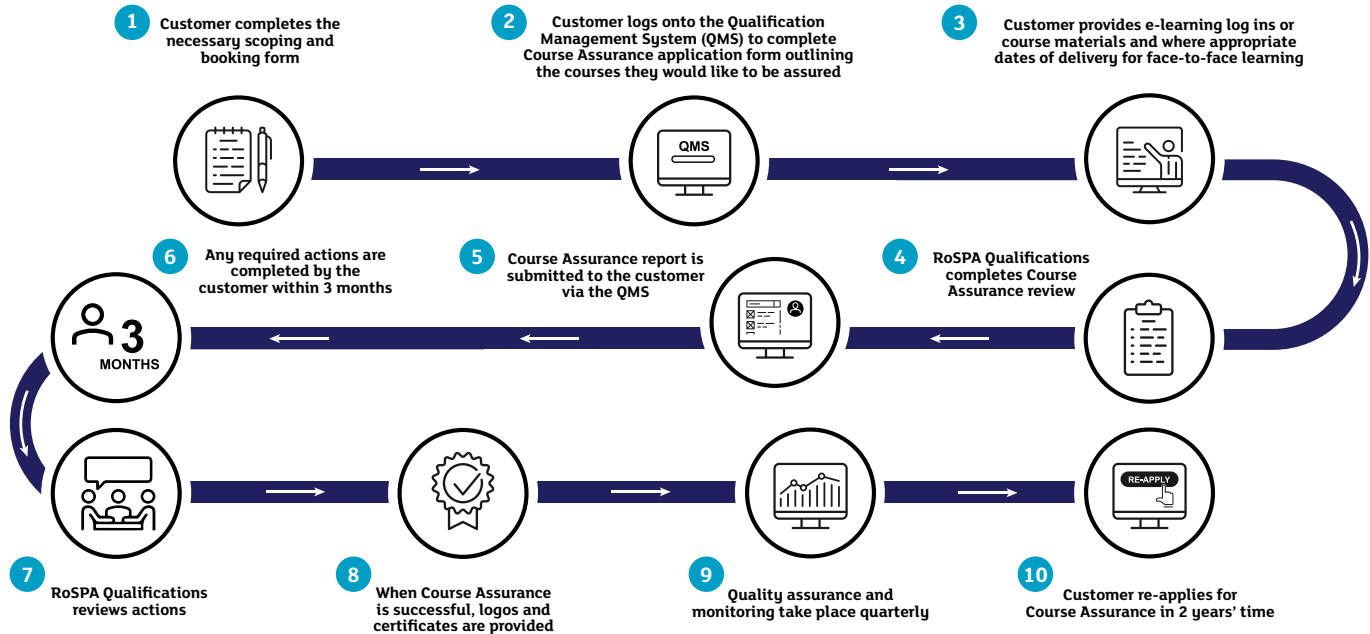
Following submission and confirmation of your booking, you will be required to access our Qualification Management System (QMS) to submit a Course Assurance application form. RoSPA Qualifications will request access to your E-Learning platforms or course material as appropriate, to begin the course assurance review. For face-to-face courses, a date will be arranged for a member of the team to virtually attend your course.

Following the course review, you will be provided with a report of findings/recommendations accessed via the QMS. If there are actions, you will be required to complete them and send evidence before Course Assurance is awarded.

Once Course Assurance is awarded, you will receive your certificate and logo that will be valid for 2 years.



Submitting your courses for Course Assurance







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