

# RoSPA Course Approval Scheme Terms and Conditions

- Successful companies will receive an 'Approved by RoSPA' certificate. The certificate is valid for the approval period agreed and for the company name stated. If any changes are made to the course content and delivery or to the organisational structure which may affect the approval validity, RoSPA reserves the right to remove approval status at any time. If an approved organisation intends to make changes which may affect the validity of the approval, a request should be sent to RoSPA in writing for consideration.
- Course approval status is granted for a period of one year, after which time RoSPA may be able to offer re-approval if still appropriate. Re-approval is not granted automatically, consultancy time is accrued and charges are therefore levied accordingly and will be charged at the appropriate rate. A formal proposal can be produced by RoSPA when the approval period comes to an end.
- RoSPA reserve the right to spot checks at any time, such checks will be charged back to the client, failure to comply could result in removal of approval status.
- Approval is awarded purely at RoSPA's discretion. Some proposals for course approval may not be considered.
- E-learning courses of less than 20 minutes will not be considered for approval
- Certain e-learning courses will require the following statement to be inserted at the beginning of the course:

'This e-learning only provides awareness education. Face to face training would be needed in addition in order to complete the all round skills and knowledge to be able to carry this forward practically in your organisation'. This will be notified to the organisation in advance of any course approval work being carried out.

- RoSPA reserve the right to remove any approval if the organisation brings RoSPA's reputation into disrepute in any way.
- In the event of a breach in terms e.g. incorrect usage of the course approval branding or failure to notify RoSPA of additional re-sellers, failure to correctly inform RoSPA of the target market etc. RoSPA reserves the right to revoke course approval immediately and without compensation.
- Please see attached logo usage guidelines, which all approved companies will be expected to comply with.

