



Part of the
Enginuity Group

Approved

Centre Guidance

Issue 10

www.eal.org.uk

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1.0 About EAL

For over fifty years, EAL has been the specialist awarding organisation for engineering, manufacturing, building services and related sectors. Developed to the highest technical standards, our qualifications reflect ever-changing industry and regulatory needs. We support the providers of our qualifications with an unparalleled level of service to ensure that learners are well prepared to take the next step in their journeys, whether study, an apprenticeship or work.

Through industry partnerships with EAL centres and training providers, decades of experience supporting our core sectors, and our role as part of the Enginuity Group, we have built unrivalled knowledge and understanding of employer skills needs. As a result, EAL's skills solutions, including apprenticeship End-Point Assessment, External Quality Assurance and qualifications are respected and chosen by employers to deliver real lifelong career benefits for all our learners. That's why in the last ten years, 1.2 million people across the UK have taken EAL qualifications.

2.0 What is EAL Approved

EAL approved is one of EAL's many products and Services, which includes:

- Qualifications Regulated by one or more UK national regulators
- Qualifications that are not regulated by any national regulator, but assured by EAL
- End Point Assessment Services
- **EAL Approved Course Approval and Accreditation Scheme**

The EAL Approved is the formal recognition of a training centre's own in-house training courses by EAL.

3.0 How does EAL Approved work

If a training centre identifies a training course that they wish to increase the validity and recognition of, they can present it to EAL for Approval and accreditation under the EAL Approved Scheme. EAL will review the content of the training course and if it meets the requirements of the scheme, EAL will accredit the training course.

When a learner completes the training course, they will be awarded a certificate from EAL indicating that this is an EAL approved training course.

The course will also be quality assured by EAL on an ongoing basis to ensure that it continues to meet the required standards.

4.0 What are the benefits of EAL Approved

Accreditation under the EAL approved Scheme will indicate to learners and other stakeholders such as local employers or education establishments that the training course has undergone a third party quality assurance process to ensure the course is of the required standard and is subject to ongoing quality assurance to ensure these standards are maintained.

This will prove a level of third party quality assurance has been applied by EAL, a nationally recognised organisation and will give Kudos to those delivering and completing the courses.

5.0 The approval process

Before submission the training centre will work with EAL's Regional Development Managers to ensure the relevant commercial agreements are in place

Submission

The training centre must conduct some preparatory work prior to submission, the course must be presented in a coherent way that enables EAL to understand the content of the course, how it is delivered and how it is assessed.

The course information and documentation that must be submitted are:

- A completed EAL Approved application form (annexe a)
- Course presentations
- Course handouts
- Lesson plans
- Assessment materials
- Links to any relevant standards that underpin the course
- A high quality Logo from the training centre for inclusion on the certificate*

Note:- if supplied at submission, a full colour logo will be displayed on the Digital Certificate, but due to printing constraints, a greyscale version will be shown on the printed certificate.

All materials must be clearly identified and navigable by EALs accreditation panel. The majority of course rejections are due to incorrect materials being supplied or indexing errors which result in the panel being unable to locate the required documentation. It is important to note that while the training centre will know the course inside and out, EAL's accreditation panel will have no prior knowledge of delivery or content.

Submissions must be presented to EAL by the 10th of each month, EAL will review the content and if suitable the course will be passed to the next Product Panel which is normally held on the first Thursday of every month. The time between the 10th of the month and the Product Panel is used to ensure the course meets the required standard, during this period, some clarification work may be conducted between EAL and the training centre to ensure it is clear how the course operates.

Once the Product Panel has concluded, it will have all decisions validated by an independent Head of Department, these decisions are then communicated to the training centre sometime in the week after the panel.

Post panel actions will include the uploading of the course onto EAL's systems including the creation of a bespoke certificate for the course, this work will be completed by the end of the month unless unforeseen issues arise. An EQA will be assigned to the centre for quality assurance purposes.

Process summary:

- Submission to EAL by the 10th of the Month.
- Review, clarifications and internal approval.
- Product Panel on the first Thursday of the month.
- System build of course.
- Course Live on EAL's system by the end of the same month.

Total process time is around 6-7 weeks and may be affected by unforeseen issues with the submission, or subsequent system build.

Validity Period

Once approved, the course will have a validity of 3 years for registrations with a further year for certifications, this means that if a learner starts a course just before the 3-year deadline, they will have time to complete the course before certification closes for the course. Should the centre wish to extend the validity period of the course, they can do so, if the course has not changed, this will be a simple confirmation that the course remains the same and the validity period can be renewed for a further 3 years, if however some aspects of the course change over time, then it may require a new submission, EAL will work with the centre to ensure they know how the renewal will be conducted.

Resubmission after rejection

If a training course is submitted but fails to meet the required standard, EAL will work with the training centre to indicate the areas when adjustments and improvements are required, subsequent resubmissions to panel are acceptable. The first 3 resubmissions will not be subject to additional charges, however further resubmissions may incur additional charges dependant on the nature of the level of non-compliance to the required standard.

Changes to content during delivery

If the centre wishes to update their course during the delivery period, they should contact EAL detailing the nature of the changes. EAL will work with the centre to advise on how these changes will impact the approval status. Minor changes will likely receive approval without formal resubmission, but larger more significant changes may require a full resubmission.

6.0 Ongoing Support and EQA Activities

EAL will provide ongoing support to the training centre through periodic quality assurance visits from an EAL EQA to ensure the training centre is able to maintain the standards of the training course.

EQA burden is low for EAL Approved courses as they are not regulated or classified as a qualification.

EQA activities will include:

- A review of materials in use and a comparison to those submitted at initial approval to ensure the same materials are in use.
- A discussion to ensure the centre are happy with the EAL Approved delivery and including an opportunity to raise any issues that may arise.

EAL also provide support via Customer Experience and technical expertise through EAL's Product Specialists.

7.0 Pricing

Scheme pricing is available through the Regional Development Manager.

8.0 Certification

When a learner completes an EAL Approved training course, EAL will issue a printed certificate detailing the title of the training course along with some information regarding the course content that is specified by the training centre.

The Certificate will display EAL's logo along with the training centre's logo.

9.0 Use of the EAL approved Logo

Upon approval, the training centre will be issued with the EAL Approved logo for use on its course information. Please see Appendix 1 for further information.

10.0 Contact Details

For more information or to apply for EAL approved, please contact:

EAL Customer Experience

Tel: +44 (0)1923 652 400

Email: Customer.Experience@eal.org.uk

Annexe a – Application Form

EAL Approved Application form can be requested through the EAL Website

Annexe b – EAL Approved Logo Terms

In addition to EALs general terms and conditions as a recognised centre, the following additional terms and conditions apply specifically to the use of the EAL Approved Logo.

1. The EAL Approved logo must only be used by EAL recognised centres.
2. The EAL Approved logo must only be used in conjunction with materials specifically associated with a current valid EAL Approved course, this can be, but is not limited to:
 - a. Teaching materials, presentations, technical information etc
 - b. Marketing materials and collateral
 - c. Location indicators, e.g. classroom identifiers or directions
3. Where the EAL Approved logo is used, it must be clear which training course it is associated with.
4. The EAL Approved logo must **not** be used in conjunction with any course that has not been approved by EAL's course approval process.
5. The EAL Approved logo must not be used to advertise any aspect of a business without reference to the specific courses that are approved.
6. The EAL Approved logo must not be changed in any way including cropping, changing colour, or stretching. The logo can be resized to fit the required purpose.

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