Approval of Short Courses, Trainers and Tutors

The Lion Training Passport scheme has defined minimal course content for each of the mandatory short courses listed on the Lion Training Passport. In order to ensure that courses delivered meet these standards each course needs to be approved if delivered either internally or by an external organisation.

It is paramount to the continued success of the scheme that even once a course is approved the scheme ensures that the training being delivered meets the required standards. The course approval period is initially five years, after which the course will require re-approval. Minimal course content is continually reviewed by the management group and approved providers are expected and will be required to demonstrate that updated standards are met.

The course approval process is applicable where a poultry company or an external training provider delivers short courses. Tutors approved by the scheme who hold a valid training qualification and can demonstrate competence in the topic being delivered must deliver approved courses. An accredited or approved 'Train the Trainer' qualification or above is considered as a valid training qualification. The scheme administrators hold a list of courses that are considered appropriate. Tutors with extensive delivery experience and who can demonstrate regular CPD but do not hold a valid training qualification may be granted provisional approval pending the completion of a training qualification during the initial approval period.

An application for course approval is made to the administrators by completing an application pack and supplying the requested evidence. Information submitted for the approval of courses remains confidential and commercially sensitive – all information will be processed and stored in accordance with the scheme's data protection policy.

Evidence submitted with the application should be sufficient to demonstrate that the course contains the required elements as specified in the short course standards. This may include copies of presentations, teaching notes or hand-outs. Details of the trainers delivering the course should also be submitted at the same time, along with required evidence of their training qualification/experience and industry/topic competence.

The process of approval is summarised below:

- Registration: A registration document will be completed and submitted, along with supporting documentation to the scheme administrators.

- Desk Based Assessment: A desk-based assessment is carried out by the scheme administrators based on the application and supporting materials submitted. These will be compared to the minimum course standards. A Record of the outcome of this process will be maintained.

- Course Approval: A report will be produced by the administrators detailing the outcome of the desk-based assessment. Where additional evidence is required or elements are missing, feedback will be given and a request for additional information will be made.

- Database Updated: An internal database will be updated detailing the successful approval. Where an external provider offers the course, the providers details will be added to the list of approved providers which will be publicly available.

Short courses are only classed as approved following initial registration and a satisfactory desk-based assessment of course material.

While the initial period of approval is five years, if the minimum standards are altered, it may be necessary for approved providers to submit evidence that additional elements have been included in courses.

Additional tutors can be added during the approved period, however they will still need to meet the tutor specifications above.

Following the delivery of courses, the scheme administrators should be notified of the names of those attending the course, along with copies of certification. These can be submitted by either the delivering organisation or by the attendee of the course. Certificates must detail the approved course title, the organisation providing the course and the tutors name. On receipt of this information, it will be validated and the individuals Lion Training Passports will be updated.

The cost of course approval will be covered by the applicant requesting course approval.

The charging structure is based on a standard cost for course approval, which covers the time taken to carry-out a desk based review of the course content and issuing the required documentation. Where the organisation requesting approval requires this to be carried out at their premises, any additional costs to cover a visit (additional time, travel costs, overnight accommodation and other incurred expenses) will be recharged at cost.

Registration and assessment	£250 per course

Additional charges if visiting applicant's premises:

Mileage to company premises	£0.45/mile
Accommodation/expenses, if required	Recharged at cost

Short courses delivered prior to obtaining Approval - It is possible to request the recognition of short courses which have been delivered up to three years before obtaining course approval from the scheme. This is only possible if requested at the same time as requesting short course approval. The organisation will need to demonstrate that the provision of training delivered meets the minimal training standards of the scheme and was delivered by a trainer/tutor who meets the schemes minimal standards. Training that does not meet the standards of the scheme will not be recognised.

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