



Training
QualificationsUK

Endorsed Resources Policy

Version v22

| Endorsed Resources Policy | |
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| Policy Ref | Q.P.3 v22 |
| Date of Issue | 12/6/2023 |
| Next Scheduled Review | 12/06/2024 |
| Policy Owner | Qualifications Manager |
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| Contact Phone Number | 03333583344 |
| Approved By | Leadership Team |
| | |
| Policy Relates to: | Awarding Provision, Endorsed Provision |
| Policy is for the use of: | Recognised Centres |
| Should be read in conjunction with: | N/A |
| Relevant GCoR | C2, G1, G3 |

Introduction

This document explains Training Qualifications UK's (TQUK) policy regarding the endorsement of third-party resources and learning materials. TQUK provides endorsement to third-party resources that have been reviewed and deemed suitable for supporting the delivery of a particular TQUK qualification or unit.

TQUK Internal Responsibility

Responsibility for maintaining and complying with this policy lies with the Qualifications Team. In the absence of the Qualification Manager, the Responsible Officer will appoint the Head of Product Development to ensure adherence to the policy.

Review arrangements

The Quality and Compliance teams conduct an annual review of this policy approximately four weeks prior to the submission of TQUK's Statement of Compliance to regulators. Any amendments or updates to the policy must be approved by TQUK's Leadership Team.

For any points or feedback regarding this policy, interested parties can contact TQUK using the provided contact details.

Endorsement Process

To have a learning resource endorsed by TQUK, a third party must submit the resource for suitability assessment. TQUK evaluates the resource based on specific criteria to determine its appropriateness for endorsement. The criteria include:

- Assisting learners in meeting qualification/unit requirements.
- Appropriateness for the qualification/unit level and content.
- Providing learners the opportunity to practice required skills or develop knowledge necessary for completing a qualification/unit.
- Aligning with TQUK's business objectives, allowing continued control over its brand.

To meet these criteria, the following evidence must be provided:

- The resource's content should be suitable, appropriate, and relevant to the stated qualification/unit(s).
- Inclusivity, equality, and diversity arrangements must be considered.
- The level of the resource should be suitable, appropriate, and relevant to the qualification/unit(s).
- If the qualification includes learning outcomes (LOs) and assessment criteria (AC), the resource should sufficiently cover them when mapped to the relevant qualification.
- References to regulatory information must be accurate and up to date.
- The resource's purpose must be clearly stated, and tasks and activities must provide clear instruction to the learner.
- The third-party resource must be fit for purpose.
- A supporting business case must be submitted along with the resources for review.

Certain elements of the resource, such as spelling, grammar, punctuation, formatting, design, style, colour and branding choices, and additional reading or embedded media, are not considered during the endorsement process. TQUK will not be held responsible for errors in endorsed resources but may provide feedback to help improve the resource before printing or release.

TQUK reserves the right to refuse endorsement to resources that do not meet the minimum level of quality and professionalism. In such cases, TQUK will collaborate with the resource owner to suggest improvements.

TQUK Endorsed Resource Logo

On completion of the endorsement process TQUK will provide its "Endorsed Resource" logo and guidelines to the third party.

Disclaimer Statement

The following disclaimer statement must be inserted into any resource carrying the TQUK Endorsed Resource logo

"This resource has been reviewed and meets the necessary endorsement standards that TQUK has in place for learning resources from third party suppliers. TQUK has exercised reasonable care and skill in endorsing this resource, however TQUK does not accept any legal responsibility or liability for any errors or omissions from the resource. Details regarding the process used to assess suitability can be found in the Endorsed Resources Policy on the TQUK website".

Review and Updates

The third party is responsible for keeping the resource content up to date with sector changes. If the content is updated, it must be resubmitted for review to ensure it still meets TQUK standards and quality criteria. Changes to spelling, grammar, punctuation, formatting, design, style, colour, branding, or rewording of text without content changes do not require resubmission.

The third-party supplier should provide the resources in a timely manner for the review process. Review timescales depend on reviewer availability and resource size, with TQUK aiming to review materials within one month of receipt.

TQUK maintains a record of all endorsed resources and reserves the right to end the endorsement of any particular resource. Endorsement reviews are conducted periodically to ensure ongoing suitability.

If TQUK decides to change the assessment criteria for a qualification associated with endorsed resources, the resource owner will be notified in advance to reflect the changes in the resource. Such changes may require a review of the endorsement.

Complaints about endorsed resources are investigated in accordance with TQUK's Complaints Policy. TQUK works with the third party to resolve the complaint and, if necessary, conducts a review of the resource before confirming its continued endorsement.