



Training
Qualifications UK

Endorsed Provision

Titling Guidelines

January 2025

Titling Conventions

As part of our endorsed provision, we want to ensure a strong, consistent style and brand of our courses. These titling conventions have been created with learner and centre transparency in mind.

If you want your course to have the learning hours as part of the title, it must be in brackets after the full endorsed course title.

The titling conventions below must be adhered to in order for courses to be approved.

Certified Learning Courses (CLCs)

All Certified Learning Courses must adhere to a strict titling convention. This is to ensure all learners are not misled by the outcomes of the courses. Please see examples below:

- Level 3 Certified Learning Course in Understanding Local and National Policy, Legislation and Governance in Residential Childcare
- Level 2 Certified Learning Course in the Principles of Luxury Spa Hospitality and Accommodation Management
- Level 1 Certified Learning Course in Introducing Structured Exercise to Care Home Residents (20 hours)

[Level 1-5] Certified Learning Course in [clear and concise title with no regulated sector courses] **[optional: hours spent on course]**

Professional Development Learning Courses (PDLCs)

All Professional Development Learning Courses must adhere to our titling convention guidance below. This is to ensure leveling is correct and appropriate in a work or community context and is best suited to a CPD-style course:

- Foundation Professional Development Learning Course in Supporting Retail Floor Staff
- Proficient Professional Development Learning Course in Delivering IT Systems Induction to Clients and Colleagues (15 hours)
- Advanced Professional Development Learning Course in Leading Account Presentations for New Clients

[Level-Foundation/Proficient/Advanced] Professional Development Learning Course [in/for specific work or community-based skills and knowledge gap] **[optional: hours spent on course]**

Recreational Learning Courses (RLCs)

The Recreational Learning Course follows a simple beginner, intermediate and advanced leveling system. We recommend the below titling conventions:

- Beginners Recreational Learning Course in Crochet, Knitting and Reading Patterns
- Intermediate Recreational Learning Course for Improving Landscape Painting Skills with Oil, Pastel and Gouache
- Advanced Recreational Learning Course in Journaling your Life Story for Publication (50 hours)

[Level - Beginners/Intermediate/Advanced] Recreational Learning Course [in/for hobbies and recreational knowledge and/or skills development] [**optional: hours spent on course**]