Training Qualifications UK

Enhancing Endorsement Guide

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Get in touch!
Our team of customer service specialists is passionate about helping you. Get in touch using the details below and we'll respond within 24 working hours.

0333 358 3344

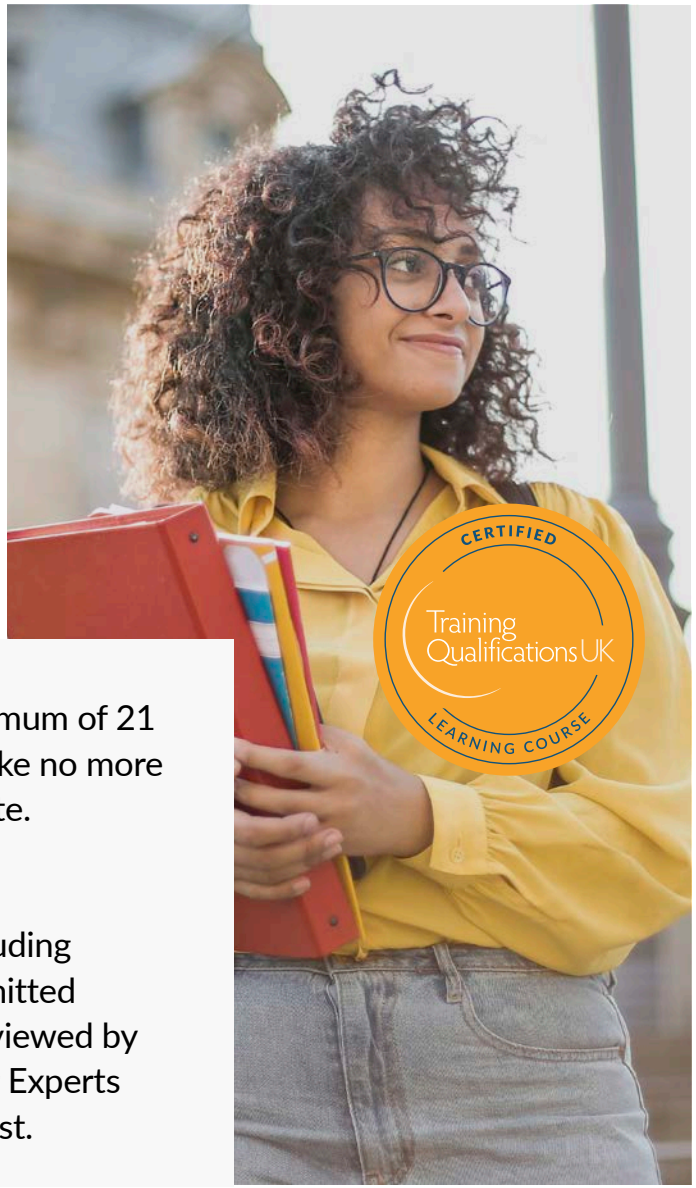
support@tquk.org

8.30am – 5pm
(Monday to Friday)

Certified Learning Courses

Certified Learning Courses (CLCs) are specialist learning programmes that represent the highest quality standard in our new endorsed provision.

Subjects covered by CLCs may include:
Local and national policy, hospitality and accommodation management, and care areas.



What you need to know:

- Each CLC must include at least two units, at least three learning outcomes per unit and at least three assessment criteria per learning outcome.
- To ensure rigour, CLCs are made up of a mix of formative, summative, and holistic assessment.
- CLCs must provide a minimum of 21 hours of education and take no more than two years to complete.
- TQUK will consider a CLC application up to and including Level 5. Any courses submitted above this level will be reviewed by one of our Subject Matter Experts (SMEs) at an additional cost.

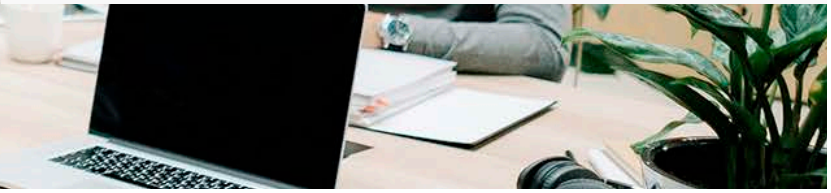
Professional Development Learning Courses

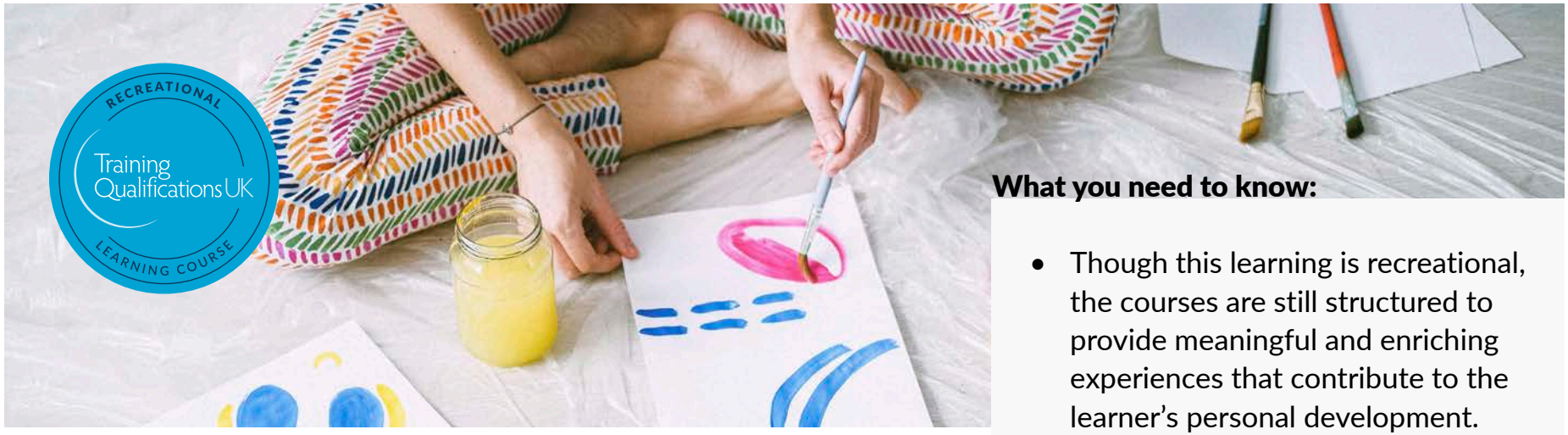
Professional Development Learning Courses (PDLCs) focus on enhancing employees' professional skills through continuous development.

Subjects covered by PDLCs may include:
Team-building, policy and process-building, product and service knowledge, and understanding of company-specific technology platforms and systems.

What you need to know:

- Each PDLC must include at least one unit and at least three learning outcomes per unit.
- PDLC assessments are a mix of summative assessments and demonstrations of skills.
- PDLCs are not limited by a maximum number of hours, but they must be completed within one year.
- PDLCs adds a quality seal of approval, verifying that the courses are well-structured and effective in advancing professional knowledge and skills.
- The flexibility to PDLCs allows organisations to adapt training to evolving needs, making them an ideal solution to foster a culture of continuous improvement.





Recreational Learning Courses

Recreational Learning Courses (RLCs) are focused on personal enrichment, often in areas related to crafts, hobbies, and other non-professional interests. They allow individuals to pursue their passions at their own pace.

Subjects covered by RLCs may include:
Music, DIY, sports and fitness, media and filmmaking, and gardening and interior design.

What you need to know:

- Though this learning is recreational, the courses are still structured to provide meaningful and enriching experiences that contribute to the learner's personal development.
- RLCs provide a supportive environment where learning is enjoyable and stress-free, allowing individuals to pursue their passions at their own pace.
- PDLC learners are assessed through informal formative assessment.
- RLCs must be no more than 150 hours in length and be completed within one year.

Comparing the Courses

Our new endorsed courses provide depth, rigour and flexibility to centres and learners. Here's how the Certified Learning Course, Professional Development Learning Course and Recreational Learning Course formats stack up against one another.

Centres retain full ownership of the Intellectual Property Rights (IPR) for all courses, so they have complete control over course content, delivery, and branding.

	CLCs	PDLCs	RLCs
Purpose	Specialist learning	Workplace development	Hobbies and recreation
Units	At least two	At least one	1-5 units
Learning outcomes	At least three per unit	At least three per unit	At least three per unit
Assessment criteria	At least three per learning outcome	No assessment criteria required	At least three per learning outcome
Assessment	– Formative – Summative – Holistic	– Demonstration of skills – Summative assessment	– Informal formative assessment (the creation of something)
Hours/duration	**At least 21 hours.** Must take no more than two years to complete.	**No maximum hours.** Must take no more than a year to complete.	**Maximum of 150 hours.** Must take no more than a year to complete.
Delivery	– Online – In-class – Blended	– Workplace – Blended	– Online – In-class – Blended
Review schedule	One per year	One every two years	One every two years
Approvals required	Two	Two	One

Guidance for Courses

Not every subject area can be covered by endorsement and we reserve the right to withhold the approval of an endorsed course in some specialist vocational areas. These areas include but are not limited to:

- Regulated professions (as defined in the Professional Qualifications Act).
- Qualifications that imply high-risk skills-based competency. For example, dentistry, nursing, medicine, chemical and waste management.
- Content that overlaps or competes with regulated qualifications.
- Qualifications that involve the development of techniques that aim to semi-permanently or permanently change an individual's appearance. This includes, but is not limited to: tattooing and microblading, cosmetic and aesthetic procedures, and any form of body modification (such as piercing or implants).

Find out more about Sector Subject Areas >

Sector Subject Areas

Sector Subject Areas (SSAs) are used to group qualifications and courses into broad categories. They help support the scope and context of regulated qualifications to ensure they meet industry standards and educational requirements.

Although it is important to reiterate that TQUK's endorsed provision is not regulated, we categorise endorsed courses in accordance with the SSA categories to ensure clarity and to support the quality assurance processes of the courses we endorse.

Advertising an Endorsed Course

As a regulated awarding body, TQUK is subject to the Conditions of Recognition as set out by Ofqual. These Conditions don't just extend to us; all our centres must adhere to them as well. When advertising an endorsed course, centres must follow the below regulations.

- **Full course titles agreed as part of the application must be used.** "TQUK" must not feature in the advertised title of the qualification and all references to TQUK must be specified in relation to our endorsement of the course.
- **Marketing material must not refer to the course as "regulated" or "nationally recognised",** compare it to a regulated qualification or imply in any way that they are equivalent.
- **Marketing material must not state or imply** that an endorsed course meets industry standards for employment.
- **Upon removal of approval,** all advertisement of the course referencing TQUK must halt immediately.
- **All marketing material must clearly feature the phrase "endorsed course",** define what an endorsed course is and outline which type of endorsed course it is.
- **No advertisement of the course must be take place until this approval process has been completed.** The includes any reference to TQUK or use of our logos.
- **Fees must be transparent and available** to learners ahead of commitment to the course.

Titling Conventions

To help ensure consistency and provide learners with clarity, all courses must follow the below titling conventions.

optional

Level **Certified Learning Course in** **clear and concise title with no regulated sector courses** **(course hours)**

e.g. *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 **Professional Development Learning Course** **in/for specific work or community-based skills and knowledge gap** **(course hours)**

e.g. *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 **Recreational Learning Course** **in/for hobbies and recreational knowledge and/or skills development** **(course hours)**

e.g. *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)

Fees and Pricing

All our fees and pricing is created with transparency in mind and our revamped endorsed offering is no different.

Course costs

Centre recognition (includes applications for two endorsed courses)		£1,500
Each additional endorsed course	**CLC:** **PDLC:** **RCL:**	£700 £700 £500
Learner registration and certification (per learner)		£10

*CLCs and PDLCs require two reviews to ensure approval.

Fees include:

Full endorsement after approval continuing for as long as the annual fee is paid:

- The chance to submit up to two courses for approval within the first year on condition of fees being paid:
  - in the event of a submission not being approved but needing amendments, a charge will not be made.
  - in the event of a submission failing, centres will be charged the appropriate fee if outside of their allocated 2 initial course submissions.

A full annual review for CLCs which includes scrutiny of:

- examples of learners' work
- websites and social media for advertising monitoring
- samples of assessment that learners are expected to undertake
- curriculum plans or lesson plans
- qualifications/experience of relevant staff

A two-year review of PDLCs and RLCs which includes scrutiny of:

- examples of learner work
- any websites and social media for advertising monitoring
- qualifications/experience of relevant staff
- ongoing support from our Qualifications Team

Thanks for reading.

Find out more by clicking the links below:

Full guidance >

Full advertising guidelines >

Full titling guidelines >

FAQs >