

Guidance for Accreditation of Employers' Courses

2018



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1. What is IRM course accreditation?

The Institute of Risk Management (IRM) is the leading international professional education and membership body for enterprise risk management (ERM). Established as a not-for-profit organisation, the Institute brings together practical risk management with a strong academic foundation. IRM has over 6000 members and students from a range of sectors and many countries of the world.

IRM course accreditation offers employers the opportunity to have their risk management course(s) formally recognised. Courses may be either classroom/workshop-based or e-learning. They can be of any length and delivered anywhere in the world. They will need to be directly relevant to the training needs of risk managers or those requiring training in risk management.

2. Why get your course accredited?

Accreditation brings together the value of the IRM brand with your organisation's knowledge and skills to form an effective partnership for the delivery of risk management training.

The employer will gain the following benefits:

- the training can be described as 'accredited by the IRM', giving the course more authority and distinction. Prospective delegates will know that the course, its learning objectives and content have been reviewed and approved by a respected professional body
- delegates will receive an IRM certificate
- promotional and training material can include the IRM logo and suitable wording relating to the accreditation (conditions and wording as agreed with IRM)
- the training will earn CPD recognition

In return for these benefits the training provider will pay fees to IRM as follows:

- a non-refundable fee for the initial proposal process
- a one-off accreditation fee, based on the amount and nature of material to be reviewed
- an annual renewal fee
- a per delegate certification and records fee

All providers of accredited courses are also expected to:

- explain the relevance of the IRM to all course attendees
- pass on material to course attendees as provided by IRM
- demonstrate their commitment to the partnership by ensuring that key individuals involved with the training are members of IRM



3. The accreditation process

The accreditation process is managed by the Director of Learning overseen by the IRM's Professional Development Committee.

It is important that the accreditation process is conducted in a fair and transparent manner and it is therefore undertaken against an agreed set of criteria and follows a set process.

The employer will be required to identify an individual (a named proposer) who will take responsibility for ensuring that IRM requirements are adhered to and the quality of the training course is maintained.

It is expected that, in order for the course to qualify for IRM accreditation, those delivering the course will be suitably qualified and experienced and will hold appropriate IRM membership.

The detailed review of the course content will be carried out by a Reviewer appointed by the IRM.

Appointed reviewers will be required to sign an agreement to protect the confidentiality of the training material reviewed. At all times the training material will remain the intellectual property of the employer.

The key stages in the accreditation process are as follows:

Stage 1 – Initial proposal

The purpose of this stage is to make an initial assessment of whether the course is suitable for accreditation, before embarking on the full review process.

The employer will be requested to complete an Accreditation Proposal Form (APF) which is downloadable from IRM's website and to pay a non-refundable proposer's fee (see **appendix 1** for schedule of fees).

On return of the completed APF and payment of the proposer's fee, IRM will review the initial proposal against the criteria set out in **appendix 2**.

If the proposal is accepted by the Director of Learning then the employer will be invited to proceed to the detailed review at stage 2.

If the proposal is declined by the Director of Learning then the reasons will be given in writing. The training provider may resubmit an APF one further time without additional charge, having made changes to satisfy the criteria.

However if the proposal is again declined then no further resubmission may be made without payment of a further proposer's fee.

Stage 2 - Detailed review of course material

The purpose of this stage is for a qualified Reviewer or Reviewers to undertake a detailed review to ensure that the content of the course is of sufficient quality and relevance that the IRM is satisfied it can be associated with it.

A member of IRM staff will be assigned to assist the employer through Stage 2 and Stage 3 of the process.

The employer will now be asked to submit course material to enable a detailed review of the proposed course to take place, together with a non-refundable fee for the detailed review (see **appendix 1** - fee schedule).

The material to be submitted must include:

- Training programme timetable
- Copies of presentation slides sufficiently annotated to enable the reviewer to understand the content to be covered
- Copies of any handouts and case history / workshop exercises to be used
- Copy of any end of course assessment (together with marking scheme if applicable)
- Copy of proposed end of course evaluation
- Any additional information requested by IRM

The general criteria against which the detailed review will be conducted are set out in **appendix 3**.

If the course material is approved the training provider will be invited to proceed to the final, formalisation stage of the process.

If on review of the detailed material the decision is to decline accreditation, the reason will be provided in writing. The training provider may be invited to resubmit the material for detailed review having made any changes suggested. The training provider will be informed at the time whether an additional fee will be charged. This will depend on the extent of changes required to meet the criteria.

Stage 3 - Accreditation and formalisation of agreement with IRM

Training providers progressing to Stage 3 will be invited to sign a formal agreement with the IRM setting out the conditions attached to accreditation of the training programme. (See **appendix 4** – model agreement).



In addition to financial matters, the agreement sets out conditions with respect to the use of the IRM logo, marketing and advertising of accredited courses, CPD recognition, quality monitoring, review and re-accreditation procedures and mechanisms for dealing with complaints.

Any significant variations from the standard requirements set out in this agreement will need to be ratified by the Director of Learning.

4. Record keeping and issuing of certificates

Employers will be responsible for maintaining a record of those attending training courses including names and full contact details. These must be made available to the IRM on request. Records of numbers of delegates attending training sessions must at all times reconcile with per-head delegate fees paid to IRM.

The printing of certificates will normally be undertaken by the IRM and the cost for these will be included within the per delegate fee. The IRM may grant certain providers permission to print their own certificates, subject to arrangements for audit of the agreed procedures.

In all cases the exact format and wording of certificates, including the use of logos, will be agreed with the IRM and a printed template produced and approved by IRM before first use.

For more information, or to discuss your requirements in detail please contact us:

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APPENDIX 1: COURSE ACCREDITATION FEE STRUCTURE

Stage	Classroom/Workshop Delivery	Online/Elearning
Accreditation Proposal	£500	
Detailed Review	£1,500 per day of training course (e.g. a 2-day course = £3,000)	£500 plus £500 per hour of learning time (e.g. 2 hours of e-learning = £1,500)
Annual Renewal	£1,000	
Per Delegate	Sliding scale fee based on number of Certificates issued over a 12 month period: £25 /delegate up to 50 delegates £20 /delegate 51 to 100 delegates £15/ delegate 101 to 200 delegates £10/ delegate over 200 delegates	
Review following significant changes to Course	£1,500 minimum (depending on extent of content to be reviewed. Additional fees to be agreed).	

Important information

1. All fees quoted are non-refundable.
2. VAT will be added to all fees quoted above.
3. All payments must be made in £ Sterling (GBP). You or your company are responsible for paying any bank transfer or currency conversion charges that may arise, and also any withholding taxes.
4. An additional translation fee may be charged for courses in languages other than English.

APPENDIX 2: ACCREDITATION CRITERIA

STAGE 1 - Guidance Criteria for reviewing the initial Accreditation Proposal Form (APF)

1. Does the proposed course address the topic of Enterprise Risk Management (ERM), a component of ERM or the management of a risk found in organisations?
2. Does the APF set out the aim and key learning objectives of the course?
3. Does the proposed course support the overall aim of the IRM to promote high quality training to its members and the wider risk community?
4. Has a single named proposer been identified to take responsibility for the course?
5. Do proposed course tutors have suitable levels of qualification and training experience for the proposed training programme, and are they members of the IRM?
6. Should the application now progress to the detailed review stage?

APPENDIX 3: STAGE 2 – DETAILED REVIEW OF COURSE MATERIAL

Guidance Criteria for reviewing detailed training programme

The main purpose of the detailed review is to ensure that training courses accredited by the IRM meet a consistently high standard in terms of accurate, relevant and appropriate course material, and professional presentation. To this end the review encompasses both the quality and relevance of the content and plans to ensure that delivery of the course is to an acceptable standard in terms of presentation material, as well as the tutor's experience and skill, where appropriate.

Within these overarching objectives the IRM does not set out to impose unnecessary restrictions on either content and/or style of delivery.

With regards to style and format of delivery some individuals prefer a traditional 'chalk and talk' style of information presentation, while others only learn through interaction and discussion. Some people need visualisation of the ideas presented, while others need to read the detail. Some people respond well to end-of-course assessment, others see no benefit or may even be deterred from attending. The reviewer will not therefore seek to impose too much of their own preferred style but rather ensure that the style adopted is adequately explained and relevant to the course content and intended audience.

As a general rule of thumb however, the presentation of material should always be described as 'professional' and 'well prepared'.

Beyond these general points the questions below should be addressed by the reviewers:

1. Is the content of the proposed course up-to-date?
2. Does the content address the key learning objectives and course content as set out within the Accreditation Proposal Form?
3. Are there any key omissions in the subjects covered when considered against the learning objectives stated and intended audience?
4. Does the proposed course comply with any relevant IRM guidance, standards or other recognised published reference sources?
5. Is the quality of training material presented to an acceptable standard, including presentation slides/ handouts?
6. Should the training programme receive IRM accreditation?

APPENDIX 4: Model agreement between IRM and ABC for the accreditation of xyz course

This agreement is between:

a) Institute of Risk Management (IRM) of 2nd Floor Sackville House, 143-149 Fenchurch Street, London, EC3M 6BN

and

b) [ABC Organisation] of [Address].

Whereas

a) IRM is a leading global professional institute for enterprise risk management.

b) ABC is seeking IRM's accreditation of its training course(s)

Definitions

'The Course' is the xyz course [enter title of course]

'Significant Change' refers to those amendments that affect more than 20% of the course content.

1. Scope of accreditation

- 1.1 Accreditation is granted initially for the year [DD/MM/YY to DD/MM/YY] and will renew annually, subject to satisfactory annual review and payment of fees due.
- 1.2 This agreement applies to the course as delivered [worldwide/within a specified region/the UK only]
- 1.3 The Course may only be delivered as an IRM accredited course by the recognised trainers within [ABC organisation].
- 1.4 The accreditation is exclusive to ABC and the Course cannot be delivered as an IRM accredited course by any other company without prior approval of IRM.

2. Quality control and annual review

- 2.1 IRM expects ABC to maintain high stands of professional delivery of the accredited Course and, so far as is within their control, ensure training facilities used are adequate for the type of course and the numbers attending.
- 2.2 IRM requires ABC to invite course participants to complete the course evaluation form (approved as part of the detailed review) at the end of each course. These forms, which IRM may randomly sample from



time to time, must be retained by ABC for a period of 1 year following each course.

2.3 IRM will expect ABC to respond appropriately to poor feedback and adopt a continuous improvement approach to updating the Course.

2.4 The IRM retains the right annually to send an IRM nominated person on the whole or part of the course in order to review course content and delivery. All expenses incurred by the IRM nominated person, including but not restricted to travel, accommodation and subsistence, to be refunded by ABC to the IRM.

2.5 This agreement is subject to annual review by both parties to take place 1 month before the renewal date.

3. Dealing with complaints

3.1 ABC is required to inform IRM of any written complaints received with regards to the course and/or its presentation. If complaints are made directly to the IRM these will be passed on to ABC without delay. ABC will be expected to respond to any person making a complaint in a timely and courteous manner, and to copy their response to IRM.

3.2 Any complaint that the IRM considers to be of a serious nature and repeated complaints will be referred to the Director of Learning. ABC will be informed of this referral and will be invited to respond to the referral either in person or in writing.

3.3 IRM reserve the right to terminate this agreement with immediate effect in the event of serious or repeated complaints.

4. Changes to the Course

4.1 ABC will notify IRM of all (but minor) changes, additions, deletions and amendments to the course including structure, delivery and content.

4.2 Where the changes are deemed to be significant by IRM, a review of the new course materials will be required in order to retain accreditation of the Course. A fee will be payable for this review.

4.3 IRM reserves the right to terminate this agreement following changes, additions, deletions and amendments to the course.

4.4 ABC must obtain permission from IRM before the course material can be translated into another language. In some circumstances a further fee may be payable.

5. Award of Continuing Professional Development (CPD) Hours

5.1 All who successfully complete the course will be entitled to claim up to XX CPD hours within the IRM professional development scheme. This entitlement can be included within promotional literature produced by ABC.

6. Branding and promotion of IRM

- 6.1 Course materials will bear the IRM logo and an accreditation wording agreed between the parties, in accordance with IRM corporate identity standards.
- 6.2 ABC will provide a link to the IRM website homepage from all electronic references to the course.
- 6.3 ABC will take opportunities to promote the IRM and will distribute IRM marketing and promotional material with certificates as from time to time requested by IRM.

7. Certification and records

- 7.1 IRM will issue a certificate for each delegate who successfully completes the course (unless certificates with the IRM logo are issued directly by ABC).
- 7.2 The format of certificates is to be agreed between IRM and ABC before first use.
- 7.3 IRM will maintain records of those receiving certificates for a period of not less than 2 years.
- 7.4 ABC will provide IRM with a quarterly report listing those delegates who have successfully completed the course.

8. Fees

- 8.1 The following fees [have already been paid/ are payable] by ABC to IRM as part of the accreditation procedure:

Stage 1 Initial Proposal fee: £ xxx + VAT

Stage 2 Detailed Review fee: £ xxx+ VAT

In addition the following fees will be payable:

Annual renewal fee: £ xxx+ VAT (first renewal due DD/MM/YY)

Per delegate fees -

> Insert details agreed<

- 8.2 All fees must be paid in £ Sterling (GBP). 'ABC' will be responsible for paying any bank transfer or currency conversion charges that may arise, and also any withholding taxes.

9. Permissions and Liabilities

- 9.1 ABC is responsible for ensuring that they have ownership of and/or appropriate permissions relating to any materials used in the course, including, but not restricted to text, music, images and video. ABC will be liable for any actions arising over disputes of ownership, copyright or licensing.
- 9.2 ABC retains responsibility for the course content and delivery and indemnifies IRM against any claims made against ABC as a result of the course content or delivery.



9.3 ABC will take all possible steps to ensure that no actual or threatened liability or damage to reputation attaches to the IRM as a result of the course.

10. Termination

10.1 This agreement will continue subject to satisfactory annual review and payment of renewal fees.

10.2 Either party may terminate this agreement if, during the initial term or any additional term:

- Either party breaches any of the provisions set out in this Agreement which is not remedied within one month of the non-defaulting party issuing written notice of such breach;
- Either party gives to the other party not less than three month’s written notice to terminate the Agreement. (IRM will give notice to coincide with the renewal date.)

10.3 In such circumstances no refund of any fees already paid or due to IRM will be permitted.

Signature

This agreement is signed and agreed under the laws of England and Wales.

Signed on behalf of IRM:

Signed on behalf of ABC:

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Print Name:

Print Name:

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Date:

Date:

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