
Course Accreditation by The ITPC Scheme

Schedule 1 : Accreditation Criteria

1. Accreditation is granted to the course; not the presenter, training manager or the organisation providing it.
2. ITPC will require a statement of the nature and scope of the activities of the training provider, including its commercial relationships with all partner, parent and subsidiary organisations.
3. ITPC will require documentary evidence of the course structure and content, and materials supplied to students. Where on-line learning or other forms of CBT are used, ITPC will require appropriate access to the delivery system. Irrespective of the delivery methods, ITPC will require that:
 - 3.1. Course materials state unambiguously the aims (overall training goals) and objectives (knowledge and skills that need to be assimilated in order to achieve the aims, the evidence required of their assimilation, and the conditions in which this is done) of the course and each of its component modules.
 - 3.2. The tutor training scripts for each module of the course are clear and address teaching points derived from the stated objectives of the module.
 - 3.3. The documented delivery strategy offers evidence of an appropriate balance of trainer input and practical exercise that ensures students can practice skills taught during the course.
 - 3.4. The course incorporates some accountable form of end-course and/or end-module testing to confirm that the learning gap has been bridged. Testing may range from a formal examination to informal discussion that provides an opportunity to reflect the learning.
4. ITPC may require to attend a run of the course, to evaluate how the documented delivery strategy is implemented and to review generally the standard of presentation:
 - 4.1. Course accommodation and any relevant technical facilities should be adequate to allow students to fully participate in the teaching.
 - 4.2. The syllabus should be sufficiently flexible to allow presenters to spend more or less time than planned in the course design on specific subjects, as students require.
 - 4.3. Tutors should have sound IT knowledge appropriate to the course they deliver, and good presentation skills. Although accreditation is granted to the course not the presenter, an accreditation application will be enhanced where the course presenters are members of a relevant body and/or hold appropriate qualifications. Experience of consultancy or training to UK Government bodies would further enhance an application.
 - 4.4. Irrespective of the above paragraph, tutors should be experienced practitioners who can offer 'real life' examples of Infosec implementation issues relevant to the course.
5. As a prerequisite to accreditation, ITPC will require the training provider to agree to meet the compliance requirements laid out in Schedule 2.

Schedule 1 ends