



Course Accreditation by The ITPC Scheme

Schedule 2 : Compliance Requirements

In order to retain ITPC accredited status, courses must:

1. Not attempt to cover, or claim to cover, subjects unique to UK Government Infosec policy, or its implementation, unless formally authorised to do so.
2. Include in their course introduction, by presentational or documentary means, a statement of their accreditation by the ITPC Scheme and a brief explanation of the Scheme. The Secretariat will provide a script and supporting materials.
3. Issue a Certificate of Attendance to those who complete the course: stating the course title, the training provider, dates of attendance and the signature of a presenter or course manager.
4. Incorporate in their course materials copies of the ITPC information sheet, Learning Log, Course Evaluation form and Reading List, and:
 - 4.1. Notify ITPC Certificate Candidates that they must complete the ITPC Learning Logs as part of their Certificate submission
 - 4.2. Encourage Certificate Candidates to complete the ITPC Course Evaluation form and return it directly to the Scheme, for Quality Assurance purposes
5. Allow ITPC Secretariat to carry out short notice (minimum, 24 hours) spot checks on the course and its documentation, via attendance on all or part of the course.
6. Notify the ITPC Secretariat of any significant changes the accredited course syllabus – particularly, the addition, significant alteration or removal of subjects.
7. Facilitate an annual review of the accredited course(s) with the Scheme Secretariat.
8. **NOTE:** ITPC reserves the right to remove the accredited status of a course where:
 - 8.1. A training provider fails to make changes in the accredited course recommended by the Secretariat (where, for example, the stated training aims and objectives have in repeated runs of the course not been met by the teaching, or where any of the compliance requirements stated here are disregarded)
 - 8.2. A training provider claims (or in any way infers) in presentations or in any form of course or corporate materials, any unwarranted direct involvement with UK Government IT security policy development or its implementation

Schedule 2 ends