



Training  
Qualifications UK

# Endorsed Resources Policy

V21.2

Endorsed Resources Policy	
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Policy Owner	Senior Manager - Qualifications and Assessment
Contact Email	qualifications@tquk.org
Contact Phone Number	03333583344
Approved By	Leadership Team
Policy Relates to:	Awarding Provision, Endorsed Provision
Policy is for the use of:	Recognised Centres
Should be read in conjunction with:	N/A
Relevant GCoR	C2, G1, G3

## Introduction

This document explains Training Qualifications UK's policy regarding the endorsement of third party resources and learning materials. Endorsement provided by Training Qualifications UK (TQUK) confirms that a particular third-party resource has been reviewed by TQUK and that we have deemed the materials to be of a standard sufficient to supporting the delivery of a particular TQUK qualification or unit.

## TQUK Internal Responsibility

The Qualifications Department are responsible for the maintenance and compliance of this policy. If the Senior Manager - Qualifications and Assessment is absent, the Responsible Officer will appoint another member of the Leadership Team to ensure all of TQUK's actions and activities are in line with the content of this policy.

## Review arrangements

The annual review of this policy will be undertaken by the Quality and Compliance Department approximately four weeks prior to the submission of TQUK's Statement of Compliance to regulators. Any amendments or updates to this policy will be approved by TQUK's Leadership Team.

If you would like to raise any points or offer feedback regarding this policy, please contact us via the details provided at the start of the document.

## Endorsement Process

Any third party which wishes to have a learning resource endorsed by TQUK must submit the resource and allow us to check the suitability of the resources for endorsement. To do this, TQUK will measure the resource against the following criteria with the aim of deciding if the resource is appropriate for endorsement:

- Will the resource assist the Learner in achieving some/all the requirements of the associated qualification/unit(s);
- Is the resource appropriate for the qualification/unit level and content;
- Does the resource give the Learner the opportunity to practise the skills involved within the qualification requirements or develop the knowledge in order to obtain the skills required to complete a qualification/unit;
- Is it appropriate for TQUK to endorse the qualification from a business standpoint, where TQUK will be able to continue to exercise control over its own brand.

In order to fulfil these criteria, we must see in evidence each of the below:

1. Is the content within the resource adequate, suitable, appropriate and relevant to the qualification/unit(s) stated?
2. Does the resource meet the required Equality and Diversity requirements? (Does the resource reflect various groups in a positive and non-derogatory manner?)
3. Is the levelling of the resource suitable, appropriate and relevant to the qualification/unit(s) stated?
4. Are each of the learning outcomes and assessment criteria covered sufficiently within the resource when mapped to the relevant qualification?
5. If there is any reference to regulatory information, is this accurate and up to date?
6. Is the purpose of the resource clearly stated and do tasks and activities give clear instruction to the Learner?
7. Is the overall quality of the third party resource fit for purpose and would you have any trouble in recommending the resource to Learners or training providers?
8. Is there an appropriate business case in evidence to support TQUK's decision to endorse the resource?

There are some elements of the resource that TQUK will not comment on as part of the endorsement process, specifically including:

- spelling, grammar, punctuation and formatting;
- design and style;
- use of colour and branding;
- size of boxes provided for interactive content;
- reliability or content of additional reading or embedded media.

TQUK will accept no responsibility for errors in resources it has endorsed, however, if we see any mistakes which we feel could be avoided and amended prior to print/release of the resource; we will let you know so it can be corrected.

TQUK reserves the right to refuse to endorse a resource where it does not meet a certain base level of quality and professionalism. In such circumstances, TQUK will consult with the resource owner on steps which could be made to improve the resource.

## TQUK Endorsed Resource Logo

TQUK will provide our 'Endorsed Resource' logo and guidelines to the third party once the endorsement process has been completed and TQUK is satisfied that the resources adequately meet all of the TQUK and regulatory standards.

## Disclaimer Statement

For any resource which carries the 'TQUK Endorsed Resource' logo, the following paragraph must be inserted into the resource:

*"This resource has been reviewed and meets the necessary endorsement standards that TQUK has in place for learning resources from third party suppliers. TQUK has exercised reasonable care and skill in endorsing this resource, however TQUK does not accept any legal responsibility or liability for any errors or omissions from the resource. Details regarding the process used to assess suitability can be found in the Endorsed Resources Policy on the TQUK website"*

## Review and Updates

It is the third party's responsibility to keep the content of any resources up to date with any relevant sector changes.

If the content of the resource is updated, the materials will need to be resubmitted and reviewed to ensure the updated content meets the TQUK standards and still accurately meets all the criteria as listed above.

Any changes to the resource should either be sent on a separate document for us to review or highlighted within the updated resource in order to make the changes easily identifiable, removing the need to review the whole resource once more and ensuring the process is efficient. To this end, alterations will only need to be submitted for review if they are to the content itself. There is no need to resubmit a resource for review following changes to:

- spelling, grammar, punctuation and formatting
- design and style
- use of colour and branding
- rewording of text where the content of the text remains the same.

It will be the responsibility of the third-party supplier to provide the resources in a timely manner for the review process to start. Timescales from TQUK and the in-house reviewing process will depend on the availability of reviewers and the size of the resource. We would aim to have materials reviewed within one month of receipt in order to feedback promptly any changes or updates that may be required.

TQUK keeps a record of all resources it has endorsed and reserves the right to end the endorsement of a particular resource. TQUK will review the endorsement of resources from time to time to ensure continuing suitability for endorsement.

Should TQUK decide that the assessment criteria of a qualification which has associated endorsed resources will be changed, TQUK will notify the owner of the resource prior to implementing the changes so they can be reflected in the resource. Such changes may facilitate the need for a review of the endorsement of a given resource.

TQUK does consider the impact on associated endorsed resources when making decisions on changing assessment criteria. TQUK periodically reviews all of its qualifications as part of its annual validity review cycle. TQUK will notify the owner of an endorsed resource when the related qualification is due to be reviewed.

Should TQUK receive a complaint from a user relating to an endorsed resource we will investigate this in line with our Complaints Policy. We will endeavour to work with the third party to resolve the complaint and, where appropriate, conduct a review of the resource before confirming its continued endorsement.