

# Skills for Security Accreditation

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## Application



## **AIM OF ACCREDITATION**

Skills for Security's (SfS) accreditation scheme was developed in response to requests from employers and providers, who were concerned about the quality of delivery of training within the private security industry. Our ambition is to recognise high quality training, endorse it and market it to employers and learners looking for high quality provision.

Accreditation provides the evidence to providers, trainers, employers and learners that training is being delivered to the highest possible standards.

Accreditation can be obtained for;

- Providers
- Trainers
- Employer in-house training schemes

### **Provider Accreditation**

Considers:

- Trainer quality
- Course preparation and delivery
- Learning resources and environment
- Pre and Post training delivery
- Commitment to improve

### **Trainer Accreditation**

This is as provider accreditation plus:

- Assessment of each individual trainer

### **Employer in-house training schemes**

- As for Provider accreditation

Employers, also have the option of mapping their training to National Occupational Standards and Qualifications.



## **ACCREDITATION**

### **How long does accreditation last?**

Accreditation lasts for three years providing no significant changes are made. We will ask you on an annual basis to confirm this.

This scheme has been primarily developed for training courses that do not result in a qualification which is part of the QCF (Qualifications Curriculum Framework). Acceptance into this scheme does not imply the training is approved by an awarding organisation or regulatory body nor does it provide any automatic entitlement to a full or part qualification which is part of the QCF. However, the development of National Occupational Standards (NOS), industry based standards and the SIA core competences, enable the accreditation of courses to be conducted on a reliable and credible basis.

However, it is a flexible model and SfS will bespoke the service to meet individual requirements whilst ensuring that the required quality criteria are still being achieved.

Please note that Skills for Security will be unable to accredit any training programmes that include firearms training.

### **Advice and Guidance**

If you require any informal advice or guidance prior to submitting an application please contact SfS by email: [accreditation@skillsforsecurity.org.uk](mailto:accreditation@skillsforsecurity.org.uk)

### **Application**

Complete the application form as fully as possible and ensure the required supporting evidence is included. A check list is included to help ensure completeness. If you are unable to supply the required information or its not applicable to your situation, please include an explanation within your application.

Email or post the completed application to:

#### **Accreditation Services**

**Skills for Security**

**Kirkham House**

**John Comyn Drive**

**Worcester**

**WR3 7NS**

**01905 744000**

**[accreditation@skillsforsecurity.org.uk](mailto:accreditation@skillsforsecurity.org.uk)**



## **WHAT HAPPENS NEXT?**

### **Step One**

SfS will complete a review of your application and checklist to ensure all required information is included. We will contact you if further information is required before proceeding with a full desktop audit.

### **Step Two**

We will then produce an interim report. It will indicate whether the application has passed the first stage of accreditation and make recommendations for remedial action if your application hasn't been successful.

If remedial action is required, evidence will be required to demonstrate that the necessary actions have been addressed.

### **Step Three**

The length of the visit will be determined by the complexity of the provision and what is to be assessed, but will be a minimum of one full day for provider and in-house scheme accreditation. Trainer accreditation will require a half day for each trainer seeking approval.

### **Step Four**

SfS will seek further information if required and produce a final report. Successful applicants will receive SfS Accreditation..

## **After Accreditation**

### **Step Five**

Successful applicants may be required to consult with SfS on an annual basis as part of ongoing monitoring. This will be highlighted within the final report if considered necessary

### **Step Six**

At the end of the three year period accredited providers, employers and trainers will need to apply to SfS for re-accreditation. A reminder will be sent six weeks before the accreditation expires.



**APPLICATION FORM**

Name of applying organisation	
Address	
Telephone	
Key contact	
Position	
Contact telephone number	
Contact email address	
Details of contact for invoicing	
Contact name	
Position	
Address	
Telephone	
Email	
Purchase order number (if required)	
Which service are you applying for?	
Provider accreditation	
Trainer accreditation	
Employer in-house scheme accreditation	



**APPLICATION FORM**

Course title / subject*			Is the course mapped to NOS? **	
Names of staff delivering the training	Occupational competence ***	CV or equivalent available? (tick)	Number of years in the security sector	Region/Area/Country delivery occurs



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Names of staff delivering the training	Occupational competence ***	CV or equivalent available? (tick)	Number of years in the security sector	Region/Area/Country delivery occurs



**APPLICATION FORM**

Course title / subject*			Is the course mapped to NOS? **	
Names of staff delivering the training	Occupational competence ***	CV or equivalent available? (tick)	Number of years in the security sector	Region/Area/Country delivery occurs

**Guidance notes -** \* List the names of all courses you wish to be accredited, include a description of the course area if not self-explanatory within the title and who it is aimed at.

\*\* NOS are National Occupational Standards. If the course is mapped to NOS or an equivalent please indicate in the box and include details on the NOS mapping sheet supplied with this application

\*\*\* Occupational Competence – List the primary qualifications held that relate to the course requiring accreditation for example, teaching qualifications.

**NB: If you require more courses then please print these pages and add to the application**





**LIST ANY CURRENT OR PAST APPROVALS**

Current*	Past*	Date	Grade	Is the course mapped to NOS? **

**Guidance notes** - \* List any current or past approvals such as OfSted, awarding bodies, Quality approvals etc

\*\* NOS are National Occupational Standards. If the course is mapped to NOS or an equivalent please indicate in the box and include details on the NOS mapping sheet supplied with this application



**COURSE PREPARATION AND DELIVERY**

Please indicate which of the following are available for viewing and include with this application

Name of course	Scheme of work and lesson plans	Pre course and course material	Post course material	Customer / learner reference*	Evaluation materials

**Guidance notes** - \* Customer /learner references is feedback from those that have attended previous courses

\*\* Evaluation materials are materials used to gather and evaluate feedback

For slides and handouts a 50% sample is adequate, for lesson plans, assessment materials and scheme of work , a 100% is required.



**QUALITY**

Quality monitoring of your training delivery and approach to making improvements	
How do you ensure your trainers maintain their competencies and maintain their professional development?	
What performance indicators does the organisation use to measure its performance against expected standards?	
Please supply an organisational diagram for the services described within this application? Use a separate sheet if necessary	
If using subcontractors, how do you monitor them?	
If you have an Equality and diversity policy how do you monitor it?	
Please describe any improvement plan you have in place	

**Guidance notes** - Please indicate if you have included any supporting documents with this application



**WHO IS RESPONSIBLE FOR QUALITY ASSURANCE?**

Name	
Position	
Address	
Telephone	
Email	

**COMPLAINTS AND APPEALS PROCEDURE**

Please describe your complaints procedure?	
Please describe your appeals procedure?	

**Guidance notes** - Please indicate if you have included any supporting documents with this application



**HEALTH AND SAFETY**

Quality monitoring of your training delivery and approach to making improvements	
Please describe the principle hazards associated with the delivery of your training?	
How do you minimise or reduce the risk associated with the hazards?	
Have you had any reportable accidents associated with the training in scope of this application in the last three years?	
Do you have a Health and Safety Policy? If so please include with this application.	
Do you have product liability and public liability insurance in place? If so please include details.	



**PLEASE INCLUDE ANY ADDITIONAL INFORMATION YOU FEEL IS RELEVANT IN SUPPORT OF YOUR APPLICATION**



## **DECLARATION**

Please note that if anything is missing from the items requested, Customer Relations will contact the applicant but no further progress will be made until a full application and payment is received.

## **Desk Assessment**

Upon receipt of the full application and payment a full desk assessment (Stage one) will be conducted at Skills for Security by the educational specialist who may seek appropriate advice from industry or other sources to ensure accuracy and completeness of the supplied information and may refer back to the application for additional information.

For Provider, Trainer and employer in-house scheme accreditation the second stage is an on-site audit. Only upon successful completion of both stages will accreditation be awarded.

## **Final Approval**

The application will be submitted to the Executive Management Team for final approval. Once final approval has been received, Customer Relations will confirm in writing and gather additional information to help market the accredited programme.

## **Appeals**

Should the application be rejected by the Executive Management team, 50% of the initial application fee will be refunded but no further appeals will be considered.

## **Post Approval**

Once approved, Customer Relations will confirm the approval in writing and send an information sheet to assist applicants in gathering information to send to Skills for Security to assist with marketing the accredited programme.

## **Company Visits/Monitoring**

Skills for Security aim to conduct an annual visit to discuss the approval and any potential updates or changes to the product. Should a complaint be received regarding the programme, Skills for Security reserve the right to conduct a Quality Assurance visit to review provision and discuss the complaint in further detail.

Skills for Security has provided a feedback option for course delegates on the Skills for Security website. Any feedback received will be forwarded to the provider.

Companies are also required to submit copies of learner feedback with each certificate application.

## **Overseas Applicants**

For overseas providers we will ask for an annual meeting with the Quality Assurance contact at the Skills for Security offices or via Skype to review the programme and would ask to see copies of learner feedback with each certificate application.

Should a serious non-compliance issue arise and a visit by Skills for Security become necessary, all travel, accommodation and subsistence costs must be covered by the provider.



### **Course Amendments**

All but very minor amendments to accredited courses must be agreed with Skills for Security. Any significant amendments, including changes to delivery and delivery personnel must be agreed with Skills for Security in advance of those changes taking place.

Changes to personnel will require updated CV's and training qualifications

Changes to the accredited programme will require amendments submitted to Skills for Security for review and sign off.

Failure to follow the above may result in withdrawal of accreditation.

### **Sub-Contracting and Selling-On of Course Materials**

Providers must agree any sub-contracting or sale of course materials to other providers with Skills for Security to ensure that the new delivery methods still meet the accreditation standards.

### **Exclusivity of Accreditation**

Skills for Security recognises that course materials will remain the property and copyright of the organisation responsible for their development. Accreditation of course(s) in a specific subject area does not preclude other providers from applying for and gaining accreditation for their courses(s) in the same area.

### **Confidentiality**

All information submitted to Skills for Security will be treated in the strictest confidence and be used solely for the purposes of accreditation.

### **Reputation of Skills for Security**

Providers shall not, and shall use their best endeavours to ensure that their subcontractors shall not, knowingly do or omit to do anything in relation to these terms and conditions which may bring the standing or reputation of Skills for Security into disrepute or attract adverse publicity to Skills for Security.

### **Marketing**

Providers may market their accredited courses(s) as Skills for Security Accredited Courses in specific course literature and on their website using the Skills for Security logo. Providers may market their provision in their literature and on their website

Providers must ensure that their marketing materials in no way imply that all of their courses are accredited by Skills for Security where this is not the case. Failure to comply with this condition may result in withdrawal of accreditation.

Marketing materials must be agreed with Skills for Security

For provider accreditation a certificate of accreditation will be sent to the provider for display at their premises.

Accredited trainers will be supplied with certificates of accreditation and body-worn badges will be available.

Marketing rules and guidelines will be made available following successful accreditation.





### **Withdrawal or Termination of Accreditation**

Suspension or withdrawal of accreditation will normally be considered and/or enacted in circumstances where Skills for Security has reason to be concerned about the manner in which the accreditation status is being used, the quality of course delivery (based upon learner feedback) and where courses fail to generate viable interest and therefore fail to meet the minimum spend requirements. On termination, the provider will pay outstanding invoices to Skills for Security and no further administration services will be provided.

Either party may withdraw from the accreditation agreement by giving three calendar months notice, in writing, of their intention to do so.

Skills for Security reserves the right to withdraw accreditation immediately if the provider's acts or omissions bring or are likely to bring the scheme into disrepute or where there has been a breach in these terms and conditions.

This agreement may be terminated where either party fails to comply with any of the terms and conditions of this agreement which are capable of remedy and are not remedied within 28 days of receipt of written notice of this failure by the other party.

This agreement may be terminated if Skills for Security engages in conduct prejudicial to the delivery of the services outlined in this agreement.

Both parties will be released from their respective obligations on the occurrence of an event of Force Majeure.

Skills for Security may also withdraw accreditation with immediate effect if:

- A resolution is passed to wind up the provider, or that an application is made for an administration order or the provider enters into voluntary arrangements with its creditors; or
- The court orders that the provider be wound up or a receiver of all or part of the training providers assets be appointed; or
- A receiver, liquidator administration supervisor or administrator receiver be appointed in respect of the providers property, assets or any part thereof; or
- In England and Wales a petition is presented for the providers bankruptcy or a criminal bankruptcy order is made against the provider or he/she makes any compositions or arrangement with or for the benefit of the creditors; or
- In Scotland, if the provider becomes apparently insolvent within the meaning of section 7 of the Bankruptcy (Scotland) Act 1985.

### **General**

Both parties acknowledge that this agreement contains the whole agreement and supersedes any prior agreement between the parties, either written or oral.

Any notice to be served on either of the parties by the other shall be sent by pre-paid recorded delivery post or by facsimile or by electronic mail and shall be deemed to have been received by the addressee with 72 hours of posting or 24 hours if sent by facsimile or electronic mail with facsimile confirmation or the correct electronic mail address of the addressee.

This agreement is governed by English Law in every particular and any proceedings arising out of or in connection with it may be brought in any court of competent jurisdiction in England.

Skills for Security will not register the providers trademark or any trademarks service marks or trade names owned or licensed to the provider as part of Skills for Security's business, partnership, assumed or corporate name, email or website name or domain name.

Skills for Security will use the provider's logo in the form, style and manner agreed with the provider and only for the purpose outlined in the terms of this agreement.

### **Costs**

By quotation

## DECLARATION

I/we declare that the information provided in this application form is, to the best of our knowledge, an accurate and fair reflection of our training services.

I/we understand that 'accreditation' is subject to review and where appropriate audit. Only those organisations or individuals that meet the standard required will be accredited.

The application fees are non-refundable and must be paid upon application. Following the desk review, the fee for the full accreditation and assessment will be confirmed and an invoice for payment will be raised.

I/we understand that the details contained in this application may be held on a database and certain aspects will be made available on a publicly searchable database of training services, and shared with our audit and accreditation partners.

## Acceptance of Terms and Conditions

I acknowledge that I will notify Skills for Security promptly in relation to any amendments to the accredited provision, course(s) and designated delivery personnel and that I/my organisation will abide by the terms and conditions outlined in this document.

Full name:	
Signature:	
If this form is emailed from the signatories email account, a physical signature is not required. Receipt of this form and the relevant application fee confirms the application.	
On behalf of (organisation):	
Date:	

Please return one signed copy of this form to:

**Accreditation Services**  
**Skills for Security, Kirkham House**  
**John Comyn Drive, Worcester, WR3 7NS**

Please email a copy to: [accreditation@skillsforsecurity.org.uk](mailto:accreditation@skillsforsecurity.org.uk)



**CHECKLIST**

Scheme of work or course programme	
Lesson plans	
Course material	
Post course material	
Pre course material	
Delegate assessment materials e.g. exam/portfolio/tests	
Mapped to standards if so which ones? List on a separate sheet	
Evidence of Trainer qualifications and sector competence	
Trainer CV	
Evaluation material	
Health & safety policy	
Customer learner reference	
Organisational chart	
Complaints procedure	
Appeals procedure	
Supporting documents - Quality	
Improvement plan	
Evidence of Trainer qualifications and sector competence	
<b>Please list any supporting documents included in this application</b>	



**Skills for Security  
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John Comyn Drive  
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