



# Accreditation Process and Notes for Partner Agents and Trainers

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This document outlines the key principles and processes for the provision and delivery of training by Trainers and Partner Agents.

## Introduction

There are 3 principal types of training available within the SimVenture training structure:-

1. User Training - where people are trained how to use Evolution as part of a course or module. This may be delivered by accredited agents and trainers with no involvement from Venture Simulations Ltd (VSL)
2. Level 1 Training – where people are trained to teach both students and colleagues internal to their organisation or institution. This training may be delivered by accredited agents and trainers
3. Level 2 Training – where people are trained how to teach teachers to deliver training using SimVenture Evolution. This training can only be delivered by VSL.

## Key Principles

1. Accredited Trainers – those with a Level 2 (Master) certificate awarded by VSL, are permitted to provide User Training and Level 1 (Accredited Tutor) training.
2. People accredited at Level 1 are not authorised to deliver any accreditation training themselves.
3. Final validation of accreditation (and this provision of certificates) at any level can only be performed by a qualified VSL team member. Accreditation will be in both written and oral format.
4. When people are formally accredited, any ongoing support to 1 or more Accredited Trainers must be provided by the Level 2 trainer. VSL will only support and respond to queries from the Level 2 Accredited Trainer.
5. Full payment of the accreditation invoice (see details below) must be made before accreditation certificates are issued. Licences will be suspended if payment is not made by the due date.
6. Accreditation is only awarded to a named individual, not a group or organisation.
7. Any accreditation is only valid for 12 months. Re-accreditation (on-site or on-line) with a VSL team member is required in order to maintain accredited trainer status.

## **Operational Details**

1. Where a Trainer or Partner Agent has established a requirement to provide Level 1 accreditation training and certification to an individual or number of individuals, VSL (contact Mike Ashwell see below) needs to be informed in advance of the training taking place because VSL will be responsible for the following activities:
  - a. Final certification of each individual. VSL will oversee the process and perform validation
  - b. Raising an invoice (for accreditation, software licence and certification) to the Partner Agent for £150 + VAT (where applicable) for each trainee. The Partner Agent is free to charge the trainee a fee for the service provided by VSL.
2. VSL will create a 4-month software licence free of charge for each Level 1 trainee and advise the Agent of all details. On successful accreditation, the licence will be upgraded to a 12 month licence.
3. The Trainer or Partner Agent will deliver the accreditation training to the trainee(s) using, as a minimum, the standard accreditation materials provided by VSL. Other materials may be added by the Trainer or Partner Agent to align with specific teaching requirements or local conditions.
4. The Trainer or Partner Agent will perform the intermediate validation steps defined in the training materials, including on-line verification of work completed, and will advise VSL once complete. The Trainer or Partner Agent will liaise with VSL to arrange an on-line final validation for each individual trainee. The final on-line oral validation will be conducted in English and the Trainer or Partner Agent will provide appropriate translation support if required.
5. Once validation of the accredited training is complete, then VSL will arrange, via the Trainer or Partner Agent, to provide each accredited candidate with a printed Level 1 certificate. All printed certificates will be sent by post in one batch to a single address.
6. Any invoice raised (see point 1 above) must be paid by the agent within 30 days of the invoice date. If payment is not made in this time then VSL reserves the right to suspend licence use and withdraw the offer to issue certificates.

**For all queries about Accreditation**

**Please Contact – Mike Ashwell – [mike.ashwell@simventure.co.uk](mailto:mike.ashwell@simventure.co.uk)**