

**QUALITY  
LICENCE  
SCHEME**



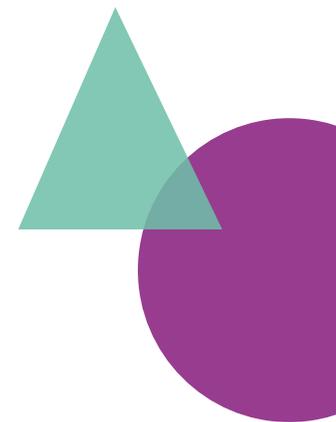
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[qualitylicencescheme.co.uk](http://qualitylicencescheme.co.uk)

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# WHO WE ARE



The Quality Licence Scheme is part of the Skills and Education Group, a charitable organisation that unites education and skills-orientated organisations that share similar values and objectives. With more than 100 years of collective experience, the Skills and Education Group's strategic partnerships create opportunities to inform, influence and represent the wider education and skills sector.

The Skills and Education Group also includes two nationally recognised awarding organisations; Skills and Education Group Awards and Skills and Education Group Access. Through our awarding organisations we have developed a reputation for providing high-quality qualifications and assessments for the education and skills sector. We are committed to helping employers, organisations and learners cultivate the relevant skills for learning, skills for employment, and skills for life.

Our knowledge and experience of working within the awarding sector enables us to work with you, through the Quality Licence Scheme, to help you develop high-quality courses and/or training programmes for the non-regulated market.

# ABOUT THE SCHEME

We recognise that there are many organisations which offer training and learning opportunities without using regulated qualifications.

Our Quality Licence Scheme has been designed specifically for you – to recognise your commitment to high-quality courses. It also offers you the freedom to develop courses that meet the needs of your learners.

Being approved for our Quality Licence Scheme demonstrates to the people you work with that you are committed to delivering quality learning.

Our Quality Licence Scheme is available for all organisations operating outside of the regulated qualifications market both in the UK and internationally.

# HOW IT WORKS

The organisations we work with through our Quality Licence Scheme are known as our Quality Licence Scheme Providers. Our Providers pay an annual licence fee, enabling them to have any number of their courses endorsed under the Quality Licence Scheme.

In order to become an approved Provider, you will need to go through a straightforward application process and a quality audit. This is to ensure you meet our standards, as outlined in our Standard and Guidance Principles (page 10).

As part of the application process, you will be provided with a copy of the Standard and Guidance document. You may request an advisory visit to help you set up.

The courses which are approved by the Quality Licence Scheme are owned by you, as the Provider. Your learners will receive a jointly-branded Certificate of Achievement and Unit Summary on completion of their course - to recognise their achievements.

***Our Quality Licence Scheme is available for all organisations operating outside of the regulated qualifications market both in the UK and internationally.***

# BENEFITS OF THE SCHEME

- High-quality support from our knowledgeable and professional team
- An open and transparent pricing model
- Use of the Quality Licence Scheme logo for promotion
- Supporting statements to help you advertise your status to your learners
- Submit any number of programmes and courses - following a simple process at no additional cost
- Quick and easy-to-use secure online portal for registrations and Certificate of Achievement claims
- Certificates of achievement dispatched within five days - saving your business time printing certificates
- Instant access e-Certificate of Achievements on claim for you to forward on to your learners
- Access to management information reports
- Raising your profile by listing you on our approved Providers list on the Quality Licence Scheme website

- An expert Quality Licence Scheme Manager - who will support you with your application and continue to work with you once you are an approved Provider
- Excellent ongoing customer service to support you with your everyday business needs - with a dedicated point of contact
- Annual audit by a specialist who will provide feedback on your areas of good practice and suggestions for improvement.

## **Recent evaluation has highlighted significant benefits to businesses on the Quality Licence Scheme:**

“Thanks to being part of the Scheme, we have the ability to offer a wide range of courses with quality approval.”

“Our sales of distance learning courses have significantly advanced with the Quality Licence Scheme.”

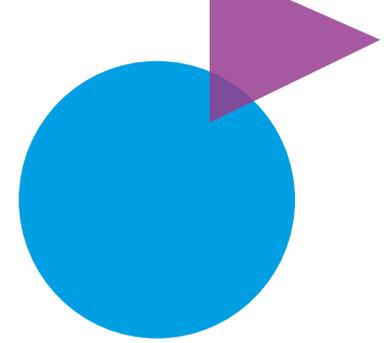
“Our assessment and evaluation procedures have greatly improved since working with the Quality Licence Scheme.”

“The Quality Licence Scheme has enabled our business to see an increase in recruitment and retention of learners.”

“Our marketability has been strengthened by the endorsement, as well as having a raised standard because of the quality requirements.”

***Become part of our wider family - join the Quality Licence Scheme.***

# ADDED VALUE



***As an approved Quality Licence Scheme Provider you will gain added value in the following ways:***

- You will have the ability to demonstrate your commitment to quality, to your customers
- Your customers will appreciate the value in collaborating with partners to create the best for them
- Strengthening your brand with your customers by aligning with a nationally-recognised awarding organisation
- Having the opportunity to increase recruitment to your courses
- Certificates will be branded with the Quality Licence Scheme logo
- The ability to keep control of your course content.



# STANDARD & GUIDING PRINCIPLES

We have developed a Quality Licence Scheme Standard and Guiding Principles for Providers. These will set out the high standards we expect you to meet and a structure which you will be audited against annually.

## **Standards**

The Annual Audit assesses you against the following elements which make up our Standard:

1. Leadership and management
2. Resources
3. Quality of courses
4. Delivery and quality assurance.

These elements are used to quality-assure your provision and ensure that you meet the high standards we expect of a Provider associated with the Quality Licence Scheme.



## **Principles**

Our Quality Licence Scheme has been designed with the following Guiding Principles. These form the foundation of our agreement with you:

1. Approved Providers are willing to share good practice with the Quality Licence Scheme team. This is in order to raise the quality and standard of the non-regulated market.
2. The ownership of course design and content remains with the Provider and as such we will not divulge details to a third party - without the Provider's prior consent.
3. Approved Providers are responsible for ensuring that high standards exist within any satellite locations and with any re-sellers of the approved courses.
4. We will seek to work with Providers offering similar courses to ensure that approved Providers can promote provision. This meets the diverse needs of non-traditional learners.

 **We will support you -**  
with access to an expert Quality Licence Scheme manager

 **We have excellent customer service -**  
with a dedicated point of contact

 **We will help you through your annual audit with a dedicated specialist -**  
who will provide feedback on your areas of good practice and suggestions for improvement.

# NO HIDDEN FEES

We offer a simple and transparent pricing model with no hidden fees. The model has been designed to provide you with the flexibility to respond to local, national and international skills needs, regardless of the sector you operate in - allowing you to add any number of new courses to the Scheme at no additional cost. Our only requirement is high-quality courses – we don't have any minimum requirements for the size of your organisation, the number of courses you offer, or the number of learners you deliver courses to.

## **Annual Licence Fee: £2000\***

This fee includes an annual audit/approval visit, access to the online portal, as well as the inclusion of any new courses. \*For UK Providers only - £3000 for international Providers.

## **Learner Registration and Certificate of Achievement: £8 per certificate/digital certificate**

Certificates are issued within five working days. Please note that neither the annual licence fee nor learner certificates are subject to VAT or additional costs. For international Providers we issue digital certificates only.

## **International Applications**

We welcome applications from Providers working internationally. For further information, please contact us via email at [info@qualitylicencescheme.co.uk](mailto:info@qualitylicencescheme.co.uk).



# ADVISORY SUPPORT

We have a team of experienced and knowledgeable auditors who are available to help and support you before, during and after your Quality Licence Scheme audit. Our team can help you remotely and/or can provide on-site support tailored to your individual needs.

## **Support that other Providers have benefitted from includes the following:**

- Understanding the Standard and what it means in practice (on-site/virtual)
- Implementing effective approaches to quality
- Undertaking a pre-audit and/or self-assessment
- How to effectively meet the Standard
- Pre- or post-approval bespoke support.

## **Advisory support is available in person, by email or online:**

### **£350 for a half day or £500 for a full day**

For more information, please contact us on +44 (0) 115 854 1399 or get in touch via email at [info@qualitylicencescheme.co.uk](mailto:info@qualitylicencescheme.co.uk).



***Contact us for more information:***

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