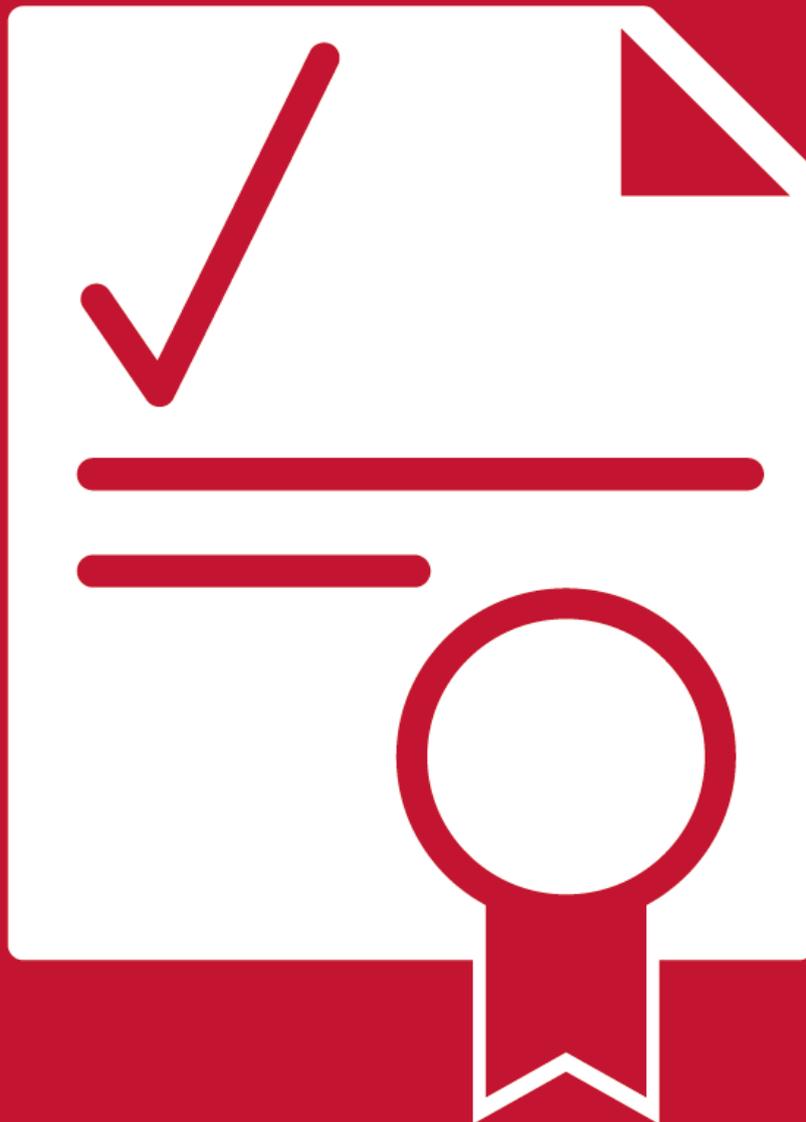




MPQC Accreditation Scheme

Accreditation Guide

v.1 May 2019





MPQC ACCREDITATION SCHEME

Are you an employer or trade association, or a company providing services to the Extractives, Minerals Processing and related Manufacturing Industries? Why not, enhance your services by gaining accreditation from the sector's own specialists in the provision of third-party accreditation.

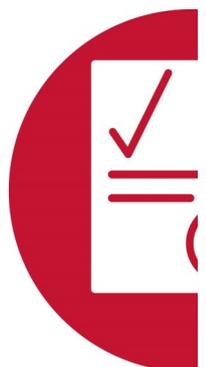
Certification by MPQC can be at the following categories:	
Certificates of Achievement	Issued by MPQC to those delegates who are successfully assessed by examination and/or practical assessments as an outcome of the Applicant's accredited course.
Certificates of Training	Issued by MPQC to those delegates who attend and participate in a Applicant's course/s where there is no mandatory assessment or end of course test.

Certificates and/or ID cards will be designed and agreed to meet the specific requirements of the Applicant and can carry the organisation's logo along with that of MPQC.

All clients, once approved, must have certificates issued by MPQC for their courses.

The following Protocol will give you details of how to gain accreditation to meet your own specific needs.

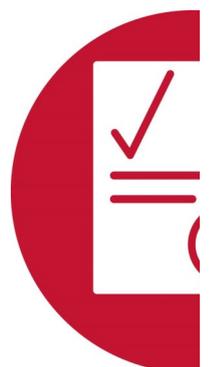
SUMMARY OF MPQC's ACCREDITATION	
1	Where individual companies, trade associations or other similar organisations wishing to seek MPQC accreditation for their own in-house courses , they must apply using the MPQC Application Forms and meet all the application and quality assurance criteria detailed below.
2	For new applicants, the initial Application Form must include: <ul style="list-style-type: none">• Company details• Course Details• Trainer Details Approval is dependent upon MPQC holding and retaining a master copy of the current course and any assessment materials for approval and on-going quality assurance purposes.
2a	For existing applicants expanding their portfolio of accredited course/s, a streamlined process may be appropriate dependent upon the type of course e.g. additional applications only need to include Course and/or Trainer Forms.
3	No sub-contracting is permitted without prior approval from MPQC.





SUMMARY OF MPQC's ACCREDITATION	
4	Once the course has been accredited, MPQC would require the Applicant to advise of any changes to the course, preferably prior to the changes being implemented.
5	Upon gaining accreditation MPQC would encourage Applicants to promote the course as being accredited by MPQC. However, any promotional material must be unambiguous in content and format and must accurately reflect the nature of the accredited course.
6	MPQC will mutually agree, in advance, a schedule of quality assurance monitoring.
7	Continued accreditation is dependent upon the Applicant adhering to the laid down conditions of accreditation as detailed in the formal Agreement.
8	Accreditation does not absolve the Applicant from their legal duties.
9	MPQC reserves the right to withdraw accreditation.
10	The Applicants must issue MPQC with full course content and assessment and marking materials.
11	Once approved, Applicants must use MPQC for the issuing of certificates.
12	MPQC will issue upon approval an Accreditation Certificate to the organisation which displays the course/s accredited. The Accreditation Certificate will be renewed on an annual basis upon receipt of the annual fee.
13	MPQC will issue Trainer ID cards to all Approved Trainers displaying the course/s for which approval has been granted by MPQC. These will be updated annually on receipt and acceptance of their CPD records.

For Applicants wishing to license out courses to third parties then MPQC will mutually agree the process, on a case by case basis, to ensure maximum flexibility and to meet the Applicant's individual requirements.



APPLICATION FOR ACCREDITATION

INTRODUCTION

Applications for MPQC accreditation must be sufficiently detailed to allow for a proper evaluation of its effectiveness in meeting its stated objectives. Once an application has been accredited any changes to its content, or structure, must be advised to MPQC; preferably prior the change/s taking places or as soon as possible thereafter. However, changes of a minor nature to meet an immediate operational need are acceptable, for example, adjustments to timetable or mode of delivery.

APPLICATION FORMS

The Application Forms are divided into three distinct parts:

- Company Registration
- Course Registration
- Trainer Registration

Initial applicants for accreditation of a training course must complete Parts 1, 2 and 3, with separate registrations for course and each Trainer. Having received initial approval, Applicants can register for additional course/s or Trainers by completing the relevant form at any subsequent time.

Part 1 – Company Registration Form

- Full details regarding registered company name and address, name of regular point of contact, telephone number and e-mail address, company registration number and a full insurance policy is also required to be in place.
- Evidence of the following policies:
 - ⇒ Health, Safety & Environmental;
 - ⇒ GDPR (General Data Protection Regulations);
 - ⇒ Equality & Diversity
 - ⇒ Inclusion (access)
 - ⇒ Risk Assessment
 - ⇒ Appeals
 - ⇒ Complaints
 - ⇒ Customer Service (where provision is offered to external clients)

Please Note that MPQC can help with the creating of any of the above policies.

- An authorised person is required to sign this form; this signature will make the company liable for the applicable charges. Payment must be received before approval of accreditation will be given.



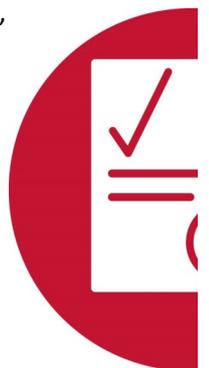
Part 2 – Course Registration Form

- A separate Registration Form must be completed for each course.
- Company name and course title indicating the type of certification required.
- Details of the duration of the course and mode of delivery, for example, in single sessions, one-day programme or longer blocks.
- Aims and objectives of the course must be specified.
- Information regarding the annual anticipated number of delegates.
- Trainer to delegate ratios: maximum and minimum must be specified.
- The proposed mode of delivery must detail the various methods to be used.
- Brief summary of course content.
- Details of the equipment and other resources to be used.
- Brief summary of any practical exercises to be undertaken.
- Details of the assessment process e.g. examination and marking schemes.
- Details of all pre and post delivery administration procedures and systems including review mechanisms to be used. State, or provide examples of, any records/documentation to be used.
- Evidence of regular review of the course best practice, should be documented and made available.

All course content and where appropriate, assessment and marking scheme documentation must be sent with application form to MPQC.

Part 3 – Trainer Registration Form

- The name of the Trainer and details of the course/s they are to deliver.
- Give details of the relevant occupational and training experience that justifies their appropriateness to deliver each course for which accreditation is being sought.
- Relevant occupational and training qualifications must be recorded and supported by attaching copies of the appropriate certificates. Along with up to date CPD records.
- A full CV supported by the relevant certificates and attached to the Trainer Registration Form, containing the above information would be acceptable, providing it details the information requested above).
- Signature of the Trainer as well as an authorised signatory.





MPQC's Appeals and Grievance Process

Applicant: Applicants seeking MPQC accreditation have the right to access the Appeal Procedures in the event that the application is declined and they believe they have been treated unfairly, or been discriminated against for any reason.

Stage 1:

In such circumstances the Applicant must apply, **in writing**, stating the basis of the Appeal and providing detailed justification for further consideration, to the Industry Scheme's Manager **within 21 working days** of the date of the letter informing the Applicant of MPQC's decision not to accredit the Applicant's course.

The Industry Schemes Manager will convene an Appeals Panel who will initiate the investigation within **28 working days** of the Appeal and complete the investigation within **45 working days** and provide written confirmation of the outcome to the Applicant. The Appeals Panel may request the Applicant to appear in person or provide further written testimony/evidence as appropriate.

Stage 2:

Should the Applicant's Appeal fail, and the Applicant wishes to pursue the Appeal, then the second stage of the Appeals will be conducted by the MPQC Council using the same timescales and conditions as stated in Stage 1 above. The decision of the MPQC Council

Delegates:

All delegates have the right to raise a grievance, or appeal, if they believe they have been treated unfairly, or been discriminated against in any way. The Applicant must have in place, a written appeals and grievance procedure which is satisfactory to MPQC (setting out the process for appeals, timescales involved etc.)

The Applicant must then deal with this appeal according to its agreed procedure. It must notify MPQC that an appeal has been made, by whom and on what grounds and maintain a sufficient written record of the progression and outcome of that appeal.

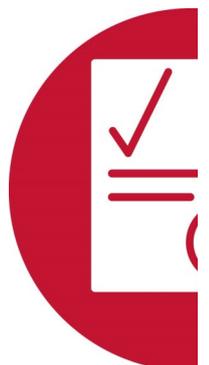
QUALITY ASSURANCE ARRANGEMENTS

MPQC will carry out periodic monitoring visits based on the a mutually agreed annual monitoring schedule. These monitoring visits are conducted at the location where the accredited course is taking place. The frequency of monitoring visits will be determined based on the level of activity; however, MPQC reserves the right to conduct additional visits in certain circumstances where this is considered appropriate and in order to maintain the standards, for example:

- Unsatisfactory previous monitoring report/s
- Complaints investigation

Where additional visits are carried out, these will be charged at the agreed rates.

It will be essential for the Applicant to maintain records of the delivery of the accredited course for a minimum agreed period (normally **24 months**) or **until verified** whichever is the soonest.





MPQC CERTIFICATION

MPQC will produce, at least, certificates and the format will be agreed as part of the contract. All approved courses must have certificates issued by MPQC as a minimum; although delegate ID cards may also be offered.

USE OF MPQC LOGO

Applicants wishing to use the MPQC logo must apply separately, in writing, providing details of where and how this will be used and permission will be subject to the following:

MPQC responsibilities:

- provide the MPQC logo in an electronic format
- ensure any changes to the corporate logo are notified and new versions supplied
- monitor the use of the logo
- ensure any signed Agreement is updated to reflect any additions/amendments as mutually agreed

Responsibilities of Applicant:

- the user will only use the MPQC logo for the specific purpose requested and detailed in the Agreement. If the MPQC logo is to be used on any other materials the Applicant must apply again to MPQC in writing
- the reproduction of the MPQC logo must comply with the corporate identity guidelines
- MPQC must have the opportunity to approve an original copy of the proposed materials.

FORMAT FOR SENDING THE INFORMATION TO MPQC

The Applicant must address all correspondence, examination/test papers, or results, as appropriate to MPQC, MP House, 4a Meadow Bank Road, Eastwood, Nottingham, NG16 3SB by registered post or by way of email preferably in PDF format to info@mpawards.co.uk

