

IRRV Accredited

Accreditation Scheme – Form ATO V1.1



Approved Training Organisation (ATO) Status – Application Form (ATO V1.1)

The accreditation service we offer will recognise existing good practice, encourage continuing high standards, and foster a culture of continuing improvement in all aspects of your training processes.

Once your organisation and trainers have been approved, you will be able to market your recognised status and use the IRRV Accreditation logo on all your promotional literature. Approved trainers within an ATO must only deliver courses within that ATO and cannot act as an independent trainer.

IRRV Accreditation is given to organisations and trainers. Trainees who complete an ATO course will in turn receive certification. The IRRV logo will provide assurance that you are delivering the best to your clients and trainees.

Application Process

Please now complete the ATO V1.1 application form below and send by email to education@irrv.org.uk or call 020 7691 8995 / 020 7691 8978 for more information and guidance.

Once you have completed and returned the ATO application form (ATO V1.1) we will evaluate your application and ask for any further information we may require before the next stage, the audit visit. We will contact you to arrange the visit so that we can look in detail at your training procedures, policies, planning and objectives. The IRRV will call on the services of one of its experienced personnel to carry out the audit and complete an evaluation. Based on the report, the Institute will make a decision on granting ATO status. If it is granted, accreditation will be offered annually.

The audit visit should take place within one month of receipt of the application. Subject to any further dialogue, a decision will be made within a further two weeks. You will be audited against what you have stated within the application form.

Please contact the IRRV by email education@irrv.org.uk or by phone 0207 691 8995 / 020 7691 8978 if you have any further enquiries.

Approved Training Organisation Application

For companies who provide external training

Contact Name	
Contact Phone No.	
Contact Email	
Business Address of ATO	
ATO Phone No.	
ATO Fax No.	
ATO Email Address	

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1) Detail the areas in which you provide training.

2) Detail the types of organisation for whom you provide training.

3) Describe your quality assurance controls, including training material and trainer consistency.

4) Detail how you ensure your trainers remain up to date with legislation and practice.

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5) Specify how you ensure the training you provide meets your clients' expectations.

6) Provide details (with examples where possible) of how you adapt courses to meet clients' needs.

7) How do you ensure the training that has been provided was effective?

8) What controls do you have in place to ensure that the training environments your trainers work in, comply with health and safety legislation?

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9) Can you provide your general statement and policy on GDPR compliancy regarding your client's personal data.

10) What monitoring arrangements do you have to ensure that all learners are treated equally and fairly in line with relevant legislation?

11) If you wish to detail any other information in support of your application please do so.

The completed form can be returned either by post or by email to the contact details below.
An online version of this form is also available.

Institute of Revenues Rating and Valuation
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London W1W 5PF

E: education@irrv.org.uk

T: 020 7691 8995 / 020 7691 8978

W: www.irrv.net