

IRR Accredited

Accreditation Scheme



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Giving an Advantage to Your Training

The IRRV is the professional body for Revenues, Benefits and Valuation. With a wealth of experience as a qualifications awarding body, it is ideally placed to evaluate and accredit training organisations and trainers. IRRV accreditation will be a guarantee of quality, backed by the Institute's rigorous monitoring process.

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 as efficient, you will be able to market your recognised status and use the IRRV Accreditation logo on all your promotional literature.

IRRV Accreditation is given to organisations and trainers. Trainees who attend courses delivered by the Accredited Training Organisation, will receive certification.

The IRRV logo will provide assurance that you are delivering the best to your clients and trainees.

For terms, conditions and fees, please contact the IRRV by email at education@irrv.org.uk or by phone on 020 7691 8995 / 020 7691 8978.

Applying for IRRV Accreditation

The first step is to become an Accredited Training Organisation (ATO).

To apply for ATO status, you should have your training policies and procedures in place. You may or may not be running courses yet. If you are, then you will be able, once you become an ATO, to move to course accreditation within a short time. If your course programme is still in preparation, then you will be asked to complete your course planning within a reasonable period – normally six months.

Accredited Training Organisation Application Process

Please complete the ATO V1.1 form and send by email to education@irrv.org.uk. This form is available on the IRRV website at www.irrv.net/ATO_V1_1.pdf.

We will then evaluate your application and may ask for any further information before the next stage, the audit visit. A visit will then be arranged 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 (and accredited) personnel to carry out the audit and complete an evaluation. Based on the report, the Institute will take a decision on granting ATO status. If it is granted, accreditation will be offered for a one-year period; following which, it will be then be considered for renewal.

If accreditation is not immediately granted, the Institute will initiate further dialogue, with the aim of addressing any issues.

If the Institute does decline accreditation, there will be a route of appeal.

Timescales for the ATO process are:

- Organisation submits written application.
- Within two weeks, the Institute will seek an audit meeting or will engage in dialogue to obtain further pre-audit information.
- 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 set criteria within the ATO V1.1 form.



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Achieving Accredited Trainer Status

Criteria

There are two categories of Accredited Trainer – those working for an ATO and those working independently. Those working independently pay an annual fee for accreditation.

In either circumstance, to achieve Accredited Trainer Status (ATS), all applicants must meet the following criteria:

- Regularly involved in the training process; usually 10 hours per month.
- Presented to an audience or facilitated workshops during the last year.
- Member of the IRRV. Existing IRRV members will be offered a discount to gain IRRV ATS. Non IRRV members will be offered the relevant category of membership and be charged for IRRV ATS.
- Attended a relevant occupational training course (cite this in your AT1 form).
- Show titles of courses taught in the last year.
- Submit a sample of materials used in training.

Observations will be undertaken to ensure that training standards are being met.

Maintaining Accredited Trainer Status

To maintain Accredited Trainer Status, you must continue to meet all the criteria for Accredited Trainers, as set out above. In addition, you must demonstrate to have added value to your training. You will be required to show evidence at the audit each year of the added value you bring to the training process.

Accredited Trainer Application Process

Please complete the AT1 form and send by email to education@irrv.org.uk. This form is available on the IRRV website at www.irrv.net/AT1_V1_2.pdf. For further information and guidance, please phone Vaishali Patel or Sue Williams-Lee on 020 7691 8995 / 020 7691 8978.

Fees

The first year's fee for ATO status is £5,000. This covers the processing of the application, advice, audit visit, report, the decision making process and certification. If necessary, it will also cover the appeal process before the application being approved. If ATO status is approved, this will be confirmed in writing. Subsequently, there will be an annual renewal fee of £3,000. If status is not approved, the institute will provide feedback and conduct a further half-day audit within three months. This will enable the organisation to demonstrate required improvements. No further charge will be payable for this part of the process.

The fee for Accredited Trainer Status is £475 per year, plus the normal IRRV membership fee. The fee covers the costs of administering the accreditation process and IRRV membership. The fee for certification of trainees is £10 per certificate.

Summary of Fees

	Service	Fee (£)
Approved Training Organisation	Processing of the application, advice, audit visit, report, the decision making process and certification	5,000 (1st year) 3,000 (subsequent years)
Trainee Certification ¹	Certification of each trainee	10
Approved Trainer	Administration and contact with IRRV staff, plus administration of relevant IRRV membership category	Annual fee is £475 (plus normal annual IRRV membership fee)

¹ A unique batch of certificate identifiers will be issued to each ATO. The IRRV must be informed after 10 unique identifiers have been used. The ATO will then be invoiced for certification.



Contact the Institute:

167 - 169 Great Portland Street
5th Floor
London W1W 5PF

E: education@irrv.org.uk

T: 020 7691 8995 / 020 7691 8978

W: www.irrv.net