



TQUK endorsed learning resources

Introduction

This document explains Training Qualifications UK's policy regarding the endorsement of third party resources and learning materials.

Endorsement provided by Training Qualifications UK (TQUK) provides confirmation that a particular third party resource has been reviewed by TQUK and that we have deemed the materials to be of a standard sufficient to supporting the delivery of a particular TQUK qualification or unit.

What we do

Any third party which wishes a learning resource to be endorsed by TQUK must submit the resource and allow us to check the suitability of the resources for endorsement. At this early stage we will measure them against the following initial criteria:

- Is the resource appropriate for the qualification level and content?
- Will the resource assist the learner to achieve some/all requirements of the associated TQUK qualification/unit(s)?
- Does the resource give the learner the opportunity to practice the skills involved within the qualification requirements or develop the knowledge in order to ascertain the skills required to complete a qualification?

Following the initial review, the Quality team will determine whether the resource meets the requirements for endorsement . Once the process is complete TQUK will provide you with feedback and a copy of the completed Third Party Resource Review Form and a letter confirming our decision to endorse.

If we recommend changes before endorsement can be provided, we will supply mandatory changes to the third party in order to confirm our requirements before we can endorse the product. We are happy to work through these changes as many times as necessary in order to endorse a product.



In order to review the resource, the following table of criteria will be applied and evaluated:

Criteria	Yes, the resource meets TQUK/regulatory standards	No, the resource does not meet TQUK/regulatory standards
Is the content within the resource adequate, suitable, appropriate and relevant to the qualification/unit(s) stated?		
Does the resource meet the required Equality and Diversity requirements? (Does the resource reflect various groups in a positive and non-derogatory manner?)		
Is the levelling of the resource suitable, appropriate and relevant to the qualification/unit(s) stated?		
Are each of the learning outcomes and assessment criteria covered sufficiently within the resource when mapped to the relevant qualification?		
If there is any reference to regulatory information, is this accurate and up to date?		
Is the purpose of the resource clearly stated and do tasks and activities give clear instruction to the learner?		
Is the overall quality of the third party resource fit for purpose and would you have any trouble in recommending the resource to learners or training providers?		

There are some elements of the resource that we won't review specifically including:

1. spelling, grammar, punctuation and formatting
2. design and style
3. use of colour and branding
4. size of boxes provided for interactive content
5. reliability or content of additional reading or embedded media

However, if we see any mistakes (i.e. incorrect technical terminology) which we feel could be avoided and amended prior to print/release of the resource; we will let you know so you can fix.



Updates

It is the third party's responsibility to keep the content of any resources up to date with any relevant sector changes.

If the content of the resource is updated, the materials will need to be resubmitted and reviewed to ensure the updated content meets the TQUK standards and still accurately meets all the criteria in the table.

Any changes to the resource should either:

- be sent on a separate document for us to review
- highlighted within the updated resource in order to make the changes easily identifiable removing the need to review the whole resource
- sent to us in two forms, the updated document and preceding version for comparability

If the changes are minor (simple sentence/paragraph restructures) where the meaning or outcome remains the same, we will not need to review the resource again.

However if the changes are major and have an effect on the content overall or the assessment question, we will need to review the resource again.

Reviews

Should TQUK receive a complaint from a user relating to an endorsed resource we will investigate this in line with our Complaints Policy. We will endeavour to work with the third party to resolve the complaint and, where appropriate, conduct a review of the resource before confirming its continued endorsement.

TQUK reserves the right to end the endorsement of a particular resource at any time if we feel the document was no longer fit for purpose or the qualification it was assigned to has been significantly changed. In the event of this, there would be the opportunity to resubmit an amended resource for endorsement and would be reviewed as a fresh document.

Timescales

It will be the responsibility of the third party supplier to provide the resources in a timely manner for the review process to start. Timescales from TQUK and the in-house reviewing process will depend on the availability of reviewers and the size of the resource. We would aim to have materials reviewed within one month of receipt in order to feedback promptly any changes or updates that may be required.



Fees

There is no set chargeable fee in place for TQUK to endorse a learning resource. If you are interested in having Training Qualifications UK endorsing a particular learning resource, please contact us at account.managers@tquk.org or alternatively give us a call on 03333 583 344.

Criteria which will be applied when determining the cost of endorsing a resource will include but is not limited to:

- Size of the document
- Reviewer time and availability
- Quality team availability
- Level of the qualification which the resource is aimed at supporting
- Exclusivity of the product

TQUK Endorsed Resource logo

TQUK will provide our 'Endorsed Resource' logo and guidelines to the third party once the review process has been completed and TQUK is satisfied that the resources adequately meet all of the TQUK and regulatory standards.

Disclaimer Statement

For any resource which carries the 'TQUK Endorsed Resource' logo, the following paragraph must be inserted into the resource:

"This resource has been reviewed and meets the necessary endorsement standards that TQUK has in place for learning resources from third party suppliers. TQUK has exercised reasonable care and skill in endorsing this resource, however TQUK does not accept any legal responsibility or liability for any errors or omissions from the resource. Details regarding the process used to assess suitability can be found in the Endorsed Resources Policy on the TQUK website"

Contact us

If you have any queries about the contents of the policy, please contact TQUK on 03333 583 344 or alternatively, email account.managers@tquk.org;



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