



## **Educational and Course Accreditation**

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### **Guidance for applicants**

**11/16/2018**

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## Course Accreditation

Addiction Professionals (AP) provide educational accreditation for courses and educational activities related to the addictions field to provide a quality mark for providers. Accredited courses go through a process of assessment overseen by the AP Clinical Director and the Assessment Board in order to pass robust educational standards.

## Advantages of AP Course Accreditation

- Quality assurance that your courses comply with educational standards
- Build your reputation. Participants can feel confident that the course passes our independent educational criteria
- Draw on our expertise. We will provide invaluable feedback on your educational activities
- Promotion of your courses to our members: AP will provide information on our website and actively promote them to our members

In return for these benefits the training provider will:

- pay a one-off accreditation fee, based on the amount and nature of material to be reviewed
- an annual renewal fee

All providers of accredited courses are also expected to:

- explain the relevance of Addiction Professionals to course attendees
- pass on material to course attendees as provided by AP
- demonstrate their commitment to the partnership by ensuring that key individuals involved with the training are standard (free) members of AP

## The definition of courses / educational activities

A course or educational activity can be defined as the following:

- a) A single activity or resource (e.g. event, course, e-module ) which addresses a topic or range of topics which clearly identify educational needs of people who work in the addictions field; or
- b) A programme of educational activities/resources (e.g. event, course, e-module) with a series of activities /resources with a clear theme and development process and learning objectives that can be delivered across different media, either over a few days or over a series of weeks or months.

## The accreditation process

The accreditation process is overseen by AP's Clinical Director and the Assessment Board to pass robust educational standards.

The accreditation process is set against an agreed set of criteria and follows a set process. The applying organisation will be required to identify an individual (a named proposer) who will take responsibility for ensuring that AP requirements are adhered to and the quality of the course is maintained. It is expected that, in order for the course to qualify for AP accreditation, those delivering the course will be suitably qualified and experienced and will hold appropriate AP membership. AP will agree to protect the confidentiality of the training material reviewed. At all times the training material will remain the intellectual property of the organisation seeking accreditation.

## Application

The applicant will be requested to complete an application form. On return of the completed application form and payment of the proposer's fee, AP will review application against the criteria set out in appendix 2. AP will undertake a detailed review to ensure that the content of the course is of sufficient quality and relevance that AP is satisfied to be associated with it.

The applicant will be asked to submit course material to enable a detailed review of the proposed course to take place, together with a non-refundable fee (see appendix 1 - fee schedule).

The material to be submitted must include:

- Training programme timetable
- Copies of presentation slides sufficiently annotated to enable the reviewer to understand the content to be covered / links to online resources
- Copies of any handouts and case history / workshop exercises to be used
- Copy of any end of course assessment (together with marking scheme if applicable)
- Copy of proposed end of course evaluation
- Any additional information requested by AP. The general criteria against which the detailed review will be conducted are set out in appendix 2.

## Accreditation and formalisation of agreement

Organisations progressing to accreditation will be invited to sign a formal agreement with AP setting out the conditions attached to accreditation of the training programme. (See appendix 3 – model agreement).

In addition to financial matters, the agreement sets out conditions with respect to the use of AP logo, marketing and advertising of accredited courses, quality monitoring, review and re-accreditation procedures and mechanisms for dealing with complaints.

4. Record keeping and issuing of certificates. The applicant/ organisation will be responsible for maintaining a record of those attending training courses including names and full contact details and issuing of certificates. These must be made available to AP on request. In all cases the exact format and wording of certificates, including the use of logos, will be agreed with AP and a printed template produced and approved by AP before first use.

## APPENDIX 1 FEE Structure

	Classroom/ workshop delivery	Online/E-learning
Initial accreditation	£750 per day	£500 plus £250 per hour of e-learning
Annual renewal	£500	£500

## APPENDIX 2: Accreditation guidance criteria for reviewing detailed training programme

### General

The following criteria must be fulfilled:

1. Does the proposed course address the topic of addictions?
2. Are there clear aims and key learning objectives of the course?
3. Does the proposed course support the overall aim of AP to provide good quality continuing professional development to those working in the addictions field?
4. Has a single named proposer been identified to take responsibility for the course?
5. Do proposed course tutors have suitable levels of qualification and training experience for the proposed training programme, and are they members of AP?

### Detailed review of course material: guidance

The main purpose of the detailed review is to ensure that training courses accredited by AP meet a consistently high standard in terms of accurate, relevant and appropriate course material, and professional presentation. The review encompasses both the quality and relevance of the content and plans to ensure that delivery of the course is to an acceptable standard in terms of presentation material, as well as the tutor's experience and skill, where appropriate.

Within these overarching objectives AP does not set out to impose unnecessary restrictions on either content and/or style of delivery. With regards to style and format of delivery some individuals prefer a traditional 'chalk and talk' style of information presentation, while others only learn through interaction and discussion. Some people need visualisation of the ideas presented, while others need to read the detail. Some people respond well to end-of-course assessment, others see no benefit or may even be deterred from attending. The reviewer will not therefore seek to impose too much of their own preferred style but rather ensure that the style adopted is adequately explained and relevant to the course content and intended audience. Beyond these general points the questions below should be addressed by the reviewers:

1. Is the content of the proposed course up-to-date?
2. Does the content address the key learning objectives and course content
3. Are there any key omissions in the subjects covered when considered against the learning objectives stated and intended audience?
4. Does the proposed course comply with any relevant guidance, standards or other recognised published reference sources? Is the quality of training material presented to an acceptable standard, including presentation slides/ handouts?
5. Does the course encourage where possible needs-based learning with an emphasis towards reflective learning, and a variety of learning methods within the resource?
6. Where assessment is involved, is there adequate assessment to demonstrate the achievement of the learning outcomes?

## APPENDIX 3 Model agreement

Model agreement between AP and [ORGANISATION] for the accreditation of [COURSE NAME].  
This agreement is between: a) Addiction Professionals , Suite 277, 8 Shoplatch, Shrewsbury, Shropshire, SY1 1HF.

and b) [ Organisation] of [Address].

Whereas a) AP is a national charity specialising in continuing professional development for those working in the addictions field.

b) [Organisation] is seeking AP's accreditation of its training course(s) Definitions  
'Significant Change' refers to those amendments that affect more than 20% of the course content.

### **1. Scope of accreditation**

1.1 Accreditation is granted initially for the year [DD/MM/YY to DD/MM/YY] and will renew annually, subject to satisfactory annual review and payment of fees due.

1.2 This agreement applies to the course as delivered [worldwide/within a specified region/the UK only]

1.3 The Course may only be delivered as an AP accredited course by the recognised trainers within [ORGANISATION].

1.4 AP accredited activities/resources must not contain any promotional advertising as an integral part of the programme. [ORGANISATION] must declare any potential conflict of interest of any organisation or individual involved in developing and delivering the educational activity/resource. The existence of a conflict of interest will not necessarily preclude an activity from accreditation, however failure to declare a conflict of interest where one exists may lead to accreditation being withdrawn or not granted.

1.5 The accreditation is exclusive to [ORGANISATION] and the Course cannot be delivered as an AP accredited course by any other company without prior approval of AP.

### **2. Quality control and annual review**

2.1 AP expects [ORGANISATION] to:

- Maintain high stands of professional delivery of the accredited Course and, so far as is within their control, ensure training facilities used are adequate for the type of course and the numbers attending.
- Obtain appropriate insurance in respect of AP accredited activities and ensuring, as far as reasonably practicable, the safety of all those attending such accredited activities;
- Maintain records in accordance with the Data Protection Act 2018
- Ensure that the development, content, participation in and the quality review of the Educational Activities/Resources must comply with appropriate equal-opportunities and anti-discrimination legislation and policy.
- Deal with all hire costs, booking costs, participants fees and all other financial aspects of accredited activity (where applicable);



2.2 AP requires [ORGANISATION] to invite course participants to complete the course evaluation form (approved as part of the detailed review) at the end of each course. These forms, which AP may randomly sample from time to time, must be retained by [ORGANISATION] for a period of 1 year following each course.

2.3 AP will expect [ORGANISATION] to respond appropriately to poor feedback and adopt a continuous improvement approach to updating the Course.

2.4 AP may randomly assess activities/ resources by questionnaire and retains the right annually to send an AP nominated person on the whole or part of the course in order to review course content and delivery.

2.5 Participants in any AP accredited activity or users of a resource can provide anonymous feedback to AP at any time, using the online Activity/Resource Evaluation Form available on request by emailing [membership@addictionprofessionals.org.uk](mailto:membership@addictionprofessionals.org.uk)

[ORGANISATION] must inform participants of this facility at every accredited activity, either written (e.g. on programme, evaluation forms, etc.) or verbally;

N.B. For online activities, the Organisation must ensure that participants are advised of this facility at the end of each activity.

2.6 Online content must conform to accepted industry interoperability standards and must be compatible with technical standards for browser / software and internet connectivity

2.7 This agreement is subject to annual review by both parties to take place 1 month before the renewal date. [ORGANISATION] will complete an annual report which summarises their internal quality assurance process. The Annual Report should be submitted to AP at the end of the accreditation term and prior to any re-application, and can provide a short summary on each of the following points:

- a) aims and objectives of providing educational activities/resources;
- b) Provide any significant information related to the educational activities/resources development and delivery experience;
- c) Provide details of the internal quality review of the Organisation's educational activities/resources following the accreditation. (A brief summary evaluation of the review could be attached to support the Annual Report);
- d) Provide details of the feedback received from the participants of educational activities and explain how any issues of concern highlighted by participants (if any) have been addressed;
- e) Provide details of the educational activities/resources development plans for the coming year;

2.8 In cases where [ORGANISATION] has not submitted their reaccreditation application within three months of the accreditation period expiring, the accreditation will be considered void. [ORGANISATION] will be required to submit a new application for accreditation.

### **3. Dealing with complaints**

3.1 [ORGANISATION] is required to inform AP of any written complaints received with regards to the course and/or its presentation. If complaints are made directly to AP these will be passed on to [ORGANISATION] without delay. [ORGANISATION] will be expected to

respond to any person making a complaint in a timely and professional manner, and to copy their response to AP.

3.2 Any complaint that AP considers to be of a serious nature and repeated complaints will be referred to the Clinical Director. [ORGANISATION] will be informed of this referral and will be invited to respond to the referral either in person or in writing.

Should any complaints or causes for concern be raised by any of the participants or assessors over the quality of an educational activity/resource, AP reserves the right to conduct a quality review. [ORGANISATION] agrees to pay any costs involved in conducting this quality review, including but not limited to:

a) Locum fee and travel costs for assessors incurred as a result of visiting the organisation/activity

3.3 AP reserve the right to terminate this agreement with immediate effect in the event of serious or repeated complaints or reasonably believes [ORGANISATION] has committed a criminal act.

#### **4. Changes to the Course**

4.1 [ORGANISATION] will notify AP(of all but minor) changes, additions, deletions and amendments to the course including structure, delivery and content.

4.2 Where the changes are deemed to be significant by AP, a review of the new course materials will be required to retain accreditation of the Course. A fee will be payable for this review.

4.3 AP reserves the right to terminate this agreement following changes, additions, deletions and amendments to the course.

4.4 [ORGANISATION] must obtain permission from AP before the course material can be translated into another language. In some circumstances a further fee may be payable.

#### **5. Branding**

5.1 Course materials will bear the AP logo and an accreditation wording agreed between the parties, in accordance with AP corporate identity standards. [ORGANISATION] can use AP logos on its own business stationery, company brochures or advertising related only to the accredited activity as long as the AP logo is not more prominent than [ORGANISATION] own logo or trade mark, but for no other purpose. [ORGANISATION] will not change the colours, layout or proportions of the AP logos or cause them to be added to, distorted or otherwise alter their appearance; The AP logos maintain its standard area of isolation in that the clear space surrounding it should be proportional to the height of the letters.

5.2 [ORGANISATION] will provide a link to the AP website homepage from all electronic references to the course.

5.3 [ORGANISATION] will take opportunities to promote the AP and will distribute AP marketing and promotional material from time to time requested by AP.

5.4 All accredited activities will be advertised to AP members on the website.

#### **6. Certification and records**

6.1 Certificates with the AP logo will be issued directly by [ORGANISATION]).

6.2 The format of certificates is to be agreed between AP and [ORGANISATION] before first use.

6.3 AP will maintain records of those receiving certificates for a period of not less than 1 year.

6.4 [ORGANISATION] will provide AP with a quarterly report listing those delegates who have successfully completed the course.

## **7. Fees**

7.1 The following fees [have already been paid/ are payable] by [ORGANISATION] to AP as part of the accreditation procedure: Application fee: £ xxx Annual renewal fee: £ xxx (first renewal due DD/MM/YY)

7.2 All fees must be paid in £ Sterling (GBP). '[ORGANISATION]' will be responsible for paying any bank transfer or currency conversion charges that may arise, and also any withholding taxes.

## **8. Permissions and Liabilities**

8.1 [ORGANISATION] is responsible for ensuring that they have ownership of and/or appropriate permissions relating to any materials used in the course, including, but not restricted to text, music, images and video. [ORGANISATION] will be liable for any actions arising over disputes of ownership, copyright or licensing.

8.2 [ORGANISATION] retains responsibility for the course content and delivery and indemnifies AP against any claims made against [ORGANISATION] as a result of the course content or delivery.

8.3 [ORGANISATION] will take all possible steps to ensure that no actual or threatened liability or damage to reputation attaches to AP as a result of the course.

## **9 Confidentiality**

9.1 Both parties agree and undertake that they shall keep confidential and will not without written prior written consent of the other party use for its own purposes or disclose to any third party any information of a confidential nature, including trade secrets and information of commercial value ("Confidential Information"), obtained directly or indirectly in preparation for entering into this Agreement or otherwise in the course of performance of their respective duties under its terms.

The provisions of this clause shall not apply to any information which:

- (i) is or becomes public knowledge other than by breach of this clause;
- (ii) can be shown to be in the possession of the receiving party without restriction in relation to disclosure before the date of receipt from the disclosing party;
- (iii) is received from a third party who law fully acquired it and who is under no obligation restricting its disclosure;
- (iv) can be shown to be independently developed without access to the other party's Confidential Information.

9.2 This clause will not prevent the disclosure of information which:

(i) is required by the operation of the Freedom of Information Act 2000 to be disclosed by a party, provided that the relevant party will prior to such disclosure consult with the other as to the extent of the proposed disclosure and the availability of

any exemptions; or

(ii) is required (in any other case) to be disclosed by law or by a court of competent jurisdiction or by applicable regulatory body and provided that, where permitted by law, such party gives the other party as much notice as is practicable of the proposed disclosure and affords the other party the opportunity to object to such disclosure.

9.3 Each party acknowledges and agrees that ownership of Confidential Information disclosed to it by the other party belongs to the disclosing party. At the disclosing party's written request, the receiving party will immediately destroy all Confidential Information which it has received from the other party and which is still in its possession including any copies made and shall delete any soft copies from any computer-readable medium, and make no further use or disclosure of any of the confidential information and AP to the disclosing party that it has done so, provided always that AP shall be entitled to retain and use the Organisation's Confidential Information to the extent reasonably necessary to retain the records appropriate to and perform the usual functions of an accrediting organisation.

## **10. Termination**

10.1 This agreement will continue subject to satisfactory annual review and payment of renewal fees.

10.2 Either party may terminate this agreement if, during the initial term or any additional term:

- Either party breaches any of the provisions set out in this Agreement which is not remedied within one month of the non-defaulting party issuing written notice of such breach;
- Either party gives to the other party not less than three month's written notice to terminate the Agreement. (AP will give notice to coincide with the renewal date.)

10.3 In such circumstances no refund of any fees already paid or due to AP will be permitted.

10.4 On expiry or other termination of this Agreement, [ORGANISATION] undertakes to immediately deliver up to AP or destroy (confirming such destruction in writing ) AP logos and all materials depicting or incorporating the logo and AP name.

### Miscellaneous

14.1 The AP Accreditation process is an endorsement for the educational content of the Educational Activities/ Educational Resources and is not in any way an endorsement or recommendation as to the competence of the people who use those Educational Activities/Educational Resources for training purposes.

14.2 Neither party can assign or transfer any of its rights or obligations under this agreement unless the prior written consent of the other has been obtained.

14.3 If any clause of this Agreement is held to be invalid or unenforceable by a court, this will not affect the validity and enforceability of the remaining clauses.

14.4 No variation of this Agreement will be effected unless made in writing.

14.5 Nothing in this Agreement shall constitute, or be deemed to constitute, a partnership between the parties nor, except as expressly provided, shall it constitute, or be deemed to constitute, any party or the agent of the other party for any purpose.

14.6 [ORGANISATION] must obtain the consent of all individuals whose personal data as Defined by the Data Protection Regulation Act 2018 has been provided in the application process (or as any part of the submission made to AP) will be held and processed by AP and the nature and purpose of that processing.

14.7 This Agreement shall be governed by and construed in accordance with the laws of England and Wales. The Parties hereby submit to the exclusive jurisdiction of the English courts

Signature

Signed on behalf of AP:

.....

Signed on behalf of [ORGANISATION]:

.....

Print Name:

.....

Print Name:

.....

Date:

.....

Date:

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