



# Endorsement Policy and Procedures

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Policy authorised by Responsible Officer

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## 1.0 Introduction

The key role of OTHM is to assure standards for those qualifications we certificate. As part of our commitment to assure quality & standards we aim to provide guidance and supports to help Centres and their learners to achieve learning and development goals. We also ensure that any regulatory requirements are met, and in turn we support Centres to meet those requirements.

We review all our policies annually or in response to regulatory changes to ensure that they remain fit for purpose.

## 2.0 Scope of policy

This document details the policy for the OTHM Endorsement of Centre devised learning programmes. It outlines the range and scope of our services and explains the quality assurance requirements for organisations wishing to seek endorsement of in-house programmes. OTHM Endorsement services are available to all our UK and international Centres.

## 3.0 Endorsement of centre devised programmes

Endorsement is a way for organisations to demonstrate that their learning programmes and/or learning materials meet OTHM quality standards. Use of the OTHM logo provides value and integrity to learning programmes and materials.

Centre's seeking endorsement of their own programmes must complete the Centre approval process in the first instance. Following successful centre approval OTHM will evaluate the learning programmes and any materials and provide support to ensure that they meet the standards of recognition.

## 4.0 The Endorsement processes

The process for gaining OTHM endorsement of a Centre learning programme is straightforward and is summarised below:

### Application & fees:

- The applicant must be an existing OTHM Approved Centre
- OTHM must receive complete Programme Related Forms (ELP) for each programme along with syllabus.
- ELP related fees must be paid as appropriate

### Programme review:

- OTHM will conduct review of learning programme and support materials
- OTHM will then provide detailed feedback to Centre on the review
- A further review can be undertaken- subject to an additional charge

**Programme Endorsed:**

- If the programme review is successful OTHM issues an official confirmation letter to confirm endorsement of the specific programme
- The Centre devised programme will be subject to OTHM Quality Assurance processes
- OTHM External Quality Assurer (EQA) will undertake quality assurance activity prior to the first certificate claim and on an annual basis subsequently.

## 5.0 Quality assurance of endorsed programmes

All Centres with Endorsed Learning Programmes (ELP) will be subject to the OTHM Quality Assurance requirements as outlined in the OTHM [Quality Assurance Policy](#).

OTHM will review the programme and its assessment materials to ensure that they are robust, fit-for-purpose and valid which includes:

- Programme objectives, structure and duration
- Method of assessment
- Assessment objectives & criteria
- Agreed programme outcomes
- Subject / sector knowledge
- Accessibility

Assessment and learning materials may be subject to actions as part of this review. This will take the form of a written action plan detailing the requirements, along with an agreed realistic timescale for these to be completed.

OTHM reserves the right to reject applications if organisations fail to complete these actions. Further consultancy support will be available and may be subject to additional charges.

If external quality assurance activities reveal any issues of non-compliance, OTHM will take the appropriate follow up actions. This could be in the form of a written action plan, with agreed realistic timescales for completion of these actions. Organisations that fail to do so may have endorsement suspended or removed.

OTHM reserves the right to suspend or remove endorsement approval offer if organisations fail to meet these quality assurance requirements at any point.

## 6.0 Programme review and certification fees

The programme review fee contributes towards the cost of external quality assurance of the programme. A programme can be run as many times as Centres like.

Programme review and certification for learner achievements fees are same for Centres in all regions.

Further information on fees can be found on the OTHM website <http://othm.org.uk/fees-related-information.html>

## 7.0 Use of OTHM logo

The terms and conditions of the use of the OTHM logo are detailed in the Centre agreement between OTHM and the Centre. Any breach of these terms and conditions or misuse of the logo may result in the endorsement being withdrawn. Use of the OTHM logo is restricted to the organisation that makes the original application and only extends to the programme or learning materials for which endorsement has been applied. For more information visit [Logo Policy and Guidance](#) page.

## 8.0 ELP Certification

Centre can claim ELP certificate for learners who have successfully completed an endorsed learning programme following successful completion of the OTHM external quality assurance process. Please see the [Certification Policy](#) for further details on lost, stolen or erroneous certification.

## 9.0 Regulatory references

Ofqual requires all regulated Awarding Organizations to establish and maintain evidence of their compliance with the General Conditions of Recognition. As part of its ongoing process of compliance, OTHM policies and procedures will reflect the conditions and criteria they address.

This policy addresses the following Ofqual General Conditions of Recognition (GCR).

GCR Reference	GCR Section Title
B5	Representations regarding Qualifications
C3	Arrangements with Publishers

## 10.0 Policy review date

July 2018

## 11.0 Useful contacts

For more information on OTHM qualifications and services please visit the website [www.othm.org.uk](http://www.othm.org.uk). Alternatively, call at: +44(0)20 7118 4243 or email at: [info@othm.org.uk](mailto:info@othm.org.uk)

End of policy