



Association of Certified Training

Pre-Approving Evidence

Policy

Pre- Approving Evidence

In certain circumstances ACT will pre-approve some evidence products [see also 'Third-Party Evidence Policy']. This will be evidence that has been subject to formal scrutiny checks.

In broad terms those providing such evidence include:

- **Certified Training Services with an Affiliate model** – *Certified Training Services (CTS) who license out their system [including an array of documents] to service-provider organisations that train their own employees (Affiliate Organisations).*
- **Certification Retailers** - *an organisation [or individual] that provides someone [e.g., an applicant] with a range of documentary evidence products that they then submit as evidence of meeting various sub-standards. These products may be leased or sold to applicants¹.*
- **Certification Consultants** - *an organisation [or individual] that provides someone [e.g., an applicant] with some combination of developmental support and quality assurance as well as documentation that they will utilise as evidence of meeting various sub-standards [as per¹ above/below].*

The Recognition of Evidence

For evidence to be deemed acceptable it must be recognised by ACT. There are two routes for evidence to achieve such recognition:

1. For it to have passed through the certification process, where an organisation [that thereafter becomes a Certified Training Service with an Affiliate model] has achieved its own certification. The evidence is recognised through the scrutiny that the organisation receives on its own certification journey.
2. For it to have passed through the certification process, where an organisation or individual [that thereafter becomes a 'Retailer' or 'Consultant'] has provided evidence to a third-party organisation achieves its own certification. The evidence becoming recognised vicariously through a third-party submission.

Register Of Permissible Evidence Products

Once evidence has been recognised by ACT, and that individual or organisations is known to be operating as a Certified Training Service with an Affiliate model, Certification Retailer, or Certification Consultant, the various evidence products will be entered into a 'Register of Permissible Evidence Products' that will be used to allow evidence products to be pre-approved within the context of future applications. A register will be created for each approved organisation or individual.

Evidence products will be recorded as meeting particular sub-standards. Further to this there may be some qualifications placed on the pre-recognition. For example, some materials may be limited to use within specified settings or nations [based on the legal

¹ NOTE: There is an expectation that the supply of evidence products is for the application, and the ensuing certification cycle. Where any right to use is revoked, ACT must be notified by the supplier.

frameworks included]. Whilst other materials may be limited to a particular type of course e.g., initial or refresher.

When the registers are produced, confirmation will be sought that the necessary permissions exist for the sharing of intellectual property.

The applicant who uses the products are obliged, through their certification contract, and under the auspices of the Mental Health Units (Use of Force) Act, where relevant, to maintain the integrity of their certification, training delivery, and trainer competence.

Conditions for the Acceptance of Pre-Approved Items

ACT will recognise items as listed and constituted in the respective 'Register of Permissible Evidence Products.' Organisations who lease or purchase them will have them recognised if they retain their integrity. The addition of logos etc is permissible. Otherwise, any amendments must be approved by the originator, who can check with the assessment team to ensure that it remains concordant with the standards.

If an organisation edits or amends any items without this oversight, they will no longer be considered pre-approved evidence items and will be assessed on their own merits. There will be no guarantees they will be accepted as meeting the standards. Edits or amendments may include the removal of any slides, or of any text or diagrams as well as the addition of new slides or new text or diagrams

Certification, Not Regulation: Caveat Emptor

ACT does not regulate certification consultancy work, [nor any form of business consultancy operating in this specialist training space], nor does it regulate any retailing of products and services. It is for organisations who might be seeking to certify to complete their own due diligence before purchasing, leasing or commissioning such providers. Thereafter they will assume any liabilities accruing.

ACT is responsible for certifying applicants against the RRN Training Standards and thereafter for completing its surveillance of certified training services and affiliated organisations. In the event non-conformities are identified the relevant organisation will be responsible for remedying them, and/or bearing any certification consequences that may arise.