



Association of Certified Training Third Party Evidence Policy

Third Party Evidence

ACT recognise that some evidence items, included in an applicant organisations evidence submission, will originate from third party organisations.

Such third-party evidence items include ‘products’ **originating** from individuals/organisations other than the applicant. Examples of which include:

- Narratives and statements provided by individuals with lived experience.
- Technique risk assessments
- First Aid training qualifications/certificates
- Train the Trainer qualifications/certificates
- Course/training attendance amounting to CPD.

Third-party evidence also includes ‘products’ **owned and licensed** or leased by individuals/organisations other than the applicant. Examples of which include:

- Technique risk assessments [including physical skills]
- Training resources e.g., course documentation
- Training resources e.g., course slides

In broad terms for ‘products’ **owned and licensed** or leased by individuals/organisations other than the applicant must:

- Meet or exceed to evidential requirement laid out in the RRN Training Standards
- Be accompanied by a cover letter amounting to written permission from the evidence product originator/owner for it to be used, with a clear description of what is being licensed or leased, what its function is and how long the client may use it for, e.g., 12 months.

When such items are provided by third parties on a one-off or ad-hoc basis they will be considered on their merits by the assessment team. They will only formally be recognised as having met the standards once certification has been awarded. Up until such time improvement or enrichment may be required.

When such items are provided by a ‘Certification Consultant¹’ they will often be part of a suite of evidence items licensed or leased to applicants on a commercial basis. Certification consultants can only represent such items as ‘meeting with the standards’ once they have successfully been submitted recognised as meeting the standards. This status is conferred on evidence only after the evidence has been through panel and certification has been awarded.

The acceptance of such products does not confer any certified standing or status on the originating organisation i.e., they can make no claims to any standing in terms of certification²

Evidence provided by ‘Certification Consultants’ or third-party organisation that are used by multiple organisations will be listed on a register of permissible evidence³.

¹ See ‘Certification Consultant Policy’

² See ‘Passing Off Policy’

³ A Memorandum of Understanding [including a de-facto register of permissible evidence] in respect to the use evidence products provided by the organisation currently exists between the General Services Association [GSA] – A Non-Certified Organisation – and ACT. The status and content of this is reviewed annually.