



IHEEM Course/Seminar Approval Procedure



Company affiliates of the Institute are invited to submit their courses or seminars to the Education Committee for approval. Once achieved the company will be issued with a logo to indicate that the course or seminar has been approved by IHEEM – this can be used on advertising literature etc. The course details will then be held on a central register which it is hoped will become the resource for people searching for training within the industry.

In order for the approval procedure to take place it is necessary to identify whether a seminar or course has been submitted for approval. The definition of both are listed below:

Definitions

Seminars are defined as a training/education event of short duration, not normally more than two days. Seminars provide updates, refreshers, and may introduce new topics. They are comparatively informal, count for CPD purposes, and do not contain an examination.

Courses are defined as a training/education event which may last for anything from one day to a number of weeks. They may be residential, web based, or distance learning based, or in any combination, and will count for CPD. The essential difference between a course and a seminar is that some parts or all of a course is examinable. An examination pass will lead to some form of qualification or certification or licence or work permit.

Pre-requisites

There are certain pre-requisites associated with the approval procedure as listed below:

1. Courses and seminars are approved by the Education Committee
2. Only members or company affiliates can apply for course or seminar approval.
3. A fee of £50.00 will be charged for seminar approval
4. For course approval a minimum fee of £50.00 will be charged, which may be increased depending on the amount of work required. Notification of the actual fee payable must be given before the procedure commences.
4. Seminars and courses are not a "sales pitch". Members and companies must supply sufficient information to the Institute to ensure independent delivery of the seminar or course.
5. Seminar and course providers are to put in place a system for delegate critique and ensure that the results are fed back to IHEEM.
6. Logos awarded by the Institute are for use only with the seminar/course applied for and may be withdrawn if appropriate standards are not maintained. Approval of seminars/courses and the use of the logo lasts for two years after which re-approval is required, under a simplified system. Logos will be issued with a date and serial number imprinted. The logo remains the property of the Institute.

Seminar approval procedure

1. Details of the seminar are to be forwarded to the secretary of the Education Committee. Details are to include – timetable, syllabus, chair, speakers, venue, delegate fees, and any supporting information.
2. The submitted details are circulated to the Education Committee for comment. Seminar approval will normally be undertaken in-committee. If time is imperative, the secretary may seek approval by email through majority consensus. At the subsequent meeting the Education Committee review the seminar to determine whether it can be approved for CPD.
3. Official approval of the proposed seminar is to be given by the Education Committee with the agreement of the applicant. The approved course will be entered on a central register held by the secretariat. The applicant is then informed and the IHEEM logo is issued for use on the course documentation and associated publicity information.
4. If a seminar is not approved for CPD, the member/company is to be contacted with suggestions for improvement prior to any re-application.

Course approval procedure

1. At the outset the secretary of the Education Committee must make it clear to the member/company affiliate that a fee will be required, that the procedure could take a minimum of three months depending on complexity, and, in particular, that the course syllabus may be subject to amendment by the Institute, for the purpose of setting common standards for all course providers offering the same or similar course. Additionally a member of the Education Committee has freedom to attend/monitor any part of the course to ensure appropriate standards of delivery and shall be supplied with a sample of marked exam papers from time to time.
2. In the first instance the course provider is to forward synopsis, outline syllabus and course objectives to IHEEM, to allow early comment on the suitability of the course content by the Education Committee. The first requirement is for the committee to establish what expert assistance will be required and to source appropriate assistance.
3. Details of the course are to be forwarded to the secretary. Details are to include – timetable, detailed syllabus, Course Director, venue, delegate fees, course delivery details (eg distance learning), course deliverables (e.g qualification, certification etc), examination procedure (with typical exam papers), marking and moderation arrangements, exam re-takes, procedures and additional supporting information (this should not include all course materials).
4. The submitted details are to be circulated to the Education Committee for discussion and comment.. Course approval will be undertaken in-committee but pre-cursor discussion and decisions may be co-ordinated by the secretary.
5. Recommended amendments to the syllabus and other course detail will be referred back to the applicant.
6. Official approval of the proposed course is to be given by the Education Committee with the agreement of the applicant. The approved course will be entered on a central register held by the secretariat. The applicant is then informed and the IHEEM logo is issued for use on the course documentation and associated publicity information.
7. If a course is not approved, the member/company is to be contacted with suggestions for improvement prior to any re-application, a further fee may be applicable.