

**SIAS ACCREDITED
CENTRE GUIDE**



Welcome to SIAS

SIAS is an Awarding Organisation regulated in England by the Office of Qualifications and Examinations Regulation (Ofqual) and in Northern Ireland by the Council for Curriculum, Examination and Assessment Regulation (CCEA).

We exist to drive positive change across STEM industries globally and empower learners to achieve their full potential.

As the leading Awarding Organisation for the technical science, manufacturing, engineering and low carbon sectors, we are disrupting through innovative and collaborative approaches.

Our mission is to deliver transformational experiences and solutions that support the skills agenda.

Feedback

Customer experience and feedback is very important to us. We're always open to suggestions when it comes to enhancing and improving our services. If you have any comments or feedback on our services or products, please contact our team at product@siasuk.com.

Introduction

This document offers guidance for all Centers seeking to SIAS Accredited or SIAS Endorse their learning programmes.

What is SIAS Accredited?

At SIAS, we are committed to delivering high-quality products, and we understand that sometimes regulated qualifications may not always be the right option.

SIAS Accredited and SIAS Endorsed solutions are for training providers and employers delivering high-quality training or centre-devised programmes. Accreditation and Endorsement by SIAS, confirms that a programme or course has been independently verified as being of a high standard, fully meeting the needs of participants.

SIAS Accredited and SIAS Endorsed formally recognises learning, providing independent external quality assurance to enhance rigour, and increase confidence in learner achievements.

As a specialist, Ofqual regulated Awarding Organisation, our expertise in education and skills-based quality assurance means you can have confidence that the processes we apply in accrediting and endorsing non-regulated provision meets appropriate global quality standards.

With SIAS Accredited and Endorsed solutions, learners gain an industry recognised certificate showing that our partners operate with quality in mind. Working with SIAS sector and quality assurance specialists, our partners can develop and implement programmes of learning that adhere to recognised quality standards

and processes. We provide independent verification and certification, which in turn delivers assurance and confidence that knowledge and competency has been achieved.

Although SIAS Accredited and Endorsed programmes are self-regulated, they are structured and managed to the same quality standard as regulated qualifications to maintain validity and credibility of the training delivered.

SIAS Accredited and Endorsed Programmes are accredited by SIAS but remain owned by the SIAS Approved Centre, which protects all Intellectual Property.

SIAS Accredited and SIAS Endorsed Solutions

At SIAS, we recognise that not one model fits all and therefore when it comes to providing recognition of programmes of learning, SIAS offer 2 tiers of certification which:

- enables flexible learning programmes to be created and recognised, tailored to the needs of the training provider and/or employer
- provides confidence and trust that learners have met the defined learning outcomes and assessment requirements (where applicable) for a learning programme
- values specialist and short programmes for which there may be no other form of recognition available
- provides appropriate levels of quality assurance to ensure the consistency, fairness and robustness in the learning/assessment process used.

SIAS Accredited	SIAS Endorsed
Where there is a formal assessment of learners' knowledge and skills	Where programmes or learning activities do not require formal assessment, for example, inductions, participation in workshops, webinars.
There are clearly defined learning outcomes and assessment criteria, mapped to appropriate assessment methodology.	Externally quality checked by SIAS annually.
Fully externally quality assured by SIAS before accreditation and certification.	

Gaining Approval

To SIAS Accredited or SIAS Endorse your programme, Centres must be fully approved by SIAS. For more information on our Centre Approval Process, please contact info@siasuk.com.

SIAS will work closely with the Centre throughout the accreditation or endorsement process. The steps below outline this process:

Step 1: Contact your Partnerships and Growth Manager to discuss your requirements. SIAS will offer you advice on the SIAS Accredited and Endorsed solutions, its fees and advise whether it is appropriate for your programme. If you are not already a SIAS Approved Centre, we will work closely with you to complete the necessary steps for approval, ensuring a streamlined application process alongside your requirements.

Step 2: The SIAS Product Team will arrange an initial meeting to discuss your programme in more detail, offering tailored advice to help you choose the most suitable option.

Step 3: SIAS will provide templates and guidance for you to complete, detailing the following:

SIAS Accredited	SIAS Endorsed
Programme title	Programme title
Programme length	Programme length
Aims and objectives	Aims and objectives
Delivery methods	Delivery methods
Learning outcomes and assessment criteria for each unit/module	Your quality assurance arrangements
Assessment methodology	Trainer and internal quality assurer requirements including evidence of knowledge and competency
Your quality assurance arrangements	
Trainer, assessor and internal quality assurer requirements including evidence of knowledge and competency	

Step 4: The SIAS Product Team and specialists will review your programme, supporting documents, and quality assurance processes. SIAS will work collaboratively with you to identify any recommendations for improvement if necessary.

Step 5: Once all quality standards are met, your programme will be accredited or endorsed. SIAS will then provide guidance on the appropriate use of the SIAS logo and branding.

Step 6: You may now begin delivering your SIAS Accredited/Endorsed programme and register learners through the SIAS Pinnacle system. SIAS will provide guidance surrounding this process.

Step 7: Learners will be certificated once they have completed the programme and associated assessments*, following successful external quality assurance review.

*Assessments are only applicable for SIAS Accredited programmes.

SIAS welcomes applications for accreditation or endorsement of programmes within, or related to, our specialist sectors, including technical sciences, engineering, manufacturing, and low carbon industries. We are committed to supporting high-quality programmes that align with these sectors and uphold industry standards of excellence. SIAS reserves the right to accredit or endorse programmes at its sole discretion.

Please be advised that SIAS will not accept applications to accredit/endorse any programme related to:

- Animal care
- Hairdressing and beauty services
- Childcare
- Health and social care
- Hospitality and catering
- Legal professions
- Medicine and dentistry
- Retailing and wholesaling
- Public safety
- Teaching
- Security

This list is not exhaustive; however, we will not accredit/endorse any programme that grants or implies a licence to practice.

SIAS Accredited and Endorsed Programme Requirements

This section provides guidance to Centres on designing and delivering their programme in a way that ensures it meets SIAS standards for validity and quality.

SIAS Accredited programmes must include:

- **Programme and learning objectives, structure, purpose and duration:**

Centres must present a clear rationale, along with the aims and objectives of their programme. The structure and duration of the programme should be clearly outlined. When determining the length of the programme, Centres should consider the total contact hours for learners to ensure it remains focused, while also providing adequate opportunities for learners to achieve successful completion.

- **Delivery methods:**

Centres must have clear delivery plans that outline the content to be covered, the methods of delivery, and whether e-learning or remote learning will be incorporated into the programme.

- **Assessment Criteria:**

Centres must define the assessment criteria required for successful completion of the programme. These criteria should clearly align with and reflect the learning objectives.

- **Method of assessment:**

Centres must specify the assessment methods that will be used to evaluate a learner's knowledge and/or competencies. As part of the review process, SIAS may request Centres to submit sample or specimen assessments for evaluation.

- **Any trainer and assessor requirements:**

Centres will need to provide SIAS with the minimum trainer/assessor requirements.

SIAS Endorsed programmes must include:

- **Programme objectives, structure, purpose and duration:**

Centres must present a clear rationale, along with the aims and objectives of their programme. The structure and duration of the programme should be clearly outlined. When determining the length of the programme, Centres should consider the total contact hours for learners to ensure it remains focused, while also providing adequate opportunities for learners to achieve successful completion.

- **Delivery methods:**

Centres must have clear delivery plans that outline the content to be covered, the methods of delivery, and whether e-learning or remote learning will be incorporated into the programme.

- **Any trainer requirements:**

Centres must provide SIAS with details of any trainer requirements.

Before delivering any SIAS Accredited or Endorsed programmes, Centres must ensure that appropriate and sufficient physical resources are available. It is the Centre's responsibility to select safe, suitable venues that provide a conducive environment for training and learning.

Centres must also ensure that learners have access to all necessary equipment and supporting documentation required to successfully complete their learning and assessments.

The Centre is responsible for appointing staff who possess the relevant skills and experience necessary for delivering the SIAS Accredited or Endorsed programme. In addition, Centres should support staff in their continuous professional development to ensure they maintain up-to-date knowledge and expertise.

If e-learning is incorporated into the programme, Centres must ensure that the e-learning resources are appropriate, accessible to all learners, and regularly updated to remain current and relevant.

Approval for SIAS Accredited or Endorsed programmes allows organisations to use the SIAS logo in their publicity and promotional materials, including on their website. The SIAS logo must not be used without prior permission from SIAS.

Assessment

Where assessments are included in the programme, Centres must ensure they are conducted in a formal and appropriate manner, with all assessment outcomes properly recorded and securely stored. Learner work must be authenticated in all instances, including those involving e-learning or e-assessment. Centres are responsible for ensuring that their assessments are inclusive, accessible, and tailored to the needs of the learners being assessed.

Quality Assurance

All SIAS Centres are required to have a robust mechanism for the Internal Quality Assurance (IQA) of training delivery and assessment arrangements.

SIAS Centres must have a clear IQA strategy in place which incorporates the following:

- Recording of trainers', assessors' and IQAs' occupational knowledge and competence
- Recording and management of assessor CPD (Continuing Professional Development)
- Sampling strategy for the programmes offered including both formative and summative assessments
- Standardisation schedule
- Process for dealing with instances of malpractice/maladministration

External Quality Assurance (EQA) for SIAS Accredited and Endorsed programmes ensures that these programmes consistently uphold the highest standards of quality, integrity, and delivery. SIAS will periodically review accredited and endorsed programmes to assess their content, delivery, and assessment practices, ensuring they align with SIAS criteria and industry best practices. Centres are expected to fully cooperate with external quality assurance activities, providing access to all necessary documentation, learner records, and assessment evidence. SIAS will offer feedback and recommendations to support continuous improvement, ensuring the programmes maintain validity and quality.

Further details relating to quality assurance can be found in the SIAS Centre Handbook.

Certification

The agreed wording on the learner certificates will be discussed at the approval stage. Your own organisation's logo can be included on the certificate; there may be an additional cost for this service.

SIAS will provide ongoing support in the process for registering learners and applying for certificates.

Programme Review

Following approval, SIAS will conduct an annual review of the Accredited/Endorsed programme to verify any changes. Centres must notify SIAS of any updates to the delivery, content, management, or staffing of the programme. Failure to inform SIAS of these changes will result in the programme's approval being revoked.

Withdrawal of Programme

If you choose to discontinue using the SIAS Accredited/Endorsed programme for your training activities, all SIAS logos must be removed from your resources, promotional materials, and website once the withdrawal is confirmed.

SIAS may also initiate the withdrawal of your Accredited/Endorsed programme if it is determined that you have not met the agreed standards or terms and conditions. In such cases, SIAS will formally communicate this decision in writing to the Centre.

Further Information

For information about SIAS and general enquiries please see our website: www.siasuk.com

or contact:

Telephone: 01925 515211

Email: info@siasuk.com

For further information please contact us directly. We are here to support you every step of the way, ensuring you have all the tools and guidance you need:

Phone number: +44 (0) 1925 515 211

Email: info@siasuk.com

SIAS