

approval of training courses and training providers

Evaluation scheme for recognition of trainings and training organizations

Training providers using EOQ CoS as reference for the development and realization of corresponding training courses will be evaluated for approval by SAQ for trainings provided in Switzerland.

The following areas are being evaluated:

Approval of training provider - Training provider competence

Criteria

Organisational competence

A functional quality management system shall be implemented. A proof a self-declaration or third party certification based on ISO 9001 or 29990 is accepted.

Technical competence

to design and maintain training course documents/materials corresponding to the training course learning and skills objectives, in accordance with EOQ CoS requirements.

Training methods competence

to use appropriate training methods in order to accomplish the learning and skills objectives of the training course.

Competent trainers

to assure the realization of the training courses by using trainers competent to deliver to the students the knowledge and skills corresponding to the objectives of the training course

Approval of training courses

Criteria

Training objectives

The learning objectives have to be clearly defined and communicated.

Training course content

The training course content shall cover all qualification criteria/ knowledge topics as defined in the applicable EOQ CoS.

Training methods

The training methods should be defined and suit the learning objectives.

Training course duration and other requirements

For each training course have to be specified:

- The course duration (number of effective training hours) in accordance with EOQ CoS requirements.
- The ratio of trainers to students, including maximum student numbers.
- The course materials to be supplied to trainers and students

Version:	1.5.2016	Print out:	13.09.2016	Editor:	PZ
Replacing from:		File:	Approval of Training Providers and Trainings	Page 1 of 1	