

Institute of Training Professionals

The Certified Trainer Scheme

Applicants' Reference Brief

Note: This document aims to provide a quick reference for trainers, be they part- or full-time who are interested in or considering to apply for the Certified Trainer qualification of ITP. Details are available in the *Certified Trainer Scheme System Manual*.

Objectives of the Certified Trainer Scheme and the Registration System

The ITP Certified Trainer Scheme (CTS) aims to provide a generally accepted level of standard for those involved in the training profession, and to enable members of the public to understand and ascertain the level of competence of those engaged in training & development as well as those qualified as Certified Trainers.

Targets

To start with, the ITP Scheme is targeted at Level 4 practitioners, generally holding titles similar to “training officers”, that constitute the vast number of trainers in local organizations. (Details of Level 4 competency are available from the Hong Kong Council for Accreditation of Academic and Vocational Qualifications, www.hkcaavq.edu.hk).

Practitioners and people involved in training and development functions full-time or part-time in organizations of all sorts are eligible to apply for assessment to be recognized as Certified Trainers under the Scheme.

Rights and Privileges of being a Certified Trainer

Certified Trainers can use the title of Certified Trainer (Level 4) in their work. They are entitled to print “*Certified Trainer (Level 4)*” behind their names on their business cards.

Certified Trainers will have their names posted on the ITP’s Certified Trainer List, with contact details available upon request.

Certified Trainers may choose not to have their names posted publicly. In this case, the Institute’s Register will still keep their names, but their names will not appear on ITP’s website, which is publicly accessible. The Institute will seek the registrants’ approval before disclosing their registration status and/or contact information to third parties making such enquiries.

(ITP reserves the rights to take action against those who haven’t been duly assessed and past the assessment to use the Certified Trainer title, including those who have been de-registered.)

The Certified Trainer Register

ITP keeps a register of Certified Trainers where the public may refer to on ITP’s website (www.itp.org.hk).

ITP's Competency Assessment System

A Steering Committee ('the Committee') has been set up within ITP, responsible for policy matters and overseeing the Scheme's operation and continuous development.

Assessment is supervised by an Accreditation Committee (AC), which sets up Assessment Panel(s) for each assessment cycle. Tentatively assessment is carried out twice a year. When the Scheme operates in full force, there will be four assessments a year.

Depending on the response, one or more Assessment Panel(s) is/are set up to process Certified Trainer applications. Each Panel consists of three members, one of which would be an invited external member, an experienced practitioner in education, training, or related fields.

Certified Trainer application is open throughout the year. For administrative convenience, applications are grouped and processed in one lot within each cycle.

The Assessment Process

Panel members will study the learning and work evidence/documentation submitted against the standards to ascertain if the applicant has met specific competency standards. If Panel members are of the opinion that the submitted evidence does not yet fully meet the requirements, it may duly request the applicant, directly or via the Institute's General Manager, to submit further evidence and/or modify his/her application accordingly. (Please refer to the standards of the 21 Training & Development Competencies via ITP's website.)

Interviews with applicants may be held should the Panel decide necessary. Each assessment interview is expected to last no less than 45 minutes, during which panel members will raise queries, request candidates to elaborate on the experiences/incidents cited in their submitted evidence, etc.

Resolutions of the Panel will be presented to the Accreditation Committee for accreditation and endorsement. Applicants assessed as having met the prescribed requirements of a Certified Trainer and endorsed by the Accreditation Committee will be notified via the Institute's General Manager of the Panel's decision. The applicant's name will be included in the Institute's Certified Trainer Register, and will be posted on ITP's website, thus accessible to the public.

Requirements for Qualifying as a Certified Trainer

To qualify for an ITP Certified Trainer recognition, a candidate has to demonstrate that he/she has met the performance requirements and can provide evidence to demonstrate/prove their competence in the following six (6) core competencies (shown in **bold** type), plus any nine (9) other competencies specified in the ITP list below.:

Area 1 Training Approach & Delivery

1.1 Instructional and Presentation techniques

1.2 Training methods

1.3 Facilitation skills

1.4 Consulting skills

1.5 Coaching skills

- 1.6 Process skills
- 1.7 Performance observation skills
- Area 2 Training and Development Knowledge
 - 2.1 Technology for training and development**
 - 2.2 Assessing training needs
 - 2.3 Training evaluation and business impact
 - 2.4 Learning theories
 - 2.5 Learning psychology and adult learning
- Area 3 Training and Development in Organizations
 - 3.1 Program design and development**
 - 3.2 Employee development
 - 3.3 Organization development
- Area 4 Management of Training Functions
 - 4.1 Training administration
 - 4.2 Knowledge management
 - 4.3 Drawing up training proposals
 - 4.4 Program marketing & promotion
 - 4.5 Training reporting**
 - 4.6 Training budgeting

Application Procedure

Applicants need to download an **application form** from ITP's website, complete it and attach evidence of competence and other supporting documentation.

Examples of proofs of competence include work logs, operational records, communications (memos, emails, letters), project proposals, work plans, reports, class evaluation feedback, etc. Certificate of completion/attendance of courses and programs are helpful documentation, but one must bear in mind that they are proofs of knowledge acquisition/possession only. *To prove one's competence in a particular competency area, besides possessing the relevant knowledge and mastery of the necessary skills, implementing with the proper attitude, exhibiting the right behaviors, and achieving the desired results are mandatory.*

Photocopy is acceptable at this stage, as candidates may be requested to bring along originals to the Institute for inspection if determined appropriate/necessary. All submitted documents will be treated with the strictest confidence. They will not be returned to candidates, and will be destroyed within one month after an assessment decision is made. (In case of appeal, these documents will be destroyed immediately after a final decision has been reached.)

Fees

An all-inclusive fee of HK\$1,000 is charged for each application. This fee covers assessment, certification and registration, and is payable at the time of application submission. Fees paid are non-refundable.

Validity & Renewal

The Certified Trainer qualification is valid for a period of 5 years.

Renewal of registration is granted when the candidate is able to satisfy the Institute that over the last five years since registration he/she has accumulated no less than one hundred (100) hours' (20 hours/year X 5) equivalent CPD credit. Those who fail to satisfy the minimum CPD requirement will be automatically removed from the Certified Trainer Register of ITP.

A renewal fee of HK\$300 is chargeable, inclusive of the issue of a new Certificate and extension/update of the candidate's data in the Institute's Register. Each renewal is valid for 5 years.

Appeal

Candidates who feel that their application results have been adversely affected in the assessment process due to their evidence being neglected, misinterpreted, unfairly treated, or any other irregularities, may lodge an appeal to the Accreditation Committee in writing, providing all the material facts in support of their case and stating clearly the irregularities perceived/suspected. A processing fee of HK\$500 is applicable for each appeal case, and is non-refundable.

Upon receipt of the appeal the Accreditation Committee will initiate appropriate action to investigate into the case and will report to the Executive Committee of ITP recommending rectification, if appropriate. The Chairman of ITP, on behalf of the Executive Committee and the Scheme, will inform the complainant in writing of the decision. The recommended decision of the Accreditation Committee, endorsed by the Executive Committee of ITP, shall be final.

Re-assessment

Applicants who have been assessed as not yet meeting the standards/requirements, for example, whose competency mix that passes the unit competency requirements does not fulfil the minimum qualification requirement – 6 core competencies plus any 9 other competencies– are eligible to apply for re-assessment within twelve months.

Candidates applying for re-assessment need to complete a new application form but they only need to submit evidence in support of those competencies that were previously assessed as not yet meeting the standard requirements, plus any new/additional competencies that they would like to be assessed should they wish.

A discount of 20% off the standard assessment fee is payable at the time of applying for re-assessment. Fees paid are not refundable.

Re-assessment is open for one year, counting from the date of notification of the applicants' first assessment results. Applications received beyond this time limit is treated as new assessment cases.

De-registration

Certified Trainers whose names have been removed from the Register for more than half a year wishing to have their status reinstated will have to submit a new application, paying the normal fee and going through the assessment process all over again.

Certified Trainers whose names have been removed from the Register for less than half year can apply for reinstatement by paying a reinstatement fee of HK\$500 and submitting evidence of CPD participation making up the discrepancy. (For example, at the time of renewal/registration extension, the Certified Trainer has only achieved CPD equivalent to 80 hours' work. Upon submission of acceptable CPD proofs of 20 hours' equivalent or more, his/her Certified Trainer status will be reinstated.)

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