

ITP
Certified Trainer (C.T.)
Scheme

Objectives

- Provide a generally accepted level of standards for people involved in training & development practices
- Enable public understand and ascertain the level of competence of practitioners qualified as “Certified Trainers”

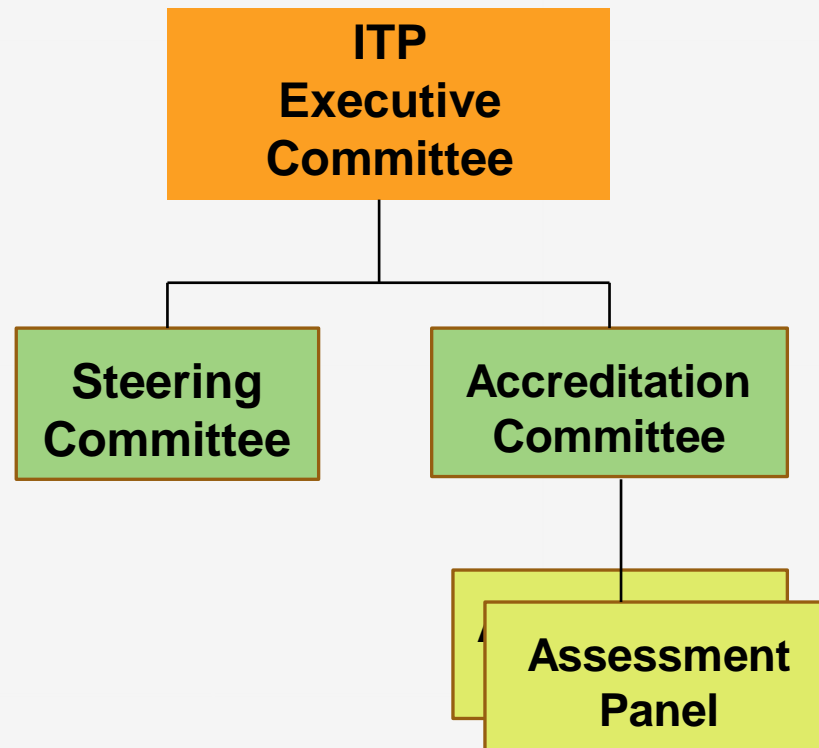
Targets

- Level 4 to start with
- Generally aiming at Training Officers, which constitute the core of trainers
- People involved in training and development, full- or part-time

Benefits

- Can use “Certified Trainer (Level 4)” (or the short form “C.T. (Level 4)” on biz cards
- Will have one’s name enlisted in ITP’s Certified Trainer List/Registry, available for public access
- Their certified competencies and other contact details would be available (provided that the data owner’s clearance has been obtained)

The System Organization Structure



Required Standards

- All **Six Core Competencies**:
 - 1.1 - Instructional and presentation techniques;
 - 1.2 - Training methods;
 - 1.3 - Facilitation skills;
 - 2.1 - Technology for training and development;
 - 3.1 - Program design and development; and
 - 4.5 - Training reporting
- **Plus any 9** from the balance Competencies

Assessment Process

- Submission of Application Form and supporting documentation/evidence material (with fee payment, @HK\$1,200)
- Screening by ITP Task Force (as meeting basic requirements)
- Recommendation to Accreditation Committee for Assessment
- Set up Assessment Panel(s)
- Assessment by Panel(s) + Interview (as necessary)
- Notification of Assessment Result via General Manager

Re-assessment

- Applies to cases where the number of accredited competencies is not yet meeting the minimum requirements
- Additional evidence/supporting material needed to prove competence
- Valid period: within one year
- Concession discount: 20%

Appeal

- Applies to cases where candidates feel assessment not fair to them
- Need lodge in appeal within one month upon receipt of assessment result notification
- A fee of HK\$500 is payable
- Accreditation Committee will hold meeting(s) to investigate into the case, reconsider, and recommend to ITP Executive Committee accordingly
- Accreditation Committee's resolution, endorsed by ITP Executive Committee, is final

Registration & De-registration

- “C.T.” qualification/status is valid for 5 years
- During the period a Certified Trainer is expected to keep him/herself updated through CPD, at the min. rate of 20 hours equivalent/yr.
- At renewal, a Certified Trainer will need to submit evidence showing a total of no less than 100 hours’ equivalent CPD
- Renewal/extension fee: HK\$300/5 years
- Those not meeting the CPD requirement will be delisted

Re-instatement

- Certified Trainers may apply for reinstatement upon accumulating enough CPD to make up the discrepancy within six months
- A reinstatement fee of HK\$500 is payable