BASIS® APPROVED TRAINERS
CRITERIA FOR MEMBERSHIP

WHO IS ELIGIBLE FOR MEMBERSHIP?

BASIS Approved Trainer / Training Provider membership is for individuals and organisations wishing to provide training for BASIS courses. Membership requires the nomination of an individual because the skills and knowledge required to be a good trainer / training provider are personal to individual trainers / training providers and are therefore transferable, if a person changes location or job. In every case the nominated individual will be responsible for results of BASIS examinations organised or trained by them.

HOW DOES A TRAINER OR TRAINING PROVIDER QUALIFY?

A) Approved Trainer status will in future be judged using the following criteria:

1. **CANDIDATES' RESULTS**
   Achievement of satisfactory exam results from those candidates put forward for examination as a result of training. Satisfactory exam results means that the marks for all candidates linked to that Trainer / Training Provider should be no lower than 10% below the BASIS national average results for that examination. The 10% margin is built in to provide for the eventuality that a group may have a number of less able candidates. Clearly the target will be for all examination marks to be above the BASIS national average mark in each exam.
2. **CANDIDATES' FEEDBACK**
   No substantiated negative feed-back about the Trainer / Training Provider has been received by BASIS from candidate feedback.
3. **EXAM CHAIRMAN FEEDBACK**
   No substantiated negative feed-back about the Trainer / Training Provider has been received by BASIS from the Exam Chairman.
4. **INDIVIDUAL TRAINER ASSESSMENT**
   Where results are giving cause for concern BASIS may attend courses and evaluate trainers' capability.
5. **COMPLIANCE WITH BASIS ADMINISTRATION PROCEDURES**
   The provision of professional administrative support from the Trainer / Training Provider in relation to all BASIS training involvements.

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6. **CODE OF ETHICS**
   Adherence to the BASIS Approved Trainer – Code of Ethics.
7. **AUDIT**
   Agreement for BASIS to audit any training event or training programme as long as reasonable prior notice is given to the Trainer / Training Provider.

B) For new Trainers / Training Providers not having previously worked with BASIS, or working with BASIS for less than 1 year, the following criteria for membership apply.

1. At least 2 years post graduate experience in the sector identified and selected for training provision.
2. Relevant academic qualifications or relevant experience in the sector identified.
3. Relevant qualification or experience as a Tutor / Teacher / Training Provider.
4. Two independent references regarding character, ability and suitability to be a BASIS Approved Trainer / Training Provider.
5. Acceptance of the BASIS Approved Trainer – Code of Ethics.
6. Agreement for BASIS to audit any training event or training programme as long as reasonable prior notice is given.
7. The provision of professional administrative support from the Trainer / Training Provider in relation to all BASIS training involvements.

BASIS Approved Trainers / Training Providers may be from any background, and BASIS operates an equal opportunity policy and will not tolerate discrimination in any form. The criteria set out above will be the determining issues for membership. The approval or otherwise of membership will be at the sole discretion of BASIS and its Executive Officers.

CRITERIA FOR CONTINUATION OF MEMBERSHIP

For membership to continue once approved then criteria A: 1, 2, 3, 4, 5, 6 & 7 listed above will apply.

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