



TRAINING RECOGNITION

General Requirements

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1 Foreword

A strategic priority for the ASFP is the introduction of a competence pathway that will ensure the ongoing competence of organisations and individuals working in Passive Fire Protection. A key underpinning of the competence pathway is the maintenance of a framework of competencies for all activities undertaken across the industry, and the validation of individual competence against this framework. Part of evidencing competence is the completion of training that meets quality benchmarks and is mapped to the framework.

Training Recognition is a standalone service offered by the ASFP within the competence pathway. Broader context on the competence pathway and the ASFP's Approach to Competence is detailed elsewhere.

This document defines how the ASFP will recognise high-quality third-party training and incorporate it into the ASFP competence pathway. This document should be read alongside separate descriptions for provider and programme recognition, each supported by a number of more detailed documents. Where there is a conflict between this document and any supporting information, the details here will take precedence.

2 Purpose

While it is not possible to demonstrate competence through training alone, training input is a core method of developing knowledge and skills and hence central to evidencing competence of individuals. However, to be relevant to competence training delivered must be sufficient to cover specific areas of the competence framework and demonstrate a degree of neutrality, as well being technically accurate and of high quality.

Training is offered directly by the ASFP as well as by product manufacturers, third-party providers and on-the-job training within organisations. The goal of the ASFP is to collaborate with all providers to ensure there is a single standard of competence agreed across the industry. To facilitate this for training delivery the ASFP will recognise training delivered by third parties, as well as ensuring its own training meets the same quality bar.

3 Scope

ASFP Training Recognition applies to training and assessment in Passive Fire Protection delivered by third parties only. Nationally recognised qualifications are developed against industry standards and will be mapped to the framework of competencies outside this process, therefore being incorporated into the competence pathway. Courses that are already quality assured to an industry-recognised standard may be accepted into the competence pathway without requiring additional Training Recognition by the ASFP.

Training developed and delivered by the ASFP will be outside the scope of this process, with ASFP internal processes ensuring that ASFP training meets similar requirements. Recognised providers will have no rights or expectations to ASFP courses.

For the avoidance of doubt, all training that undergoes this process will remain the property of the relevant third-party and the ASFP will make no claim over the courses. Providers will be entitled to

make use of relevant logos and marks issued by ASFP for as long as they fulfil the requirements of recognition.

4 Key Principles

The following guiding principles have been adopted for recognition of training by the ASFP:

- ASFP will recognise training offered by third parties that is submitted for recognition, by applying a consistent, independent process to all applications.
- Formal qualifications and training offered by other industry-accepted mechanisms will be accepted by virtue of inherent quality assurance mechanisms applied.
- ASFP will not recognise, endorse, promote, or offer for sale, training delivered by third parties (including members) that does not complete the agreed process.
- Any third-party provider may submit a course for recognition, where it will be examined to ensure that:
 - The training method, materials and any assessments included are appropriate
 - Trainers are capable and relevant to the course material
 - Training content is technically correct
 - The course is kept up to date and current
- Larger providers and training centres may apply as an organisation. ASFP will recognise capability to deliver training in a specified area, allowing a simplified process to be applied to the organisation's courses. Organisation / centre-based recognition will examine the policies and processes of the relevant organisation and sample relevant training in each area offered, to ensure a robust approach to:
 - Course definition, creation, and review
 - Selection of appropriate trainers
 - Providing technical expertise and ensuring all training content is technically correct
 - Centre management
- All training provision will be matched against the ASFP framework of competencies and appropriate registration categories allocated.
- All individuals completing an approved course should have their course completion registered on the ASFP individual competence register
- Recognised organisations will be able to use the ASFP Recognised Provider logo. Recognised courses will be able to ASFP recognised programme.
- ASFP will maintain a published list of providers and courses.

5 Recognition areas

Recognition will be a process-driven approach to ensure findings are an objective assessment against established, published criteria. The detailed criteria are included in the separate descriptions for provider and programme recognition and may vary depending on the nature of the recognition required. These criteria will address three critical areas:

- a) Does the programme meet the required quality:
 - Is the delivery mechanism suitable for the nature of the topic?
 - Does the content deliver on defined learning objectives?
 - Are the training staff, facilities, and equipment suitable?
- b) Is the content technically accurate:
 - Are there any technical errors in the content?
 - Does the programme present recognised best-practice techniques, meeting relevant standards, regulations and legislation?
 - Is the technical content presented in an un-biased fashion?
- c) Does the programme support activities within the competence framework:
 - Does it map to one or more groups of statements within the competence framework?
 - For each topic, does the programme include sufficient content?
 - Is the programme presented with a degree of neutrality as defined within the competence pathway?

It will be necessary for providers to demonstrate compliance with each of the relevant criteria in order to be recognised. Recognition may be limited in scope, either in terms of technical specialism or the nature of delivery.

6 Recognition process

Where possible the recognition process will be a supportive and collaborative approach, focussed on working with providers and other organisations to ensure a common goal of high-quality delivery is established. The recognition process is designed to be focussed on the requirements of the passive fire protection industry. This means that a significant degree of flexibility will be incorporated, allowing for different parts of the industry to coalesce within a common structure.

The detailed recognition process will vary depending on the nature of the programme and recognition being sought. There will be two approaches to recognition, one for individual programmes suitable for smaller providers, individual trainers, and those with only a small number of courses. An alternative, provider-based approach will be available for larger providers and training centres with existing staff and processes.

6.1 Activities

The following activities will always be involved in the recognition process.

6.1.1 Application

It is expected that the submitting provider will make an initial application, demonstrating compliance with all the relevant criteria and supplying supporting evidence as appropriate. Providers may be supported by ASFP representatives to complete the application, who will validate that the application has been completed and submitted correctly.

6.1.2 Expert assessment

ASFP-appointed experts (who may be ASFP officers or staff, or external contractors as appropriate) will undertake an objective assessment in defined areas. The expert will review information submitted and work with the company to ensure they meet the specific criteria. They will then produce a short report summarising their findings in this area.

6.1.3 Recognition panel

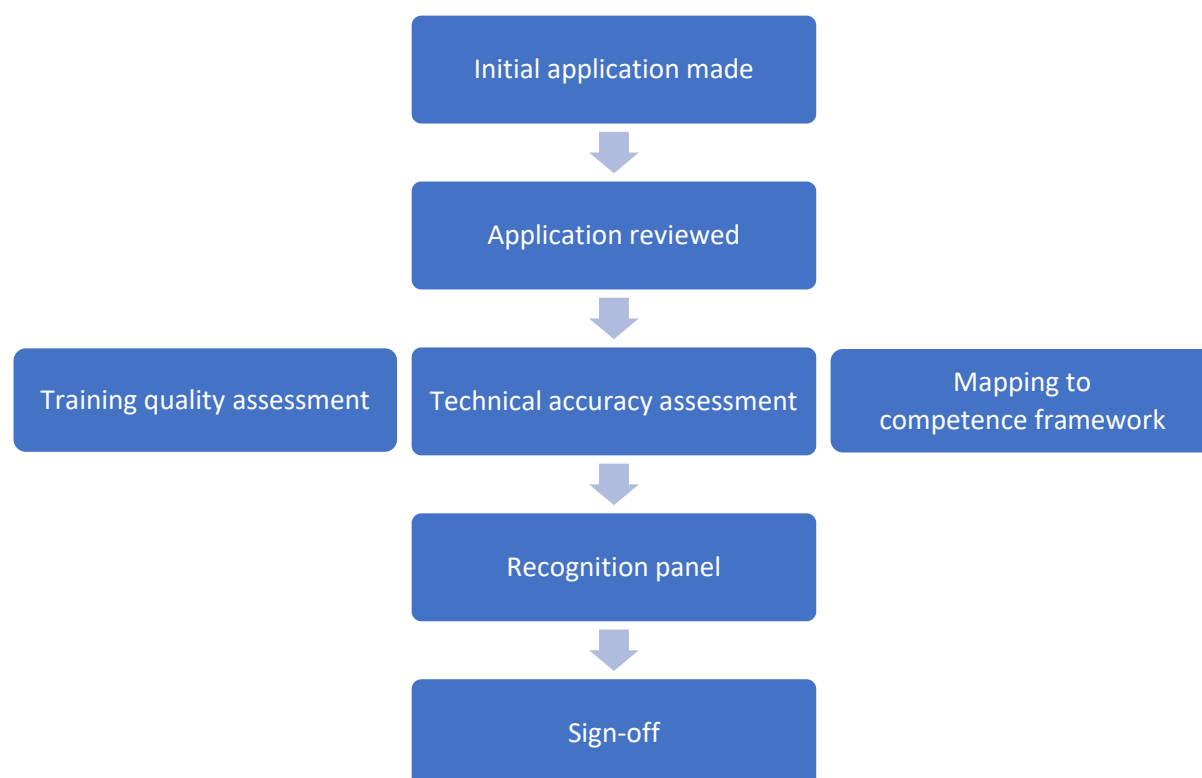
A recognition panel will be formed of relevant technical experts drawn from ASFP, its membership and other interested parties as appropriate. Membership of a particular panel will be determined by the ASFP on a case-by-case basis depending on needs of the particular application(s), including to minimise any conflict of interest for panel members and providers. This panel will review applications and make a recommendation on the content, acting on ASFP-appointed expert advice.

6.1.4 ASFP signatory decision

The ultimate decision maker for recognition will be a named signatory within the ASFP, the ASFP Managing Director or another nominated individual. The signatory will act in consideration of the recommendation made by the recognition panel.

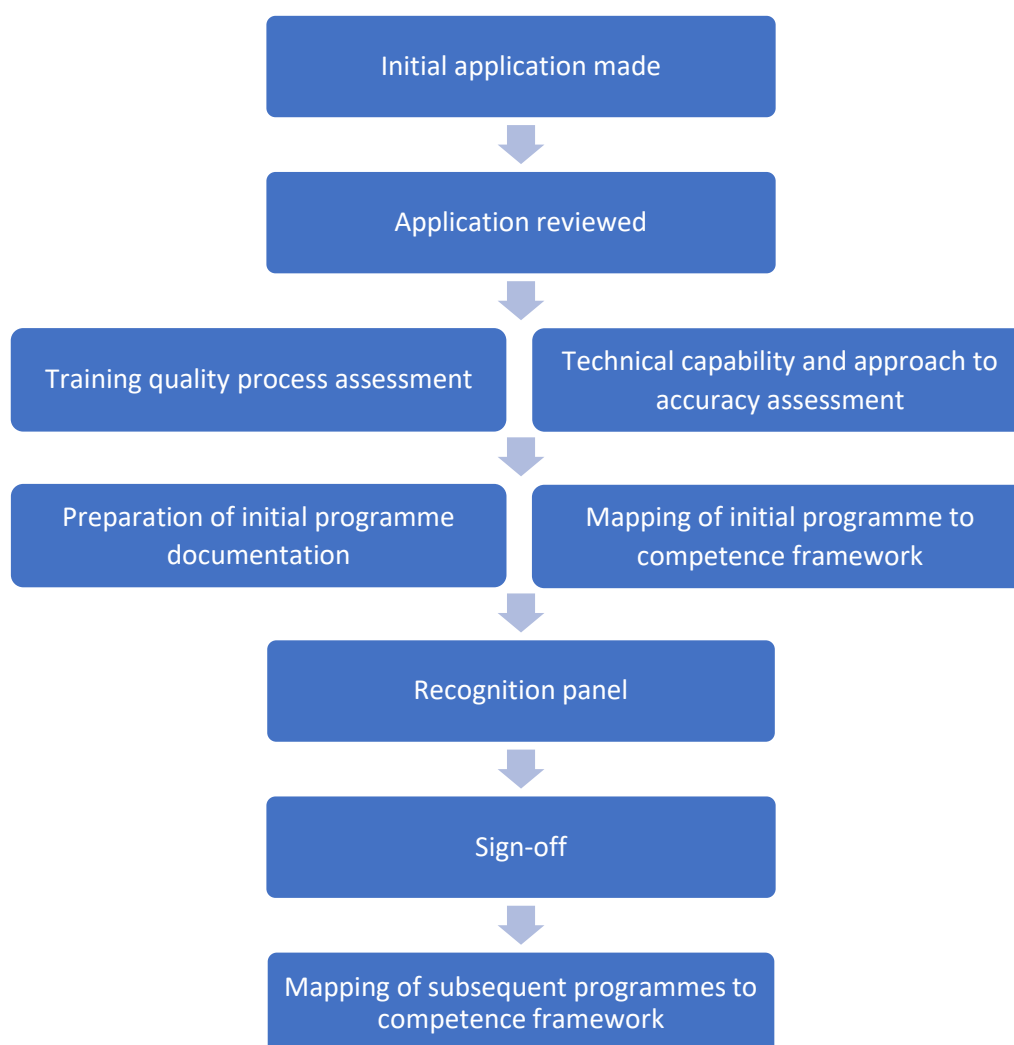
6.2 Programme recognition

Individual programmes may be submitted for recognition by any interested party with an existing programme, or one in the latter stages of development. The following is the outline process for recognising a programme.



6.3 Provider recognition

Providers with multiple programmes may prefer to adopt an organisational recognition model. This will allow the organisation to be recognised for programmes delivered, without having to submit each programme to panel individually. The following is the outline process for recognising a provider.



The intention will be to recognise existing practice, and promote improvement where necessary, rather than mandate a specific approach. Where existing external accreditations or certification exist, these may be used to support the application.

Applications to become a recognised provider must be accompanied by one or more initial programmes to demonstrate application, which will be submitted to the recognition panel as part of the process. Subject to ongoing monitoring, providers will be able to create and amend programmes within the scope of their training quality and technical recognition without further intervention or submission to a recognition panel.

All subsequent programmes will be submitted to ASFP for mapping to the competence framework, which will ensure the relevance, sufficiency, and neutrality of each programme. This will also ensure

each programme is externally reviewed in these highly sensitive areas. For established recognised providers deemed at low risk, this is expected to be a light-touch intervention.

7 Registration of learner completions

It is expected that all providers will maintain records of individuals who have undertaken and successfully completed any recognised programme. This completion should then be recorded on the ASFP individual competence register, allowing it to be used as part of an individual's validation of competence.

To facilitate recording on the register learners must create an account on the ASFP website, which may be linked to an ASFP member or a "guest" account otherwise. Providers will be given access via the ASFP website to upload course completions directly to learners' records.

8 Renewal

Recognition will initially be valid for a period of one year, which may ordinarily be renewed without resubmission to a recognition panel.

For programmes recognised via programme recognition, renewal will be by following an administrative process to ensure the programme remains relevant and compliant with the established benchmarks.

Providers will maintain their recognition for as long as they continue to be subject to the ongoing monitoring activities, which will include an annual review with the provider. Providers deemed at higher risk, with a number of non-conformances, may be subject to closer monitoring, including the requirement for reviewing each programme separately before launch.

Where there are significant changes, or a provider is deemed to be in significant contravention of scheme, the ASFP may refer the recognised programme or provider to panel for further consideration before renewal.

9 Communications requirements

The following marketing assets will be maintained, and may be used by providers with the relevant recognition:

- The term "ASFP Recognised Provider" and supporting logo
 - Only for use by organisations completing provider recognition
- The term "ASFP Recognised Programme" and supporting logo
 - For use by programmes that have completed programme recognition
 - For use by programmes offered by recognised providers that have completed mapping to the ASFP framework of competencies

ASFP will list all recognised programmes on an ASFP website and, where appropriate, embedded within the framework of competencies. This will allow potential customers to confirm the programme is recognised, and to search for relevant programmes to support their individual competence journey.

The use of marks and other communications will be monitored by the ASFP, and be subject to terms and conditions to protect the interest of the ASFP and other recognised providers.

10 Leaving the scheme

A provider may withdraw from their recognition at any time, by notifying the ASFP of their intention in writing and providing no less than 30 days' notice. Providers must stop using any ASFP marks in the promotion of their courses from the point of notifying the ASFP of their intention to withdraw from their recognition.

Learners who have completed courses before the point of withdrawal, or after this point if their starting the course was dependent on the recognition, must be granted the opportunity for their course completion to be recorded on the ASFP individual competence register. All such courses must be delivered in accordance with the materials and processes contained within the recognition.

Completion records submitted to the register will remain with the individuals' record and will not be removed on the withdrawal from recognition.

11 Appeals

A provider may lodge an appeal in the event of a negative assessment decision. In the first instance the provider should make an appeal in writing to the ASFP Operations Director stating the reason why they believe the assessment decision to be incorrect. Any written appeals may be sent by email to info@asfp.org.uk or by post to the ASFP Head Office. Any appeals will be acknowledged, investigated and the provider will be notified of the outcome.

Following the outcome of the initial appeal, if the provider is unsatisfied with the outcome and chooses to appeal again they may escalate their appeal by following the appeals process given in Appendix 1 of the [Association Byelaws](#). Any decision following a second appeal will be final.

12 Complaints

In the event of a complaint, in the first instance the provider should contact the ASFP by phone or email where a member of staff will endeavour to resolve the issue.

Should the issue remain unresolved, and the provider chooses to make a formal complaint, the complaint should be made in writing and sent by email to info@asfp.org.uk or by post to the ASFP Head Office. Any complaints will be acknowledged, investigated and the provider will be notified of the progress and outcome of the complaint.

13 Definitions

Accuracy	The degree to which the content of a programme is correct or precise when compared against industry recognised technical standards or best practice.
Competence Framework	The ASFP framework of activities and competencies available at https://asfpindex.org.uk/competenceframework. This is an industry established framework of activities specific to passive fire protection, collated from published sources and ASFP expertise, and validated through groups of industry stakeholders. The Competence Framework consists of Activities specific to passive fire protection across the built environment. Activities are defined through statements of Skills, Knowledge, Experience or Behaviour, which are arranged into groups for ease of management and mapping to other programmes.
Course	A programme of learning with defined outcomes and objectives to teach specific skills or knowledge relevant to a particular job or activity. Training courses are traditionally shorter in duration with a defined syllabus and delivered through a series of lessons or other inputs. The term may be used interchangeably with “programme” in many cases, although a programme may also consist of multiple short-courses, potentially with other forms of development or assessment.
Neutrality	The degree to which the content of a programme presents an impartial position in delivery, assessment, or other communications activities. Neutrality can be demonstrated by presenting information in an unbiased fashion and does not require (subject to the constraints of accuracy, relevancy and sufficiency) the inclusion of alternative or competing methods or products. For example, a programme covering a particular method or the use of using a particular product would not be expected to include alternatives to meet a bar for neutrality. However, if the programme considered only the advantages of the chosen approach, and only the disadvantages of all alternatives, this would be considered to have a lower degree of neutrality.
Programme	Any programme of learning, development or assessment that may be considered for Recognition, irrespective of its content, delivery format or structure. The term may be used interchangeably with “course”, although this service adopts the term “programme” to indicate the breadth of potential recognition options.
Provider	An organisation responsible for the delivery of one or more programmes.

Relevance	The degree to which the content of a programme may be considered relevant to those undertaking activities within passive fire protection. This is indicated by a mapping to statements of Skills, Knowledge, Experience or Behaviour, as defined within the Competence Framework.
Sufficiency	The degree to which the content of a programme provides sufficient input or assessment for the programme to have value to those undertaking activities within passive fire protection. This is indicated by mapping to groups of statements defined within the Competence Framework. A programme may include additional content outside the definitions of the Competence Framework, but they must provide content for ALL the statements in a selected group to be considered sufficient in this group.
Technical	In this context, technical refers to the specifics of passive fire protection as it may be understood within the domain or activity under consideration. It is expected that any technical details would be contained with a published national or international standard, best practice guide such as an ASFP Colour Book, or another source, although technical expertise may exist outside of these structures.

14 Version history

Issue	Section	Amendment Summary
1	All	Initial release