

Accreditation framework

The EESB accreditation framework is designed to provide a consistent and clear guide to the standards we expect from the learning we accredit. The framework currently consists of three levels depending on the level of accreditation the learning seeks to provide. These are divided into the following categories:

- Course, this represents all structured learning. Any teaching that is delivered, no matter how short or straightforward should reach this mark. Although we use the term course, it could refer to any other type of structured learning also.
- Certificate, this represents courses that offer the student some kind of certification to say that have completed the learning. This recognises that a formal certificate carries a level of authority and responsibility that must be upheld.
- Diploma, this represents more in-depth learning in which the student will receive a more formal qualification.

This framework is published publicly as part of our Open Standards Initiative to improve consistently across CPD accreditation providers.

	Course	Certificate	Diploma
Teaching standards			
Teaching qualifications	Teachers should have appropriate and up-to-date qualifications based on the best practice standards for their industry and subject.		
Structure	Learning is structured, with clear a clear learning outcome and syllabus.		
Correctness	Knowledge is correct and up-to-date. Teaching is permitted on dated material where this is made clear. For example, a course could be on Microsoft Excel 2016, as long as it is billed as “Excel 2016” and not simply “Excel”.		
Teaching delivery			
Clarity of materials	Any materials provided must be clear and understandable. In the case of specialist knowledge, it must be understandable to the typical student enrolling on the course and not the general public. For example, a physics extension course must be clear and understandable to a physicist but not necessarily someone who has never studied physics before.		
Written language	Language is clear and free from spelling and grammar errors.		
Spoken language	Spoken language is fluent.		

	Course	Certificate	Diploma
Accessibility			
Printed materials	Printed materials should be made available in electronic form to students with special learning requirements.		
Digital materials	Digital materials should comply with WCAG guidelines for AA compliance.		
Video content	Audio and video content should include subtitles and/or transcripts.		
Feedback and assessment			
Contact time	No access to teaching staff is required.	Students have the ability to contact teaching staff and ask questions.	
Assessment	No formal assessment is required.	Formal assessment that the	Formal assessment that the student has understood the concepts will take place, typically reviewed by teach staff.
Recognition			
Minimum study time	None	2 hours	10 hours
Formal recognition	Courses of this level are not allowed to provide formal recognition.	Courses may provide a certificate of completion.	Courses may provide a qualification containing the word diploma.