

# The Introductory Guide to



## ACCREDITATION

## For Trainers

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This brief guide aims to give you all the information you need to help you decide whether Accreditation is for you. It starts by giving you a summary of the Accreditation Programme, then goes on to cover the core application requirements, the application timings, ongoing requirements, investment and, if you're ready to apply, a brief overview of what you need to submit.

## 1.0 Summary of ANLP Accreditation Programme

### 1.1 Why join the ANLP Accreditation Programme?

The ANLP Accreditation Programme is an independent peer reviewed scheme monitored by ANLP. The value of having ANLP accreditation is that you can

- ✓ Increase confidence in your potential clients and give them additional reasons for choosing your training
- ✓ Demonstrate your commitment to best practice by delivering externally accredited programmes
- ✓ Generate more public trust in your services
- ✓ Meet your clients' requirements for quality assurance by having independent external verification for your courses

### 1.2 What does ANLP Accreditation involve?

ANLP Accreditation involves an initial application process, followed by an ongoing commitment to the ANLP Accreditation Programme. Once your application has been approved, you will be responsible for internally monitoring and evaluating your trainees on every course to ensure they meet your standards. You will then submit a pre-agreed number of assessment, monitoring and evaluation reports from every course to ANLP annually for review by one of ANLP's independent external verifiers.

ANLP will issue ANLP Accredited Certificates (or, in the case of co-accreditation with another awarding body, ANLP Accredited Seals). These will be uniquely numbered and allocated to each successful trainee and recorded on the ANLP central Accreditation Register.

### 1.3 How do I apply for ANLP Accreditation?

After deciding that you would like to become an ANLP Accredited Trainer simply complete the following steps:

- ✓ Check you meet the core criteria and understand the basic application requirements
- ✓ Ensure you can meet the time schedules and ongoing commitment
- ✓ Review the ANLP Accreditation Programme Guide
- ✓ Complete the ANLP Accreditation Programme application form
- ✓ Submit the application form to ANLP, together with all your supporting documentation and your non refundable deposit payment to cover admin and external verifier fees.



Once your application has been checked for completeness, it will be internally reviewed and then passed to one of our independent external verifiers. As part of that process, you will be interviewed by the external verifier – for convenience, this interview can be conducted over the phone.

If successful, you will then become part of the ongoing ANLP Accredited Programme and pay the balance to cover your first year's accreditation.

If unsuccessful, feedback and advice will be offered and you will be given an opportunity to reapply at a later date. There is an appeals process available for any applicant who wishes to challenge the decision of the External Verification Panel.

### 1.4 What are the benefits of joining the ANLP Accreditation programme?

Apart from being able to demonstrate your commitment to **best practice** and **quality assurance**, and give your potential clients the **confidence** they need to choose your courses, your ongoing commitment to the Accreditation Programme will also give you:-

- ✓ A market advantage when tendering for Public Sector Work
- ✓ The ability to advertise your courses as being accredited by an Independent Body
- ✓ One year's membership of ANLP at Accredited level (ANLP Membership is included in the annual accreditation fee)
- ✓ Use of the ANLP Accredited logo on your website and promotional materials
- ✓ Exclusive rights to purchase the gold embossed, uniquely numbered Accredited Seals for your certificates
- ✓ Three months free introductory membership to give as a gift to each candidate awarded an Accredited Certificate or Accredited Seal
- ✓ Your own page on the top ten Google ranked ANLP website, in addition to your member's profile
- ✓ Access to the Accredited Trainer Only area of the Forum
- ✓ 50% discount on Rapport advertising
- ✓ One online 30 day text advert across the ANLP website annually

### Ready to learn more?

You like what you've read so far and you're eager to learn more about how you can become an ANLP Accredited Trainer, then read on . . .



## 2.0 Criteria and Core Requirements

All NLP Professional Trainers who wish to receive ANLP Accreditation are expected to meet the following minimum Criteria and Core Requirements:

**2.1 To deliver core NLP courses** i.e. Diploma, Practitioner or Master Practitioner, the training provider must hold an NLP Trainers certificate. *Upon successful application, you will become an 'ANLP Accredited Trainer' and will be able to deliver 'ANLP Accredited Courses'.*

**2.2 Assessment requirements. All ANLP accredited courses** must have at least one method for assessing, monitoring and evaluating the progress of their students. The ANLP Accreditation Programme includes an ongoing commitment to submit a pre-agreed sample of assessment, monitoring & evaluation evidence to ANLP for external verification, before ANLP Accredited certificates or seals will be issued. These will vary from course to course and can include any one of the following assessment methods (please note that this list is not exhaustive, and other assessment methods not specifically listed are also acceptable):

- Practical assignments and projects
- Formal tests and assessments
- Presentations
- Keeping a Diary of learning points
- Undertaking a project
- Case Studies
- Reflective Learning Journal
- Feedback Notes
- Ongoing practice outside of formal training
- Observations of practical exercises

**2.3 Minimum course duration.** To qualify for ANLP accreditation, core NLP courses must be of the following minimum duration:

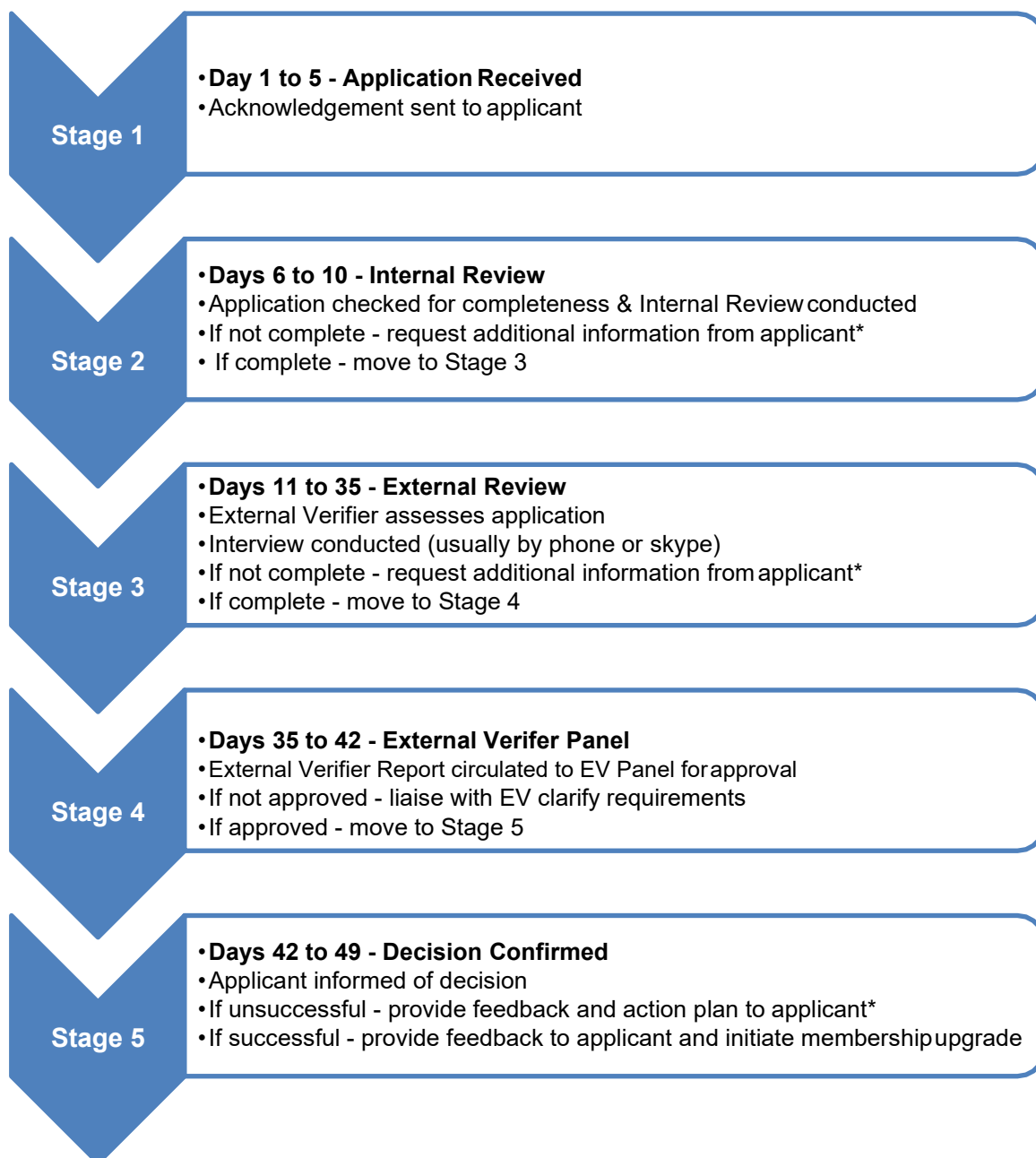
- NLP Diploma course – 20 hours face to face\* training
- NLP Practitioner course - 50 hours face to face\* training
- NLP Master Practitioner course - 80 hours face to face\* training

\* 'Face to face' may include virtual training that meets the ANLP Criteria for virtual training. For further information visit <https://anlp.org/anlp-criteria-for-virtual-training>.



## Application Time Schedule

Once an application is submitted to ANLP, the ideal timetable of events is as seen below (*please note that if the application has to be referred back to the applicant at any stage, this will delay the process*). The availability of the Applicant and External Verifier to carry out the interview may also distort the suggested time plan.



\* Please also note that if an application does have to be referred back, the applicant has a maximum 28 days to respond and deal with the queries raised. Failure to do so will mean a new application is required (and the original deposit will be forfeited).

## 4.0 Ongoing Requirements for Successful Applicants

After achieving ANLP Accreditation, you commit to the following actions:-

### 4.1 Diary of Events

Within 2 weeks of being awarded Accreditation, contact ANLP with a list of all relevant course dates being run in the next 12 months. This allows us to plan when Accredited Seals/Certificates may need to be produced. You should also upload your course dates onto the ANLP Diary of events to maximise publicity. Not only will they appear on the website but they will also be linked to from Rapport magazine.

### 4.2 Candidate Details

As soon as possible after your Accredited Course commences, please contact ANLP with details of the Accredited Seals or Certificates you require and purchase your seals or certificates online. This enables us to prepare the certificates/seals and send them to you in time for course graduation. Remember, all successful candidates on Accredited Courses are entitled to three month's free introductory membership, so it is important to send us the following information:

- Course Title
- Course Completion Date
- Trainer's Name/Training Company
- Candidate Name
- Candidate Contact Details – email, phone & postal address (ANLP provides a template spreadsheet for these details)

### 4.3 Course Evaluation

During each course, you should issue your candidates with an ANLP Course Evaluation Form. This form will just take a few moments to complete and can be returned to ANLP via a freepost address. These forms are a key part of our ongoing monitoring process for Accredited Trainers, so it is important that we received them. Alternatively, this is available online and details will be emailed to your candidates during their 3 months complimentary membership.

### 4.4 Quality Assurance of Courses

Two months prior to your membership renewal being due, you will be contacted by ANLP and asked to submit samples of your own assessment, monitoring and evaluation reports (sample size to be pre agreed with ANLP and is expected to cover approximately 20% of candidates trained). If there is any question around the monitoring and evaluation process, the external verifier will contact you for clarification during this time.

### 4.5 New Courses for Accreditation?

As the popularity of your Accredited Courses grows, you may decide to add additional topics to your accreditation approval. As you are only approved for the courses stated on your Accreditation Contract, any new courses to be added must go through the same approval process. You can do this when your membership is due for renewal and this will be included in your annual Accredited Trainer fee. However, should you wish to add courses to your accreditation part way through your membership year; this can be done for an additional fee.



## 5.0 So what do I have to invest?

We've kept the investment fee structure as simple as possible.

### 5.1 Initial Application

**Non-refundable deposit** £250  
(to cover administration and external verifier fees) then . . .

**Balance payable** £290  
Payable upon successful application (to cover first year's accreditation and your annual membership).

### 5.2 Annual Renewal Fee

Payable each year (to maintain accreditation and cover the annual review, addition of new courses and your membership) £540

### 5.3 Certification Fees\*

**ANLP Accredited Certificate** £24  
(this covers the cost of providing a 3 month trial membership to all Accredited Course Candidates and maintaining a national database of candidates achieving ANLP Accredited Courses). Or you may prefer:-

**ANLP Accredited Seals** £20  
(an alternative to certificates, for trainers offering co-accreditation with another awarding body)

*\* Please note: Purchase of uniquely numbered ANLP Accredited Certificates or Seals forms part of your Accreditation Contract with ANLP. If candidates are not provided with ANLP Certificates or Seals, then the course they have attended cannot be described as ANLP Accredited.*





## 6.0 How Do I Apply?

### 6.1 Am I Ready?

So you've read this far and you want to receive the benefits that Accreditation can give you. If you can answer yes to all of the following questions, then you're ready to apply:-

- Do my skills and qualifications meet the core criteria for being able to deliver NLP Courses?
- Do my NLP Courses meet the core criteria in terms of minimum hours? (not applicable to NLP Related Courses which are more flexible)
- Can I meet the time requirements for application?
- Am I willing to commit to the ongoing requirements which will form part of the Terms and Conditions of Accreditation?
- Am I willing to commit to the Investment Fees?

### 6.2 What do I need to do?

Your next step is to contact the Accreditation Manager and register your interest in applying for Accreditation. You will then be sent the full application form and an application guide which gives specific details of the application requirements. Email or call us now to register your interest:-

**email: [accreditation@anlp.org](mailto:accreditation@anlp.org) or telephone: 0203 051 6740**

### 6.3 What do I need to have?

Now, start to gather together the evidence you will need to support your application, this should include the items in each category below:-

- **Business Information** – who you are, which courses you wish to have accredited etc.
- **Personnel information** – including Trainers CV's, copies of relevant training qualifications, copies of NLP Certificates, evidence of CPD undertaken in the last 12 months.
- **Evidence of Insurance** – including Professional Indemnity Insurance or evidence that adequate cover is in place in the event of any claim.
- **Copies of Promotional materials** – such as flyers; brochures; web site etc.
- **Admission Policies & Pre-screening Procedures** – such as admission procedures; pre-screening questionnaire; contracts & disclaimers; relevant policies including Health & Safety guidelines; Equal Opportunities and Disability Discrimination policies.
- **Copies of delegates' course materials** for each course to be accredited.
- **Course Structure & Delivery** - course overviews, aims & objectives, learning outcomes, session plans, course timetables, frame for learning, including accommodation of all learning styles, promotion of self responsibility.



- **Assessment, Monitoring and Evaluation** - encouraging self development, examples of monitoring and evaluation criteria used for your students e.g. practical assessments, assignments, presentation, diary, case study, reflective learning journal, feedback notes and observations etc, processes for course evaluation and feedback, to include 6 copies of student feedback forms, details of ongoing support/CPD.

**That's all there is to it! Just contact the Accreditation Team today and request your application pack. And, in 8 weeks you could be reaping the benefits of being an ANLP Accredited Trainer . . .**

- ✓ A market advantage when tendering for Public Sector Work
- ✓ The ability to advertise your courses as being accredited by an Independent Body
- ✓ One year's membership of ANLP at Accredited level (ANLP Membership is included in the annual accreditation fee)
- ✓ Use of the ANLP Accredited logo on your website and promotional materials
- ✓ Exclusive rights to purchase the gold embossed, uniquely numbered Accredited Seals for your certificates
- ✓ Three months free Introductory Membership to give as a gift to each candidate awarded an Accredited Certificate or Accredited Seal
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