

Information about the organisation:

1. Relationship with other organisations:

Is part or all of course provision delivered by another organisation?

Does the country have an IFMGA or UIMLA organisation also?

2. Statistics

Significant dates (e.g. Federation inauguration)

Numbers of members in listed organisation(s)

Average numbers of candidates undertaking assessment annually



Section A: Documentation

Governance (Generic information for multiple schemes is acceptable):

- Details of the federation (and the organisation managing training, if delegated to a third party)
- Rules and regulations
- Decision-making responsibility for qualification (Programme management/development)
- Procedure for dealing with complaints and appeals
- Scheme review system

Quality Assurance system (Scheme-specific):

- Description of the qualification
- Definition of the qualification holder's role
- Definition of the limits of the qualification (remit/scope)
- Candidates' pre-training requirements
- Syllabus and handbook
- Teaching material (normally in "home" language unless clarification required by TSP in English)
- Appointment method for first tranche of trainers: "grand-father clause" or equivalence process (e.g. training through another federation, preferably UIAA accredited)
- Delivery of courses:
 - Run directly by federation (trainers)
 - Franchised to provider organisation
 - Staffing: ¹job descriptions and selection of:
 - trainers
 - assessors
 - (mentors if applicable)

Ratios (number of candidates per trainer/assessor)

Terrain requirements for practical components of course(s) (at least 70% of course)

Facility requirement for classroom components of course(s) (maximum 30% of course)

Length of courses _____

Training methods _____

Assessment methods _____

Recording of evaluation results for assessment

Revalidation process and/or CPD provision and requirements

For leaders/instructors

For trainers/assessors (e.g. updating on scheme modifications, new information etc)

Other administration (Generic information for multiple schemes is acceptable)

Database – recording of information about:

Candidates

Trainers (including trainer training)

Assessors (including assessor training)

Courses

Moderation

Insurance:

Requirements/information on 3rd party liability for administrators, trainers, personnel

Requirements/Information members' accident insurance

¹ Normally this is included in a Provider and/or Trainer manual



Section B: Practical Delivery questions that our validator will inspect

9. Top priority questions:

Does course provision match the standards set by the documentation?

Acceptable level of safety observed on course?

10. Specific Details (note: normally an accreditation visit is required)

Description of terrain used for course

Weather conditions during course observed

Candidates with appropriate experience and skills, who are fit to be trained and assessed

First Aid training - either integrated or external provision

First Aid equipment

Competent senior instructors

Adequate facilities (accommodation, lecture facilities etc)