

## Accredited Professional Development Centre Standards

Standard	Description	Evidence / measure
<b>Quality</b>	<ul style="list-style-type: none"> <li>➤ Up-to-date teaching materials</li> <li>➤ Adequate learning support facilities</li> <li>➤ Suitable teaching premises</li> </ul>	<ul style="list-style-type: none"> <li>➤ Sample course material</li> <li>➤ Provision of computers, libraries, private study rooms</li> <li>➤ Appropriately sized teaching/lecture rooms</li> </ul>
<b>Professional</b>	<ul style="list-style-type: none"> <li>➤ Advocate of professionalism</li> <li>➤ Financial integrity</li> <li>➤ Professional &amp; ethical approach</li> </ul>	<ul style="list-style-type: none"> <li>➤ Health/safety policies</li> <li>➤ Student support service</li> <li>➤ Course rules and regulations</li> <li>➤ College complaints procedure</li> <li>➤ Recent financial statement</li> <li>➤ Moderation processes</li> </ul>
<b>Credibility</b>	<ul style="list-style-type: none"> <li>➤ Appropriately qualified teachers</li> <li>➤ Competent teachers</li> <li>➤ Teachers maintain competence</li> <li>➤ Monitoring of teacher performance</li> <li>➤ Professional development for staff</li> </ul>	<ul style="list-style-type: none"> <li>➤ Teaching/industry qualifications</li> <li>➤ Professional body membership</li> <li>➤ Quality assurance policy and procedures</li> <li>➤ Teacher performance assessment, development and review</li> <li>➤ Employer links</li> </ul>
<b>Course delivery</b>	<ul style="list-style-type: none"> <li>➤ Appropriate technical level</li> <li>➤ Appropriate use of language and style for audience</li> <li>➤ Learning Objectives identified and clearly communicated</li> <li>➤ Detailed knowledge of course content</li> </ul>	<ul style="list-style-type: none"> <li>➤ Sample course material &amp; course description</li> <li>➤ Ability to explain insurance/financial services terminology / relevant facts</li> <li>➤ Sample course/lesson plans</li> <li>➤ Results of teacher observation/performance and development review</li> </ul>
<b>Effectiveness</b>	<ul style="list-style-type: none"> <li>➤ Structured and focused teaching</li> <li>➤ Course evaluation</li> <li>➤ Robust record keeping</li> <li>➤ Course management</li> </ul>	<ul style="list-style-type: none"> <li>➤ Sample course/lesson plans</li> <li>➤ Record keeping processes</li> <li>➤ Students attendance sheets</li> <li>➤ Student feedback forms</li> <li>➤ Details of course administration personnel &amp; their responsibilities</li> <li>➤ Course rules &amp; regulations</li> <li>➤ Examination success rates</li> <li>➤ Training observation</li> </ul>