

The IAM Endorsed Training Provider (ETP) Scheme

General Guidance Notes

March 2015

Part 1: Definitions

CF	The IAM Competences Framework Version 3.0 (Revised June 2014): see also www.theiam.org .
Client	The organisation/individual receiving training or services from the ETP.
CoP	IAM Code of Practice for the Endorsed Training Scheme.
ETP(s)	Endorsed Training Provider(s) appointed the IAM under this Scheme by The Institute of Asset Management (including IAM Trading Ltd).
IAM	Institute of Asset Management
Schedule	The Training Course Requirements (referenced document).
Scheme	The IAM Endorsed Training Scheme.

Part 2: Introduction

- 1 The IAM seeks to promote adoption of asset management and support the adoption of good practices and in particular the development of asset management systems that conform to ISO 55001:2014 and/or PAS 55: 2008.
- 2 As part of this strategy, IAM wishes to encourage suitable training providers to deliver courses that address training requirements the IAM has identified. These training requirements are based on Version 3.0 (June 2014) of the **IAM Competences Framework (2012)** which complements the requirements of ISO 55000 and PAS 55:2008; and on the specifications of the **IAM Certificate in Asset Management** and the **IAM Diploma in Asset Management**.
- 3 A training provider may choose to:
 - (i) Offer a selection, or all, of the IAM Modules A1, A2, B1 – B6 only
 - (ii) Offer training aligned to the IAM Certificate and/or IAM Diploma only
 - (iii) Offer IAM Modules (selection or all) plus training aligned to the IAM Qualifications
- 4 The IAM will select and appoint training providers that have been able to meet the requirements of the IAM and will confer the status of Endorsed Training Provider (ETP) to successful applicants.
- 5 ETPs will be granted the right to use such appointment together with the IAM Logo and name to promote these courses (according to usage agreed with the IAM) and the IAM will forward enquiries to ETPs as appropriate to supplement the results of marketing activities of the ETPs.
- 6 The IAM will promote the availability of endorsed training by means of a free listing in the IAM Directory of Service Providers (and in other ways as and when opportunities arise). This listing will be based on text and images provided by the ETP; and links to the ETP's website will be allowed. It is important that the ETP ensures that claims about the company, its staff and services are accurate and measured and that no general endorsement is claimed for unrelated services or products.
- 7 ETPs will be required to issue special training certificates to individuals who successfully complete courses as described in Paragraph 10 below: the certificates will be designed by the ETP and will carry IAM branding as agreed with the IAM and will bear an IAM serial number. **Note that this certificate is NOT the IAM Certificate qualification.**
- 8 Certificates of successful completion of these courses may be presented to support applications for individual membership of the IAM.
- 9 The IAM will retain the copyright in training course requirements. ETPs will retain the copyright in their course materials.

- 10 Training providers approved for ETP status will be required to become Individual or Corporate Members of the IAM, as appropriate, in order to become subject to the IAM Code of Conduct and the IAM Code of Practice.

IAM Training Course Modules

- 11 The IAM has defined training requirements for a programme of two sets of courses containing a selection from eight short course Modules, as follows.
- (A) **Asset Management Principles and Policy** (Modules A1 and A2).
Two introductory Modules intended primarily for Directors and Senior Managers and new entrants to Asset Management Teams respectively.
- (B) **Implementing Asset Management Systems** (Modules B1, B2, B3, B4, B5, B6).
The Modules follow the structure of PAS 55: 2008 and are designed to develop specific knowledge and understanding that is related to the requirements of the IAM Competences Framework, Version 3.0 (June 2014).
- 12 All courses must feature an end-of-course assessment based on relevant requirements of the CF. The form the assessment takes is the choice of the Training Provider.
- 13 There is a Schedule showing the training requirements for each course and this initial programme may be added to or amended, according to demand.
- 14 The Schedule is the basis on which the IAM will select ETPs and assure the quality of course delivery and that course contents reflect best practice. However, it is accepted that some applicants may already offer courses, and will wish to continue doing so, that include material from more than one Module (that is, selected from the eight specified by the IAM). Such courses will be acceptable and will be termed 'Composite Courses', as opposed to 'Standalone Courses', the latter being a self-contained course covering a single IAM Module.
- 15 It is also understood that applicants may wish to issue a single certificate for a Composite Course. This is acceptable to the IAM provided the end-of-course assessment explicitly covers the syllabus of each Module no less thoroughly than would have been the case for a Standalone Course. The fee due to the IAM will be the same as for Standalone Courses, but discounted as indicated in the fee structure (available separately).
- 16 Once an applicant has been granted ETP status the IAM will also consider formally endorsing other existing courses if suitable mapping is demonstrated against the specifications of the CF.

Certificates (*note that this 'certificate' is NOT the IAM Certificate qualification*)

- 17 ETPs are required to design special certificates to be used only for **IAM-endorsed Courses**: the design of the certificate must be agreed with and approved, in advance of it being issued to candidates, by the IAM.
- 18 The certificates will bear IAM branding and will have provision for a space for a unique serial number, this number to be issued to ETPs, for each individual candidate, by the IAM via the IAM Website.

IAM Qualifications: the IAM Certificate and IAM Diploma in Asset Management

- 19 The IAM wishes to encourage training providers to develop courses for intending candidates for the IAM Certificate and IAM Diploma qualifications.
- 20 The IAM will not specify the content of such courses, although training providers will find that the content of the IAM Modules A1, A2, B1-B6 address some of the specifications for the qualifications.
- 21 In addition, training providers will be expected to provide guidance and advice with regard to the IAM examinations for the IAM Certificate or IAM Diploma.
- 22 Training providers wishing to offer training for the IAM Qualifications should complete and return the **Part 3** of the ETP Application Form (V4.1, 10.2014).

Part 3: Term and Assurance

- 23 ETPs shall hold their appointment for a period of 3 years from the formal date of approval, subject to annual review or other evidence of satisfactory performance and adherence to the CoP and the following and the following requirements:
- (i) to provide regular management information to the IAM, as reasonably requested by the IAM;
 - (ii) to allow the IAM to observe the delivery of training courses or inspect assessment records; and
 - (iii) to provide course delegates with IAM promotional material.
- 24 The IAM will operate independent surveys of delegate satisfaction with courses in order to monitor the performance of ETPs. In the event of significant problems arising, the IAM will discuss such problems with the ETP concerned.
- 25 The IAM will review collated delegate feedback regularly with the ETP and the reliability and validity of end-of-course assessments for courses A1, A2, B1–B6 will be subject to IAM verification.

Part 4: Liabilities and Contract

- 26 The IAM does not seek to contract Third Parties to provide training as agents of the IAM. The purpose of the Scheme is both to promote existing good practice and, through explicit mapping to the CF, to ensure relevance and give prominence to those providers able to justify IAM Endorsement.
- 27 Therefore to the extent that the Scheme requires explicit commitments these are mostly embodied in the ETS Code of Practice (CoP). Nevertheless, the Scheme documents taken as a whole shall be deemed to be the basis of any contract in the event of legal action.
- 28 The Scheme does not create any contractual relationship with any Client. The Client's contract and expectations and/or any explicit or implicit agreements lie wholly with the ETP and the Client shall make any complaint or seek redress solely from the ETP. Nonetheless, the IAM shall consider any complaint it receives, or feedback delivered through the assurance arrangements, as part of its ongoing review of ETP appointments.
- 29 The ETP is required to ensure that all Clients understand this relationship and the various obligations of all parties when offering Endorsed Training. During the whole of its tenure as an ETP, the ETP shall provide an obvious and readily accessible hyperlink directly from a relevant part of its Website to the pages on the IAM Website describing the ETS and showing the Scheme documentation.
- 30 The IAM does not accept any liability for direct or indirect commercial or other harm to other organisations or companies arising from application for Endorsed Training Provider status or the award of such status or subsequent removal of such status by the IAM.
- 31 The IAM will use its best endeavours to apply the Scheme fairly and openly in the interests of all parties to develop the scheme in line with the objectives of the IAM.
- 32 The IAM reserves the right to make changes to the Scheme as and when it deems changes to be necessary and appropriate.
- 33 By making an application to become an Endorsed Training Provider any individual, organisation or company undertakes to abide by the IAM Code of Practice.
- 34 The language of all agreements with the IAM shall be English and any dispute shall be governed by the laws of England and Wales and all parties agree to submit to the jurisdiction the English Courts.

Part 5: Further Information

34 Enquiries about the ETP Scheme should be addressed in the first instance to:

ETP Scheme Administrator
The Institute of Asset Management
St Brandon's House
29 Great George Street
Bristol
BS1 5QT
England

E-mail: ETS@theiam.org