

CERTIFICATION MANUAL FOR TRAINING PACKAGES



- CERTIFIED TRAINING MATERIALS
- CERTIFIED TRAINING PACKAGES
- CERTIFIED TRAINING PROGRAMS



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Introduction

We are pleased that you are interested in the International Board of Certified Trainers (IBCT) and our certification programs. The certification of trainers is a major milestone in our field. The profession has the need and obligation to ensure the training professionals meet minimum but high professional standards. To meet this need and obligation, the IBCT has established a credentialing system, which identifies and certifies only qualified trainers, training organizations, materials and training programs.

This manual focuses specifically on **training packages**. This form of certification represents the advanced form of IBCT certification of training materials. It focuses on all components of the training package, i.e. trainee guide, trainer guide, supportive multimedia, and the examination methods and tools.



The main criteria of our checkpoints are the second and third phases of the ADDIE model.

Why should a training organization consider asking for a certification audit of training materials, packages or programs?

- International Distinction
- International recognition for your training program or materials
- Right to use the IBCT hallmark
- Official International Certificate
- Promotion of your training materials via our global campaigns and websites
- Globally brand or rebrand your training programs with IBCT certification

Our certification process is a guarantee to:

- ✓ Attract more international clients.
- ✓ Maintain and increase the quality of a training program
- ✓ Focus on fact-finding & learning
- ✓ Provide honest and objective feedback.
- ✓ Secure a good level of involvement of the staff, management, and trainers.

About IBCT

We are a not-for-profit foundation. As the first certification body in the field of corporate training and workplace learning industry, we offer certification that focuses on sustainable human resource development.

The International Board of Certified Trainers (IBCT) was originally founded in 1988 as a professional association in the United States. Currently, our headquarters are in the Netherlands and we are acting under Dutch and European law. IBCT is aiming at continuously improve the profession of training and talent development and its public perception. We achieve that by developing and disseminating professional HRD standards, conducting the world's best train-the-trainer programs and offering state-of-industry certification services. We have regional headquarters and train-the-trainer partners spread over world.

Mission

We develop and apply the state-of-the-art standards for certifying trainers, training centers and training packages; and we strictly apply them. We provide our clients with distinguishable certification services at the highest quality in the market. Our Services are globally perceived as an opportunity to learn and grow and as an international acknowledgment.

Vision

Our certification standards are the most trusted ones across the globe and our quality hallmarks are to become a global beacon and leading the industry.

Our Belief

Trainers should not be allowed to train until they get prepared for practice.

Standards

Our international standards are based on well-documented, widely-accepted, and highly-cited research studies and proven principles of adult learning.

Certification Services

Besides the professional certification of training materials, packages and programs, the IBCT performs the certification of:

1. Trainers and talent development professionals.
2. Training facilities, training centers and training companies.

In this manual, you will learn more about the process, standards, and the way to apply for IBCT certification for **training packages**.

Code of Ethics & Standards of Professional Conduct

The Code of Ethics & Standards of Professional Conduct shows commitment by its members (individual trainers and/or certified training companies) the obligation of self-discipline above and beyond the requirements of the law. Thus, it notifies the public that members will maintain a high level of ethics and professional service. This proclaims that in return for the faith that the public places in them, the members accept the obligation to conduct their profession in a way that is beneficial to society.

IBCT enforces the Code of Ethics & Standards of Professional Conduct by receiving and investigating any and all complaints of violations and by taking disciplinary action including revocation of certification against any member who is personally found guilty of Code violation. Also, action can be taken against a professional employee or Officer of a Training Consulting organization found to support willfully a practice of Code violation.

It's IBCT's desire, out of respect and confidence of the profession and that of society as a whole that IBCT members maintain the highest possible ethical conduct. The loss of that respect and confidence is the ultimate sanction. IBCT members who don't comply with the Code of Ethics & Standards of Professional Conduct will be removed from the directory of Certified Trainers after an investigation has confirmed a violation of the code.

The reliance of members of private and public institutions of the advice of their training professionals imposes an obligation to maintain high standards and competence. In recognition of the public interest and IBCT's obligation to the training profession, all IBCT members must agree to comply with the following nine articles of professional responsibility.

I. The Code of Ethics

Members and IBCT certified trainers must:

- Act with integrity, competence, diligence, respect, and in an ethical manner with the public, clients, prospective clients, trainees, clients' employees, colleagues in the profession, and other participants in the global HRD markets.
- Place the integrity of the profession and the interests of clients above their own personal interests.
- Use reasonable care and exercise independent professional judgment when conducting training evaluation, providing recommendations, taking HRD actions, and engaging in other professional activities.
- Practice and encourage others to practice in a professional and ethical manner that will reflect credit on themselves and the profession.
- Promote the integrity of IBCT, and uphold the IBCT rules governing IBCT Train-the-Trainer programs.
- Maintain and improve their professional competence and strive to maintain and improve the competence of their clients according to IBCT standards.

Standards of Professional Conduct

Qualifying trainers. As the main believe of the Board is that trainers should be prepared and get qualified based on international standards, we discourage IBCT certified trainers to conduct or participate as trainers in TTT/TOT programs except the ones that certified and supervised by IBCT.

Professional Attitude. The reliance of managers of private and public institutions onto the advice of trainers imposes an obligation to maintain high standards of integrity and competence. In recognition of the public interest and their obligation to the profession, members & trainers must:

- Exercise independence in thought and action.
- Hold the affairs of their clients in strict confidence.
- Continuously strive to improve their professional skills.
- Advance professional standards of training. □
- Treat similarly situated people similarly, while taking account of human, cultural, and other differences.
- Uphold the honor and dignity of the profession.
- Maintain the IBCT standards of personal conduct.
- Promote fair, safe and sustainable learning environment.
- Strive to achieve the balance between interest as a trainer and that of the client.

Independence and Objectivity. Members and trainers must maintain independence and objectivity in their professional activities. They must not offer, solicit, or accept any gift, benefit, compensation, or consideration that reasonably could be expected to compromise their own or another's independence and objectivity.

Misinterpretation. Members and trainers must not knowingly make any misrepresentations relating to training & HRD, recommendations, actions, or other professional activities.

Misconduct. Members and trainers must not engage in any professional conduct involving dishonesty, fraud, or deceit or commit any act that reflects adversely on their professional reputation, integrity, or competence.

II. Conflicts of Interest

Disclosure of Conflicts. Members and trainers must make full and fair disclosure of all matters that could reasonably be expected to impair their independence and objectivity or interfere with respective duties to their clients, prospective clients, and trainees. They must ensure that such disclosures are prominent, are delivered in plain language, and communicate the relevant information effectively.

Referral Fees. Members and trainers must disclose to IBCT and their clients, and prospective clients, as appropriate, any compensation, consideration, or benefit received from, or paid to, others for the recommendation of IBCT services.

III. Responsibilities as an IBCT Trainer

Conduct as a trainer in any training program. IBCT Certified trainers must not engage in any conduct that compromises the reputation, integrity, validity, or security of the IBCT examinations.

Reference to IBCT foundation, the IBCT designation, and the IBCT Training Programs. When referring to IBCT, IBCT membership, the IBCT designation, or candidacy in any IBCT Programs, members and trainers must not misrepresent or exaggerate the meaning or implications of membership in IBCT foundation, holding the IBCT designation, or candidacy in the IBCT Program. They must show the ultimate respect to all IBCT- related issues as well.

Source: www.ibct-global.com www.ibct-mena.com

Training Packages Certified By IBCT

IBCT certification and its hallmark help to ensure that training companies that offer **certified training materials or certified training programs** have a proven track record of the needed expertise to be design and deliver professional training programs and that they can do what they claim they can do.

Each certifying organization must ensure that the certification requirements not only apply to the profession but also the standards are not easily met. The standards for training materials and programs must illustrate an extra high level of performance in skills training. IBCT has the most stringent certification standards in the training and talent development profession. They are grafted on scientific educational development models blended with adult learning principles and the training delivery competencies of the trainer. When auditing training packages we perform intensive quality checks on:

- Suitability and relevance of package training objectives.
- Usage of appropriate training activities.
- Program evaluation methods & tools.
- Availability and quality of trainer's manual.
- Availability and quality of trainee's manual.
- Adequacy of supportive multimedia.

Certification can lead to better visibility, opportunities, and more clients. Credentials are important in today's increasingly complex and highly competitive and globalizing economy. Your companies' training program or materials may deliver the intended learning outcomes to do a job, but how do you convince potential customers that it does? For many professionals training companies, certification is often the answer.

In short, certification of a train-the-trainer program helps to:

- ✓ Focus on delivering skills.
- ✓ Ask before 'the pilot session' an independent experts review from a third party
- ✓ Secure a good level of involvement of the staff, management, and trainers.
- ✓ Attract more international clients.
- ✓ Maintain and increase the quality of a training program
- ✓ Focus on fact-finding & learning
- ✓ Provide honest and objective feedback

Main features of IBCT certified training materials

IBCT Certification of a training material assures its quality regarding the following points:

1. The appropriate balance between the theory and application
2. Adequacy of training activities
3. Suitability of the selected training methods
4. Covering the training objectives
5. Efficient use of multimedia
6. Appearance and printing quality
7. Authorship and copyrights
8. Selecting the most appropriate evaluation methods
9. Applying the adult learning principals
10. Stabilizing the quality of program delivery over successive runs

The Process at a Glance

After the organization has submitted a request for a certification audit for training packages, IBCT starts the audit process.

The info-graphic at the next page provides an overview of the process.



Certification of Training Packages

Certified by IBCT
The Process at a glance



1. REQUEST AND STANDARDS

Send an official request to certify your training package and download/ask for the standards.



2. APPLICATION

Fill in the application form, attach the required documents, sign it and mail it to the IBCT. Invoicing and payment.



3. AUDIT TEAM

IBCT compiles an audit team and propose them to the client for approval.



6. PACKAGE AUDIT

The audit team studies the training package (trainer's Guide and trainee's Guide, supportive multimedia and evaluation methods) and prepare questions, have three conference call meetings, request for additional information (if needed), write the report and advice the board.

5. EXPERTS ADVICE * * Optional *

If requested, IBCT assigns an expert(s) that helps with the formatting of the materials to get it to comply with the IBCT standards. This optional coaching and advice will take three working days, at least, from the expert(s).

4. SELF ASSESSMENT

The client mails a self-assessment, the required documents together with the certification portfolio.



7. DECISION AND FINAL REPORT

After the considering all the comments in the audit report, the Board will certify the training package.

MAIN CRITERIA AND STANDARDS AT GLANCE

- Designed & developed based on valid training need analysis and/or professional competence profile.
- Designed and developed with clear learning objectives, assessment instruments, didactical analysis, appropriate training methods and training activities, content, subject matter analysis, lesson planning, and multi media selection covering the training objectives.
- Applying effective training evaluation.
- Authorship and copyrights.
- Balance in targeting knowledge, skills & attitudes that TNA revealed.
- Presence of Trainee's & Trainer's guides, supportive media & evaluation

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Call +31 103400116 (GMT+1) or email: info@ibct-global.com

IBCT Fees

The IBCT certification audit fee for training materials, packages and programs is depending on multiple variables. Please contact our office to request for a tailor made proposal.

Summary

In an industry that is saturated with countless training companies and trainers, people need to identify those training providers that can really perform **effective training programs**. Only the best in the industry can meet the highest quality standards and qualify their program as “IBCT Certified Training Package”.

Organizing and executing training programs is demanding and brings responsibilities. By achieving IBCT certification, the training company has demonstrated they provide only the highest quality service and stand as a leader in the industry. By displaying the IBCT hallmark, training companies stand out from the pack.

Clients and trainees can feel confident that they have chosen a competent partner that is guiding them for the professional journey ahead with pre-checked programs and approved training materials.

Contacting IBCT

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