

Mercurius Politicus.

The Quality Mark Offer

Our Quality Marks allow organisations to achieve external recognition of their commitment to standards that lead them to offer high quality training activities. They allow delegates to choose training activities bearing the Quality Mark logos with confidence, safe in the knowledge that they have been well planned and externally quality assured.

Increasingly (across all sectors), both professional and industry bodies require practitioners to complete specified amounts of annual training to ensure that they remain current in their professional knowledge/skills. The Quality Mark offers a structured and transparent framework for the recognition of training activities that delegates and employers can trust.

What does the Quality Mark mean for delegates and employers?

- confidence that an activity has been evaluated by an external third party
- certification from a national awarding organisation on completion of the activity/course
- reassurance that the activity/course they have undertaken is subject to external quality assurance processes
- confirmation that the activity/course has been carefully designed and planned

We have a range of Quality Mark products available, to find out more click one of the following links.

- Quality Focused Organisation

Who is this for?

This product is suitable for an organisation wishing to offer a wide range of development activities as it licences organisations to offer MERCURIUS POLITICUS Awards Validated Development activities.

This Quality Mark is only awarded to organisations that have a proven record of rigorous standards of internal quality assurance that lead them to offer high quality training activities for their delegates. MERCURIUS POLITICUS Awards staff will work with the organisation to support them to further enhance the quality of their provision and may offer support in activities such as standardisation, verification and observation of delivery staff. Quality Focused

organisations receive a wall plaque to enable them to draw attention to their commitment to standards. Approval is valid for two years.

How do we apply?

Organisations wishing to become a Quality Focused Organisation will be required to complete a robust application and validation process through which they must evidence that they have:

clear policies, processes and procedures and can demonstrate that they are followed in the design, approval, planning, delivery and quality assurance of their training courses

- processes to obtain and use feedback from delegates to inform internal quality assurance
- a culture of continuous professional development for its staff
- a commitment to continuous improvement

What are the benefits of becoming an MERCURIUS POLITICUS Awards Quality Focused Organisation?

QFOs are entitled to a range of benefits and support:

initial business planning meeting with MERCURIUS POLITICUS Awards staff

- the use of the MERCURIUS POLITICUS Awards Quality Mark Logo in marketing/ promotional materials
- an MERCURIUS POLITICUS Awards Quality Focused Organisation wall plaque
- a pack of materials that can be used to support the promotion of the benefits of working with a Quality Focused Organisation
- help and support from MERCURIUS POLITICUS Awards, for example attending your standardisation meetings, events
- an annual quality review meeting

announced spot check reviews of application of systems leading to a report that the QFO can use as part of ongoing improvement and review

- Validated Development Activities

Who is this for?

Quality Focused Organisations are able to offer MERCURIUS POLITICUS Awards Validated Continuing Professional Development (CPD) and Personal Social Development (PSD) activities. Activities are allocated CPD or PSD points according to their size

What are activities?

The focus for the content of these activities fall into two categories:

MERCURIUS POLITICUS Awards Validated CPD (Continuing Professional Development)

Activities, through which delegates maintain, update or expand their knowledge and skills related to their professional lives.

MERCURIUS POLITICUS Awards Validated PSD (Personal Social Development)

Delegates undertake activities relating to their own personal interests and development.

NOTE: The term activity covers learning in a variety of formats.

- Training courses
- E-learning courses
- Seminars
- Webinars
- Paper based resources
- Conferences

Delegates who complete a validated activity can be provided with a certificate of completion, provided either by the QFO (using the Validated CPD/PSD Logos and to an agreed format) or by MERCURIUS POLITICUS Awards (for a nominal fee).

All activities are assigned a number of CPD or PSD points according to their size, meaning that the size and scope of learning undertaken is immediately identifiable.

| | | |
|--------------------|----------|---------------------------|
| 1 CPD point | = | 1 hour of activity |
| 1 PSD point | = | 1 hour of activity |

Validating Activities

All validation activities will be overseen by a nominated Quality Lead within the QFO and must be developed according to the processes described during the QFO application. Following QFO approval, an initial validation meeting will be held. The initial or revalidation panel for the QFO will scrutinise a sample of activities according to a number of different criteria:

- Are there clear learning objectives for the activity?
- Is the title clear and indicative of the content and learning objectives?
- Is there a balance of different activities/approaches to engage delegates with different learning styles
- Is supporting information available?
- Should the activity be classed as Continuous Professional Development (CPD) or Personal Social Development (PSD)?
- Have industry/subject experts been involved in the development of the activity content?
- How long would the activity take to complete for an average delegate?
- How many CPD/PSD points should be assigned to the activity?
- Are there any specific requirements for undertaking/delivering the activity?
- Are delegates provided with an opportunity to feedback?
- Are progression/further learning opportunities identified?
- Is there an opportunity for delegates to test the knowledge they have gained?
- When should the activity be reviewed/re-validated?

The panel will be chaired by the QFO Quality Lead and will be attended by an MERCURIUS POLITICUS Awards team member, content developers and, where appropriate, subject experts. Where QFOs wish to approve a large number of activities, a random and representative sample may be taken to the validation panel.

Throughout the year QFOs may add additional activities to their list of validated CPD or PSD activities, however, this must all be logged and monitored by the QFO Quality Lead. MERCURIUS POLITICUS Awards can request this log at any time. QFOs will attend a re-validation panel every two years which will sample and review the full range of provision offered.

- Quality Mark Approved Training Course

Who is this for?

This product is suitable for an organisation that would like recognition for a small number of courses. It is a seal of approval of the quality of an organisation's training course(s). Courses can be delivered face to face, by distance learning or online. An MERCURIUS POLITICUS Awards Course Approval Certificate is issued per course. This certificate is suitable for public display.

Individual numbered certificates are available for delegates successfully completing MERCURIUS POLITICUS Awards Approved Courses.

How do we apply?

To be eligible for this Quality Mark an organisation must complete an application evidencing that the training course:

- is planned and reviewed effectively
- has, and consistently applies, suitable policies and procedures for enrolment/registration, complaints, quality assurance, equal opportunities and health and safety
- is delivered effectively by staff with appropriate qualifications, experience and expertise to meet the needs of the target delegates

Once organisations have approved training course(s) they are entitled to a range of benefits and support:

- the use of the MERCURIUS POLITICUS Awards Quality Mark logo in marketing/promotional materials

- a pack of materials that can be used to support the promotion of the benefits of the Quality Mark Approved Training Course offer
- help and support from MERCURIUS POLITICUS Awards, for example attending standardisation meetings, events
- certificates for delegates (replacement certificates must be requested from MERCURIUS POLITICUS Awards)
- an MERCURIUS POLITICUS Awards Approved Course Certificate per course (to advertise the course approval)
- an annual quality review meeting
- announced and unannounced spot checks of the delivery of approved training course(s) leading to a quality report that can be used to support such things as inspection visits, self-assessment reports

In addition MERCURIUS POLITICUS Awards will need to be supplied with:

- details of when courses are running
- delegate names for certification

– Quality Approved Trainer

Who is this for?

This kite mark is for trainers that wish to have their experience and expertise in delivering training recognised. It is awarded to trainers that can provide evidence of excellent customer feedback, high quality session planning and highly effective delivery. The trainer is able to use the MERCURIUS POLITICUS Awards Quality Approved Trainer Logo in their marketing and is issued with a certificate confirming their approved status. This certificate can be shown to potential customers and delegates attending their training course(s).

How do I apply?

Trainers wishing to achieve quality approved status will be required to complete a detailed application and assessment process through which they must evidence:

- excellent customer feedback through references from previous clients
- detailed session plans and resources
- a record of continuous professional development
- highly effective delivery of training through an observation by MERCURIUS POLITICUS Awards
- confirmation of specific qualifications where required for certain sectors

In order to retain quality approved status, trainers must gather on-going feedback from delegates along with evidence of CPD they have undertaken. This supporting information must be submitted as evidence annually as part of the renewal process. MERCURIUS POLITICUS Awards will also seek feedback from clients to confirm the continued high levels of customer satisfaction, and may carry out additional observation.

What are the benefits of becoming an MERCURIUS POLITICUS Awards Approved Trainer?

Quality Approved Trainers are approved annually and are entitled to a range of benefits and support:

- initial consultation with a member of the MERCURIUS POLITICUS Awards team
- the use of the MERCURIUS POLITICUS Awards Quality Approved Trainer Logo for use in marketing/promotional materials
- an MERCURIUS POLITICUS Awards Quality Approved Trainer Certificate
- a pack with materials which can be used to promote the benefits of working with an MERCURIUS POLITICUS Awards Approved Trainer listing on the MERCURIUS POLITICUS Awards website including details of specific qualifications where relevant