

CIMSPA Policy: Quality Assurance Review of Training Provider Partners

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Introduction

The Chartered Institute for the Management of Sport and Physical Activity (CIMSPA) has created the quality assurance process as part of our ongoing work to professionalise our sector.

CIMSPA is keen to work collaboratively whilst recognising our own role and responsibility to provide assurance to our stakeholders that all entities in partnership with CIMSPA accede to the vision of both offering and operating at the highest standards, whilst - wherever possible - taking a practical and pragmatic approach to the burden of such activity.

This policy should be read in conjunction with CIMSPA's Quality Assurance Strategy.

The CIMSPA Quality Assurance (QA) process is a multi-staged approach:

- Initial onboarding quality checks for all training provider partners,
- Quality assurance review, at least annually for each training provider partner,
- Renewal of partnership/endorsements.

Scope

The aim of this policy is to explain the effective, consistent, and fair procedures that will be followed by CIMSPA when conducting quality assurance activities for CIMSPA Training Provider (TP) partners in relation to their endorsed provision and to implement the terms of the partnership agreement between CIMSPA and the CIMSPA TP partners.

Policy

The role of the Training Provider Partner

The Training Provider Partner is responsible for monitoring and evaluating its internal systems, policies, and procedures, for the delivery of their endorsements. This is to ensure that they are operating in line with the requirements set out by CIMSPA and /or the specific requirements of CIMSPA Awarding Organisation partners, and that each TP partner implements an internal quality assurance process on their products and staff.

Once a TP partner is approved to deliver their products, there are specific requirements that must be adhered to remain compliant. CIMSPA TP partners have an additional responsibility to all learners undertaking their qualifications, to ensure their staff are delivering content accurately and in accordance with the professional standard intention.

The role of CIMSPA

Quality Assurance (QA) is fundamental to all CIMSPA processes, products, and services and the purpose of the QA review is to support with the ongoing professionalisation of the sport and physical activity sector.

To ensure there is rigour and consistency behind each TP partners processes, and to protect and avoid reputational risk to both CIMSPA and the TP partner, CIMSPA will continue to support and monitor its partners by completing an annual quality assurance review.

The QA process will allow CIMSPA to be more responsive, targeting resources and personnel to areas identified, and provide additional support to aid TP partners understanding of professional standards and implementation of the partnership terms and conditions.

Risk

CIMSPA will adopt a 'risk and need based' model for quality assurance activity. From completing external quality assurance, it reduces negative consequences, both for the organisation itself and for the community it serves. CIMSPA's approach to working with our TP partners is to successfully identify and manage risks that may be associated with the delivery of CIMSPA professional standard(s) embedded within the endorsed product(s). Therefore, CIMSPA will work with the TP partner to successfully identify and manage the exposure to risk.

To mitigate some risks, TP partners should implement robust quality assurance measures including transparent governance structures, regular audits and evaluations, adherence to best practices, fair and consistent rule enforcement, workforce protocols, and ethical conduct standard. Quality assurance not only helps maintain the integrity of the sector but also ensure its long-term viability and success.

Process

The aim of the quality assurance activity is to collaboratively manage the exposure by taking preventive actions to keep the exposure at an acceptable level. We will primarily identify risks through our quality assurance review; however, some risks may be identified by other sources (Complaints, whistle-blower etc.).

A TP partner's overall risk rating will be informed using a holistic approach that considers the probability, and the impact and mitigations of any individual risks identified through the quality assurance review.

It is a requirement that on becoming a TP partner, all relevant policies and procedures that are in place for the organisation are submitted. Subsequently, upon seeking endorsement for their product(s) the TP partner must submit all relevant documentation.

Quality assurance review

The quality assurance review will be split into three categories:

- 1. Quality of Education
- 2. Learner Journey
- 3. Marketing and Promotion

Quality of Education

CIMSPA will make judgements on the quality of the provision being offered by evaluating the extent to which the TP partner has aligned their product(s) to the sector agreed professional standards chosen.

- 1.1 The education partner builds or constructs provision which meet employer/deployer needs within the area in which they deliver their training.
- 1.2 The endorsed product(s) are planned and sequenced towards knowledge, skills and understanding in the subject area.
- 1.3 The education partner provides opportunities for future learning and career development.
- 1.4 The education partner adopts an inclusive approach to organisational culture, accessibility of its education provision and education delivery.
- 1.5 The education partner's tutors/ assessors have evidenced knowledge of the subject area.
- 1.6 The education partner ensures appropriate continuous professional development for its tutors and assessors.
- 1.7 The education partner delivers the endorsed product(s) in line with endorsement conditions and outlined scheme of work.
- 1.8 The education partner's methods of delivery for the endorsed product(s) provide the learners with knowledge, skills and understanding relating to the intended aims and objectives.

- 1.9 The education partner delivers the endorsed product(s) in line with endorsement conditions and outlined assessment methods (where applicable).
- 1.10 The education partner's assessment methods check the learner's knowledge, skills and understanding.
- 1.11 The education partner provides learners with the opportunity to feedback on their learner experience and acts upon the learner feedback to enhance the quality of their provision.
- 1.12 The education partner adheres to their quality assurance processes to ensure the quality of the endorsed product(s).
- 1.13 The education partner deals with complaints in a professional and efficient manner.

Learner Journey

- 2.1 The education partner is transparent with their operations, processes, and practices to learners.
- 2.2 The education partner ensures the learners are suitable, competent, and qualified to undertake the provision offered.
- 2.3 The education partner ensures effective communication between tutors/assessors and the learners.
- 2.4 The education partner ensures that support is available for the learners to complete the chosen provision.
- 2.5 The education partner ensures that all learners who complete the provision are certificated for their achievements.

Marketing and Promotion

3.1 The education partner markets their provision in line with CIMSPA requirements.

3.2 The education partner markets their endorsed product(s) with truth and accuracy.

The evidence framework, set out in <u>Appendix A</u> provides examples of evidence that CIMSPA may review as part of the quality assurance process. The examples listed show indicative evidence only, and these are not meant to be exhaustive. As TP partners operate within different contexts, the relevance of different types of evidence is likely to vary from each provider. For that reason, we do not prescribe a standard set of evidence that we will use within the review.

During the quality assurance review the Quality Assurance Advisor (QAA) will assess the TP partner's current compliance for all these areas and record a judgement in the QA report based on the providers performance at the time of the review.

The TP partner's overall risk rating is a simple measure to improve the visibility of risks and allow CIMSPA to assist the TP partner in proactively addressing any emerging risks.

Outcome of annual review

The rating scale that will be used to judge the provision offered will be either Enhancing, Enabling or Emerging.

- Enhancing Training provider partners that are identified as Enhancing
 have evidenced best practice within most of their operations,
 processes, and procedures, and are seen to be offering the highest
 quality provision to its learners by CIMSPA.
- Enabling Training provider partners identified as Enabling have
 evidenced some good practice within their operations, processes, and
 procedures, with minimal areas for development. CIMSPA has provided
 clear actions to support the development of the partner to ensure high
 quality education provision to its learners.

• Emerging – Training provider partners identified as Emerging have key actions needing to be completed within a specified time, to ensure adherence to CIMSPA standards and expectations of its endorsed provision. CIMSPA will provide bespoke support to partners identified as emerging to ensure sufficient quality developments to achieve an enabling or enhancing outcome, following the next quality assurance review.

Quality assurance outcomes will be published on the course directory- <u>Here</u>. This aims to enhance transparency and assist stakeholders in making informed decisions regarding courses and partners.

How your outcome is achieved

1. Quality of Education

Criteria	Indicative Content	Outcome
1.1. The education partner	 Evidence of mapping to a professional standard and 	Enhancing
builds or constructs education	that this is on the correct template.	There is comprehensive evidence that the endorsed product(s)
products which meet	 Evidence that mapping is to the most current version 	meet employer/deployer needs through mapping to the relevant
employer/deployer needs	of the professional standard.	professional standard.
within the area in which they	 Examples of support from employers/deployers that 	
deliver their training.	explicitly state how the training provision meets their	Enabling
	needs.	There is some evidence that the endorsed product(s) meet the
	 Evidence of employer/deployer involvement in the 	employer/deployer needs through mapping to the relevant
	design, development and/or delivery of the endorsed product(s)	professional standard.
		Emerging
		There is limited evidence that the endorsed product(s) meet
		employer/deployer need.

Figure 1 Evidence Framework

Your Quality Assurance Advisor will determine which category best fits the evidence provided for each criterion in the review. The overall rating is determined by taking a holistic review of all criteria outcomes. CIMSPA's Quality Assurance Manager will provide the TP partner with the overall rating upon receipt of the report from the Quality Assurance Advisor. In making the judgements regarding the provider's overall effectiveness, CIMSPA will consider whether the standard of education/training is enhancing or enabling the sector. Where it is not considered to be enabling the sector, CIMSPA will consider whether the education provider is

emerging in the sector, or whether the education partner is to be escalated through CIMSPA disciplinary procedures.

Please note if there were any **Emerging** characteristics for the TP partner during the review in the Quality of Education or Learner Journey, this would result in an **Enabling** category being the highest achievable outcome.

Where your annual quality assurance review has taken place for the year, you may submit additional evidence when recommendations and actions have been completed and can be evidenced. The outcome of this evidence is final and will remain in place until the next annual quality assurance review.

Annual Review Approach

As the term suggests a review of TP partners CIMSPA-related activity will take place annually. The review window runs from April to March each year.

It will take the form of a desk-based review or site visit (where applicable) of the above data, evidence and information supplied by the TP partner will be conducted by a carefully selected QAA who is a member of a team of independent quality assurance specialists contracted by CIMSPA to conduct such activity on our behalf.

CIMSPA will issue a quality assurance report and then a meeting will take place to discuss the findings of the review and develop a tailored action plan (where needed) to support ongoing quality improvement aligned to CIMSPA's requirements of partners.

CIMSPA and its team of quality assurance advisors will work to ensure the quality assurance review does not place unnecessary burden on the TP partner.

Review

The CIMSPA Policy; Quality Assurance Review of Training Provider Partners will be reviewed in April 2025 unless a change in policy, governance or other circumstance requires a review prior to this date.

Appendix A – Evidence Framework

1. Quality of Education

Criteria	Indicative Content	Outcome
1.1. The education partner	 Evidence of mapping to a professional standard and 	Enhancing
builds or constructs education	that this is on the correct template.	There is comprehensive evidence that the endorsed product(s)
products which meet	 Evidence that mapping is to the most current version 	meet employer/deployer needs through mapping to the relevant
employer/deployer needs	of the professional standard.	professional standard.
within the area in which they	 Examples of support from employers/deployers that 	
deliver their training.	explicitly state how the training provision meets their	Enabling
	needs.	There is some evidence that the endorsed product(s) meet the
	 Evidence of employer/deployer involvement in the 	employer/deployer needs through mapping to the relevant
	design, development and/or delivery of the endorsed	professional standard.
	product(s)	
		Emerging
		There is limited evidence that the endorsed product(s) meet
		employer/deployer need.

Criteria	Indicative Content	Outcome
1.2. The endorsed product(s) is	Evidence of a detailed scheme of work for the	Enhancing
planned and sequenced	endorsed product(s).	There is comprehensive evidence that the endorsed product(s) is
towards knowledge, skills and	 Evidence of clearly stated aims and objectives of the 	sequenced logically to facilitate achievement and attainment
understanding in the subject	course.	towards knowledge, skills, and understanding within the subject
area.	 Comprehensive and relevant resources/materials. 	area.
	 Examples of valid and reliable assessments that 	
	align to course objectives.	Enabling
	 Evidence of multi-channel communications such as 	There is some evidence that the endorsed product(s) is
	emails, discussion boards or webinars that facilitate	sequenced logically to facilitate achievement and attainment
	course delivery.	towards knowledge, skills, and understanding within the subject
		area.
		Emerging
		There is limited evidence that the endorsed product(s) is
		sequenced logically to facilitate achievement and attainment
		towards knowledge, skills, and understanding within the subject
		area.

Criteria	Indicative Content	Outcome
1.3 The education partner	 Examples of information for learners upon 	Enhancing
provides opportunities for	completion of provision.	There is comprehensive evidence to support that they provide
future learning and career	 Evidence of signposting learners to further 	opportunities for future learning and career development to its
development.	developments/training or employment opportunities.	learners.
	 Evidence of ongoing academy options with refresher 	
	training for continual skill improvement.	Enabling
	 Evidence of signposting to CIMSPA endorsed training 	There is some evidence that the education partner provides
	opportunities to ensure alignment with recognised	opportunities for future learning and career development its
	standards.	learners.
		Emerging
		There is limited evidence to support that they provide
		opportunities for future learning and career development to its
		learners.

Crite	Criteria		ive Content	Outcome	
1.4 . Th	ne education partner	•	Evidence of an up-to-date equality diversity and	Enhancing	
adopt	ts an inclusive approach		inclusion (EDI) policy adhering to appropriate	There are comprehensive practices seen to show that the partner	
to:			legislation.	has an inclusive approach to organisational culture, accessibility,	
•	organisation culture	•	Evidence of appropriate terminology used within	and education delivery.	
•	the accessibility of its		organisation communications that promote		
	education provision		inclusion and a sense of belonging.	Enabling	
•	education delivery.	•	Evidence of Employability Leisure Guide (or	There are some practices seen to show that the partner has an	
			equivalent) awareness and use	inclusive approach to organisational culture, accessibility, and	
		•	Examples of EDI training undertaken at least annually.	education delivery.	
		•	Evidence of up to date and comprehensive		
			reasonable adjustments and special considerations	Emerging	
			policy.	There is limited evidence to show the partner has an inclusive	
		•	Evidence of accessible entry to facilities.	approach to organisational culture, accessibility, and education	
		•	Evidence of suitable adjustments made relevant to	delivery.	
			learner requirements.		
		•	Evidence of a variety of teaching methods to cater		
			for learner needs.		

Criteria	Indicative Content	Outcome
1.5. The education partners	Evidence of tutor/assessor CVs which include	Enhancing
tutors/ assessors have	appropriate qualifications.	There are comprehensive practices seen to support that the
evidenced knowledge of the		partners tutors and/or assessors have knowledge in the subject
subject area.		area.
		Enabling
		There are some practices seen to support that the partners tutors
		and/or assessors have knowledge in the subject area.
		Emerging
		There are limited practices seen to support that the partners
		tutors and/or assessors have knowledge in the subject area.
1.6. The education partner	 Examples of tutor/assessor CPD records including 	Enhancing
ensures appropriate	training and development undertaken in the previous	There are comprehensive practices seen to show that the partner
continuous professional	12 months	plans for and carries out relevant CPD for all employees.
development for its employees.	 Examples of tutors/assessors undertaking both 	
	internal and external training and development.	Enabling
		There are some practices seen to show that the partner plans for
		and carries out relevant CPD for all employees.
		Emerging
		There are limited practices seen to show that the partner plans
		for and carries out relevant CPD for all employees.

Criteria	Indicative Content	Outcome
1.7. The education partner	Evidence of adherence to CIMSPA's endorsement	Enhancing
delivers the endorsed	guidelines	There is comprehensive evidence that course delivery is in line
product(s) in line with	 Evidence that the endorsed products' scheme of 	with endorsement conditions and outlined scheme of work.
endorsement conditions and	work is being adhered to.	
outlined scheme of work.		Enabling
		There is some evidence that course delivery is in line with
		endorsement conditions and outlined scheme of work.
		Emerging
		There is limited evidence that course delivery is in line with
		endorsement conditions and outlined scheme of work.
1.8. The education partners	Comprehensive scheme of work at time of	Enhancing
methods of delivery for the	endorsement	There is comprehensive evidence that the endorsed product(s)
endorsed product(s) provide	 Evidence of resources used for content delivery. 	delivery method provides knowledge, skills and understanding
the learners with knowledge,	Observation of delivery	relating to the intended aims and objectives.
skills and understanding	Examples of learner feedback	
relating to the intended aims		Enabling
and objectives.		There is some evidence that the endorsed product(s) delivery
		method provides knowledge, skills and understanding relating to
		the intended aims and objectives.
		Emerging
		There is limited evidence that the endorsed product(s) delivery
		method provides knowledge, skills and understanding relating to
		the intended aims and objectives.

Criteria	Indicative Content	Outcome
1.9 The education partner	Evidence that the assessment method is in line with	Enhancing
delivers the endorsed	endorsement conditions.	There is comprehensive evidence that the course delivery fully
product(s) in line with		aligns to the endorsement conditions and outlined assessment
endorsement conditions and		methods.
outlined assessment methods		
(where applicable).		Enabling
		There is some evidence that the course delivery aligns to the
		endorsement conditions and outlined assessment methods.
		Emerging
		There is limited evidence that the course delivery aligns to the
		endorsement conditions and outlined assessment methods.
1.10 The education partners	The assessment methods chosen are valid, reliable, and	Enhancing
assessment methods check	fit for purpose.	There is comprehensive evidence that the assessment
the learner's knowledge, skills	 Evidence that the assessment methods are in line with 	method(s) are well considered to ensure knowledge, skills and
and understanding.	real life scenarios (where applicable).	understanding are checked.
		Enabling
		There is some evidence that the assessment method(s) are well
		considered to ensure knowledge, skills and understanding are
		checked.
		Emerging
		There is limited evidence that the assessment method(s) are well
		considered to ensure knowledge, skills and understanding are
		checked.
		CHECKEU.

Criteria		Indicative Content		Outcome
1.11 Th	e education partner:	•	Evidence of feedback opportunities available to	Enhancing
•	provides learners with		learners	There is comprehensive evidence of feedback opportunities
	the opportunity to	•	Evidence of completed learner feedback forms.	within the experience for the learners to provide their feedback.
	feedback on their	•	Evidence that learner feedback has been considered	There is excellent evidence that the feedback received is acted
	learner experience.		and actioned where appropriate.	upon.
•	acts on the learner			
	feedback to enhance			Enabling
	the quality of			There is some evidence of feedback opportunities for learners to
	education.			communicate about provision. There is some evidence that the
				feedback received is acted upon.
				Emerging
				There is limited evidence of feedback opportunities within the
				experience for the learners to provide their feedback. There is
				limited evidence that the feedback received is acted upon.

Criteria	Indicative Content	Outcome	
1.12. The education partner	Evidence of a quality assurance policy which details	Enhancing	
adheres to their quality	quality assurance activity relevant to organisation	There is comprehensive evidence that the partner implements a	
assurance processes to ensure	and endorsed product provision, for example	robust quality assurance process.	
the quality of the endorsed	sampling plan, and standardisation schedule.		
product(s).	 Examples of action taken to address issues in quality 	Enabling	
	assurance processes and procedures.	There is some evidence that the partner implements a robust	
	 Examples of standardisation meeting minutes. 	quality assurance process.	
	 Examples of department meeting minutes for 		
	weekly/monthly/quarterly meetings which discuss	Emerging	
	endorsed education products.	There is limited evidence that the partner implements a robust	
	 Examples of quality assurance activity through 	quality assurance process.	
	previous quality assurance reports either internal		
	verification or external quality assurance.		
1.13 The education partner	 Evidence of an up-to-date complaints policy with 	Enhancing	
deals with complaints in a	date, review date, and signature.	There is comprehensive evidence that complaints are dealt with	
professional and efficient	 Examples of previous complaints managed with 	in a professional and efficient manner.	
manner.	outcomes and closure in the last 12 months.		
	 Evidence of review or improvement to the complaint 	Enabling	
	process.	There is some evidence that complaints are dealt with in a	
		professional and efficient manner.	
		Emerging	
		There is limited evidence that complaints are dealt with in a	
		professional and efficient manner.	

2. Learner Journey

Criteria	Indicative Content	Outcome
2.1 The education partner is transparent with their operations, processes, and practices.	 Evidence of up-to-date policies including equality and diversity, complaints, appeals, maladministration and malpractice, quality assurance, reasonable adjustments and special considerations, and safeguarding and prevent that are easy for the learners to locate. Evidence of partner enrolment information given to learners prior to course starting. 	Enhancing There is comprehensive evidence that the partner is transparent with their operations processes and practices to the learner which means these are fully compliant and easily found. Enabling There is some evidence that the partner is transparent with operations processes and practices to the learners.
		Emerging There is limited evidence that the partner is transparent with operations processes and practices to the learners.
2.2 The education partner ensures the learners are suitable, competent, and qualified to undertake the endorsed product(s) in line with the endorsement conditions.	 Evidence of pre-requisite displayed alongside course information (where relevant) Evidence of checking this through learner enrolment. Evidence of holding this information in line with General Data Protection Regulation. Examples of learner enrolment requests and outcomes of these. Examples of resources signposted too which support learning where necessary, for example VLE, research journals etc. 	Enhancing There is comprehensive evidence that the partner ensures learners are suitable, competent, and qualified to complete the program. Enabling There is some evidence that the partner ensures learners are suitable, competent, and qualified to complete the program. Emerging There is limited evidence that the partner ensures learners are suitable, competent, and qualified to complete the program.

Criteria	Indicative Content	Outcome
2.3 The education partner	Evidence of partner communication methods to	Enhancing
ensures effective	learners.	There is comprehensive evidence that the partner is consistently
communication between	 Evidence forums /communities of practice. 	using effective communication between all relevant parties.
tutors/assessors and the		
learners.		Enabling
		There is some evidence that the partner is using effective
		communication between all relevant parties.
		Emerging
		There is limited evidence that the partner provides
		communication effectively between all relevant parties.
2.4 The education partner	 Evidence of learner enrolment numbers for the 	Enhancing
ensures that support is	previous 12 months.	There is comprehensive evidence that the partner supports
available for the learners to	 Evidence of learner certification numbers in the 	learners to complete the endorsed product(s).
complete the endorsed	previous 12 months.	
product(s).	 Examples of records and support in place for learners 	Enabling
	who have not completed.	There is some evidence that the partner supports learners to
		complete the endorsed product(s).
		Emerging
		There is limited evidence that the partner supports learners to
		complete the endorsed product(s).

Criteria	Indicative Content	Outcome
2.5 The education partner	 Learners who complete the professional standard/ CPD 	Enhancing
ensures that all learners who	receive certification in a timely manner.	There is comprehensive evidence that all learners who complete
complete the endorsed		the course are certified for their achievements.
product(s) are certificated for		
their achievements.		Enabling
		There is some evidence that the partner certifies all learners who
		complete the endorsed product.
		Emerging
		There is limited evidence that the partner certifies all learners
		who complete the endorsed product.

3. Marketing and Promotion

Criteria	Indicative Content	Outcome
3.1 The education partner	Evidence that the correct education logo is being	Enhancing
markets their endorsed	displayed.	All marketing provided by the education partners demonstrates
product(s) in line with CIMSPA	 Evidence that the correct CPD point logo is being 	adherence to CIMSPA requirements.
expectations.	displayed relevant to the course endorsed.	
	 Evidence of compliance to <u>CIMSPA brand guidelines</u> 	Enabling
	 Evidence that the marketing adheres to CIMSPA 	There is some evidence that the partner markets their endorsed
	endorsement conditions and professional standards	provision in line with CIMSPA requirement.
	including TQT, GLH or course hours.	
	 Evidence that the partner markets their course in line 	Emerging
	with the Employability Leisure Guidelines or	There is limited evidence that the partner markets their endorsed
	equivalent.	provision in line with CIMSPA requirement.
3.2 The education partner	 Accurate representation of their endorsed product. 	Enhancing
markets their endorsed	For example, is transparent in the detail of course	All marketing provided by the education partner demonstrates
product(s) with truth and	prerequisites, course duration, achievement obtained	truth and accuracy of the provision.
accuracy.	and/or awarding organisation where appropriate.	
	 Evidence of marketing materials aligning to 	Enabling
	education partner promotion of training e.g.,	There is some evidence that the education partner markets their
	consistency in promotion of education partner	provision with truth and accuracy.
	through websites, brochures, and social media.	
		Emerging
		There is limited evidence that the education partner markets
		their provision with truth and accuracy.

Due to the nature of this framework this is a continually developing document based on feedback. Any amendments to this document will be communicated to all partners.