



**IIMTS**  
Awarding Body

# IIMT STUDIES LTD **CENTRE POLICY**

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## Customised Awards Policy

### Policy Compliance:

This policy complies with

Ofqual, Handbook 3. Criterion C: Resources and Financing



# IIMTS

## Awarding Body

### Awarding Quality Qualifications through Global Recognition

Document Code No. IIMTS AO OGCR EP 01 2020

<b>Title of the Policy:</b> Customised Awards Policy	<b>Authorised by</b> Responsible Officer	<b>Created: Version 1</b> 1 November 2023
<b>Conditions of Recognition:</b> General Conditions of Recognition		<b>Current version: 3</b>  <b>Next Review Date:</b> 1 April 2026

### Important contact-

**Any query or concern related to this policy may be directly addressed to the Responsible Officer or the HR Manager-**

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**Awarding body:**

*IIMT Studies Ltd-* [www.iimtsab.co.uk](http://www.iimtsab.co.uk)

*Acronym used to represent IIMT Studies Ltd (IIMT Studies):*

*IIMTS AB*

**Regulating Body:**

*OFQUAL*

*Ofqual.gov.uk*

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### **(A) Policy Code: [IIMTS\\_AO\\_OGCR\\_EP\\_01\\_2020](#)**

#### **(B) Policy Statement:**

As an Awarding Body, IIMTS is committed to the implementation of Equal Opportunities to all sections of society for education and career progression, subject to meeting minimum eligibility criteria for enrolment and minimum competency levels for a specific position for recruitment. As a regulated awarding organisation, we ensure that we have a set process on how we endorse the external qualifications/training programmes and quality assuring them to IIMT Studies standards. With this policy, we also ensure that clear guidelines are specified on how to differentiate the promotion of such courses/qualifications from regulated qualifications.

The policy covers the endorsement of centre/s located in the UK and in international countries, taking into account customised awards for centre resources/centre-devised learning programmes. It also explains what services, resources and other parameters of the Centre may be required for IIMT Studies endorsement following the required quality standards.

#### **(C) Policy Scope:**

The policy outlines the endorsement and quality assurance process for customised awards/centre devised learning programs/ centre learning programs for national and international centres, in accordance with the quality standards of IIMT Studies.

#### **(D) Objectives of Policy:**

- Defines the process of endorsement of Customised awards for Centre-devised learning programmes
- Defines the process of endorsement of learning materials
- Compliance with all other policies while endorsing centres' learning programmes and/or their learning materials

- Marketing of customised awards

## **(E) Policy Framework:**

### **a. Customised Awards/Centre devised learning programme**

Customised awards, also known as bespoke or tailored qualifications or Centre devised learning programmes, are designed by the Centre and quality assured by IIMT Studies to meet specific needs or requirements of individuals, employers, or centres. These awards are developed to address unique learning outcomes, industry demands, or specialised skill sets. Customised awards are quality assured and awarded by IIMT Studies, looking at the standards of their learning delivery, centre resources and assessment standards.

Endorsement is the process of quality assurance of a training/programme devised by a centre. Endorsement of centre learning programmes and/or learning materials ensures the high quality of programmes and materials to meet IIMT Studies quality parameters. It ensures that best practices are followed for said learning programmes and the materials provided.

### **b. Marketing and the use of the Logo:**

All centres are required to follow the specifications mentioned below.

- Centres may use the IIMT Studies logo following the Logo Policy of IIMT. In all cases, the Centre must acquire written consent from IIMT Studies to use its Logo. The logo policy clarifies **how** and **how not** to use the IIMT Studies logo.
- Centres must not use the Ofqual Logo in any marketing material, centre-devised certificate, brochures, pamphlets, leaflets or any other material.
- Breach of the above may result in the application of the sanctions policy on the Centre.
- Please refer to the Logo policy for further details.
- Centre, if delivering any regulated qualification, must make sure not to represent in any way that the endorsed/customised awards are regulated qualifications
- Centre must ensure to market/publish the programmes differently from the regulated qualifications in a way that a learner doesn't get confused regarding the customised awards/endorsed programmes as regulated qualifications

Certificates issued for customised awards are not subject to Ofqual regulations, and the Regulator's Logo is not mentioned on either endorsed programs or on the learner achievement certificates.

### **c. Process of endorsement:**

- The Centre is required to become an IIMT Studies-approved centre
- The Centre is required to pay the programme endorsement fee
- Application of endorsement as prescribed in the form - while submitting the programme, the Centre must ensure it meets all requirements prescribed in the IIMT Studies CA form
- Payment of the invoice, once the invoice is issued
- Submission of programme recognition from local authorities

- Submission of units, learning outcomes, assessment criteria, assignment sample, and programme delivery plan
- Submission of industry recognition (if applicable)
- Programme review and quality check
- Quality Assurance (QA) on the applied programme and its material
- Feedback on the QA exercise
- If approved, the agreement will be signed between IIMT Studies and the Centre
- A confirmation letter and a certificate are issued for the endorsement of the programme
- Centres can now list the approved learning programmes on their website and start registering learners
- The centres are required to maintain the quality standards approved by IIMT Studies for the endorsed programme
- Annual review of the endorsed programme(s)
- If not approved, a report will be sent with actions included to complete in order to get the programmes endorsed.
- The Centre may request additional services, subject to additional charges

#### **d. Process of Quality Assurance (QA):**

IIMT Studies ensures the compliance of its QA policy to endorse the programme/s and/or its learning material. The exercise ensures that:

The programme and its associated material are fit for the purpose  
The programme complies with all quality parameters of IIMT Studies

#### **e. Parameters of QA exercise:**

- Programme syllabus and objectives
- Support material
- Learning outcomes
- Progression routes
- Assignment samples
- Delivery method and quality
- Assessment criteria
- Publishing strategy
- Units and their outcomes
- Subject/sector understanding
- Accessibility

As part of the review process, assessment and learning materials may undergo evaluation, leading to potential actions required to meet the endorsement. These actions will be outlined in a written action plan, specifying the necessary requirements, along with an agreed-upon realistic timescale for completion. It is essential to note that IIMT Studies maintains the right to reject applications if organisations do not meet the required action points. Additional consultancy support is available, and organisations may be subject to supplementary charges for such assistance. IIMT Studies also retains the right to suspend or withdraw endorsement approval if the Centre does not follow the quality assurance requirements at any stage of the process.

Delivery and assessment may require additional inputs to be given by the Centre in order for the programme to be endorsed by IIMT Studies. It may additionally require the submission of:

- Learning material
- Evidence of assessment methods
- Previously demonstrated evidence by learners
- A visit to the Centre

**f. Timescale:**

The Centre will be required to meet all required timescales in order to endorse the programme/s and/or their learning material.

**g. External Quality Check and Certification:**

Once the programme/s is/are approved, IIMT Studies will conduct a periodic check, mostly annually, to ensure the quality standards are maintained after the endorsement exercise, including the first quality check before the issue of the certificates raised by the Centre. If required, IIMT Studies will provide detailed feedback on the review upon the annual quality check and will issue an action plan to work on to meet the recommendations received from the review process.

IIMT Studies will ensure the Centre meets the required quality standards before learners are certificated. The certification process is mentioned in the certification policy.

**h. Fee:**

The centres are required to have the fee paid for the QA exercise for each programme. The certificate fees for IIMT Studies CA remain the same as specified in the Fee document.

In all cases, the Centre must meet IIMT Studies Quality Standards, confirmed by the exercise performed as a part of the QA process.

**IIMT Studies Customised Awards form (IIMT Studies CA form):**

Centre Name		How Quality standards are maintained (for each section)
Centre Code		
Programme -1		
Duration of programme		
Delivery method		
Assessment Criteria		
Syllabus book		
Teachers' profiles involved in the delivery of the programme (for each programme)		
Marketing strategy (for each programme)		
(In the case that the Centre is interested in endorsing more than one programme)		
Programme -2		
Duration of programme		
Delivery method		
Assessment method		
Syllabus book		
Programme-3		
Duration of programme		
Delivery method		
Assessment method		
Syllabus book		
Programme-4		
Duration of programme		
Delivery method		

Assessment method		
Syllabus book		
Teachers' profiles involved in the delivery of the programme (for each programme)		
Marketing strategy (for each programme)		
Any other information (such as approving/regulating body, industry recognition or any other recognition)		



**IIMTS**  
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