

Foundation Training Endorsement evidence requirements

Outlined below is the evidence required for a Foundation Training submission, however please read the [Foundation Training Submission Guide](#) for full details of the criteria for endorsement.

What you will be asked to provide:

1. **Contact details:** For the main contact (to receive communications regarding the endorsement, finance contact (who we invoice), administrator (a back-up contact)
2. **Organisation details:** The full name of your organisation and address; you will also be asked to upload your Certificate of Incorporation.
3. **Website address:** Where the programme will be advertised
4. **Where you deliver the Foundation Training programme:** Which countries and regions.
5. **Do you own the intellectual property of the programme you are submitting?** Is it your own programme, if not download and complete the IP form provided.
6. **When do you want to deliver the programme?** The date you would like your endorsement to be in place by.
7. **Which course are you submitting?** Select the award you are applying for, you must use this name for your award and ensure it is consistent throughout your materials and marketing.
8. **Description of training:** To include research sources.
9. **Is your training online/blended:** If it is, you will be asked to provide login details so the evaluator can check it out. Please ensure they don't need to answer any questions!
10. **Learning aims and outcomes:** What the purpose of the training is and what the learner will be able to do once they have completed it.
11. **Tutor:student ratio:** Let us know the maximum number of students that your tutor will have on the programme.
12. **Prerequisites:** The qualification that REPS India members must have to undertake your training – this will be one of the qualifications listed on the [REPS India Standards](#) framework.
13. **Guided Learning Hours:** How many learning hours your programme is (delivery, assessment, breaks, etc).
14. **Facilities & Equipment:** Complete this section on the submission form to detail the facilities and equipment required to run your programme. We also require a video of your teaching venue/s and facilities.
15. **Biography and certificates:** Download the template for each member of your delivery team, complete it, then upload with the corresponding certificates. *Please don't send in CVs!*
16. **Tutor Information pack:** This is everything that a tutor will need to deliver your endorsed programme for instance an attendance register, lesson plans, PowerPoint presentations, health and safety checklist, etc.
17. **Learner Information Pack:** This is the pack of information that the learner needs once they sign up to your endorsed programme, which includes the learner manual.
18. **Administration Pack:** The necessary systems and processes in place to guarantee that you can process, support and deliver training to the learners efficiently and effectively.
19. **Assessment:** Please provide details of the practical and/or theory assessments, and access details if online.
20. **Mapping:** You must map 100% to the standards for the discipline you have chosen. We have created mapping toolkits which you can access [here](#) – download and complete your toolkit, save it to your computer then upload it to your submission in the relevant place.
21. **Marketing:** Please provide an example of your marketing for the programme, or a link to your website where you advertise it. You will need to update it once you receive the logos post approval.

Handy Hint: Our [Resource Pack](#) can help you with many areas of your submission to save you time. We also run [training for tutors, assessors and internal quality assurers](#) who are not fully qualified for those roles. We can also provide support from our [Technical Consultants](#) for any aspect of your application. [Contact us](#) for more information.