

## IAQM Endorsement of Short Courses

### Introduction

The Institute of Air Quality Management (IAQM) endorses courses of study that are deemed to be of benefit to Air Quality Professionals (AQP) and which fully meet the requirements set out in this document.

Courses that achieve this standard are permitted to declare the course is “Endorsed by the Institute of Air Quality Management”, and can use the IAQM logo in their course materials and advertising). Details of endorsed courses, including a direct link to the relevant webpage, will be displayed on the IAQM website. IAQM staff will direct enquiries to the list of endorsed courses when appropriate.

### Benefits of endorsement

- Provides a clear signal that the IAQM supports the aims and objectives of the course
- Signals to attendees that the course operates and maintains high standards in its content and delivery
- External endorsement ensures critical self-assessment and continuous quality assurance
- Equips AQPs with sound knowledge and skills in subjects relevant to the science and practice of Air Quality Management

### What constitutes a short course

A course is a programme of learning and study that has at least five core hours contact time but will not lead to an exit award of Level 5 or higher in the [Framework of Higher Education Qualifications \(FHEQ\)](#). If the course does lead to one of these exit awards, it should be submitted under our separate ‘Endorsement of Higher Education Programmes and Modules’ process (under development). The course delivery can be conducted either in person or by webinar.

### Endorsement procedure

The responsibility for overseeing the endorsement process rests with two or more individuals appointed by the IAQM Chair.

The endorsement procedure is a supportive process where we work with course providers to help them attain the highest possible standards of education and development for AQPs. We encourage discussion and debate on content and delivery between the endorsement panel and provider.

Towards the conclusion of informal discussions, the course provider will be invited to formally apply for endorsement. Formal applications for endorsement consists of an emailed submission, sent to [info@iaqm.co.uk](mailto:info@iaqm.co.uk), which must contain the following basic elements:

1. Name, email address, telephone number and website of course provider
2. Names and email addresses of key personnel, identifying the person with whom all contact should be made
3. Details of finance department and a PO number for invoicing (if applicable)
4. Date of submission
5. Proposed commencement date of course

...and the following detailed elements:

1. Clear aims and learning outcomes
2. Details relating to the delivery of the course
3. Course materials including slides, access to any e-learning, reading lists, etc.
4. Details relating to the individuals delivering the course i.e. numbers, qualifications, experience and areas of special responsibility

...and if applicable:

5. Details of assessment processes and regulations/standards that apply to the course. Assessment processes are desirable for live contact time but essential for online course delivery.

## Feedback

After review of the written submission, the endorsement decision will be either to:

- Endorse the course for the normal period (3 years)
- Endorse the course for a shorter period
- Endorse the course subject to certain specified conditions being met before the first/next intake of candidates onto the course.
- Not endorse the course, detailing why it does not meet our standards.

## Length of endorsement

Endorsement is normally awarded for a period of three years, although the IAQM reserves the right to award endorsements for longer or shorter periods as it sees appropriate.

The IAQM may, if it so wishes, conduct an interim review at any time to ensure that quality standards are being met or to investigate and resolve difficulties or problems that have arisen.

## Fees

The cost of an application for endorsement award depends on the length of the programme and the volume of materials to review which would typically fall within the range £100-500.

## Modifications to the course

The IAQM appreciates the need for course providers to constantly review their courses and modify content to ensure the course reflect changes in legislation, technology and practice. Where a course provider wishes to make more substantial changes to the course, prior agreement from the IAQM must be sought and failure to do so may be a breach of the endorsement. Substantial changes include changes to the course structure, curriculum/syllabus and assessment regime.

Requests for consideration of substantial changes should be addressed to the Chair of IAQM (sent via [info@iaqm.co.uk](mailto:info@iaqm.co.uk)). A decision will then be made if the course needs to go through the review process again.