



Skills for a greener world

Getting your Training Programme endorsed by EUSR

Version 2.0

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About Energy & Utility Skills

Energy & Utility Skills is the industry skills body working for the benefit of employers within the energy and utilities sector. Our membership includes more than 60 organisations which collaborate and share best practice on skills.

We help employers in the energy and utilities sector attract, develop, and retain a sustainable, skilled workforce through our specialist services, now and in the future. We are the skills voice for our sector.

We collaborate with employers, stakeholders, and regulators across the energy and utilities sector to develop training standards, programmes and assessments in support of their recruitment and reskilling of their current workforce, as well as developing programmes that are tailored to specific requirements. The outcomes of this work includes training programmes, assessment services, and quality assurance services.

Our services also include end-point assessments for apprenticeships and the development of regulated qualifications.

About EUSR

EUSR develops standards, training and assessments for the utilities sector in collaboration with employers and key stakeholders such as regulators, trade associations and accreditation bodies.

An EUSR registration is used UK-wide by employers and asset/network owners as part of their recruitment and on-going work-force monitoring – an EUSR registration means that the individual has successfully completed the EUSR scheme.

Only EUSR approved providers or trainers can deliver an EUSR scheme – and approval is maintained through ongoing monitoring and annual audits. EUSR schemes always result in an EUSR registration.

EUSR also works with other key stakeholders such as other membership organisations, UKAS, IGEM, LRQA, Water UK, certification bodies, awarding bodies and government bodies like the Department for Education, DWI and the Department for Energy Security and Net Zero.

“Having our training programmes endorsed by EUSR means they are both valid and meaningful to our customers and recognised throughout the utilities industry which many of our products relate to.

The ongoing support we receive from their quality team is unparalleled and a thorough audit process ensures our quality management system remains robust so that we continue to offer the highest quality training and assessments to our customers and their employees.”

Daryll Garavan

Operational Training Manager at Develop Training

Endorsed Training Programmes

With a training programme endorsed by EUSR, you and your customers benefit from external quality assurance and EUSR registration, all while retaining ownership of design and content.

One of our most popular services to employers and providers in our sector is the endorsement of training programmes.

The training programmes are designed and developed by you, for your customers. We endorse and assure the quality of the training programme itself, as well as any support materials and assessments.

We do have a few rules and some endorsement criteria which must be met; once we endorse a training programme, your customers will know that it is of high quality.

More information on our endorsement criteria can be found in our application form along with suggestions on how you can evidence your compliance.

The training programme remains yours. You make the judgement on achievement, and you retain all ownership of the design and content which, of course, must be original and not infringe on any third-party copyright or intellectual property rights.

Benefits

Endorsed training programmes are a great way for you to demonstrate to your customers the quality and rigour of your training, as well as being a guarantee that your training programme is of a high standard.

All individuals completing your training programme will be registered on EUSR and issued with a unique EUSR ID number, including a photo ID virtual card (accessed on a smart mobile phone) or a plastic smart card.

The register and card both display the training programme details recorded on EUSR against the individual. The Provider name is included in brackets after the training programme name.

You can use our logos in your documentation, media, or training delivery support materials relating to the endorsed training programme.

Do you contract out your training to external providers?

Getting your training programmes endorsed by EUSR means you are assured of their quality. We do the external quality assurance for you, saving you time and money. You are still responsible for any IQA that is needed for the ongoing approval process.

The Endorsement Process

Provider Approval

If you're not already an EUSR Approved Provider, this is the first step.

Provider approval is at an organisation level and is a once only activity.

We review your application to check your compliance with our Quality Framework and your approach to internal quality assurance, the policies you have in place, and your resources and equipment.

We are available to offer advice and guidance all the way through this process.

All of our provider approval criteria and guidance on our evidence requirements can be found in our Provider Application Form. Email or call us to get one sent to you.

Once approved, you can then start the process of getting your training programme endorsed.

Training Programme Endorsement

We've tried to keep the process as simple as possible and we work with you every step of the process, offering you advice, guidance, and support along the way. The first step involves sending us some details of the training programme you want us to endorse, by completing our Endorsed Training Programme Course Overview form. This will include a course overview summarising the programme information, training duration, assessment approach. Once we agree the course overview, the last stage is sending through the application and evidence for us to check and approve.

It is your responsibility to check the training programme for technical accuracy, and adherence to any legal or regulatory requirements usually associated with the specific subject area.

We review the evidence you submit with the Endorsed Training Programme Application Form, including the mapping of the programme to the appropriate standards, to make sure your training programme meets all our endorsement criteria.

We reserve the right to withdraw an Endorsed Training Programme, as it may become a EUSR scheme, and if we are planning to do that, we will let you know in advance and offer you the approval onto the EUSR scheme, free of charge.

If, for any reason, we are not able to confirm endorsement of your training programme, you will always know why.

The Endorsement Process

1

Provider Approval

If not already approved

4

We review your submission.

We may ask for additional information or evidence as part of this review. We may also arrange a visit.

2

We will need some information around the training programme, by completing our Endorsed Training Programme Course Overview form.

We will review and approve through our Governance Process.

5

You make your payment.

See our [Price List](#) for our fees

3

As soon as the Governance of the ETP has been approved, we will contact you to submit the ETP Application Form. You will also need to submit all supporting evidence and documentation showing mapping to any relevant standards your own aims and objectives.

6

We provide you with our endorsement decision and your Endorsed Training Programme Report. Usually within ten working days of the date of submission.

Suitability for Endorsement

Training Programme Endorsement Criteria

Your training programme must meet the following criteria. As part of the submission process, you will complete the ETP SAR and provide us with supporting evidence. Examples of acceptable evidence are listed below.

	Endorsement Criteria	Suggested Evidence
Administration	<ol style="list-style-type: none"> 1. You issue information and guidance to an individual that is clear and easy for them to understand 2. If there is an assessment, the individual knows how the results will be communicated to them and what happens should they fail, or how they might appeal the result 	<ul style="list-style-type: none"> ➤ Joining Instructions ➤ Learning Management System records ➤ Handouts or materials given to the learner ➤ Feedback sheets ➤ Course overviews ➤ Appeals guidance
Resources and Equipment	<ol style="list-style-type: none"> 1. You have appropriate accommodation and space for training delivery and assessment 2. You have specialist equipment and/or resources needed for training delivery and assessment 3. You have trainers/assessors/IQAs with appropriate qualifications or experience 	<ul style="list-style-type: none"> ➤ Floorplans or photographs of training areas ➤ Equipment lists ➤ CVs and CPD logs of relevant trainers, assessors and IQAs

	Endorsement Criteria	Suggested Evidence
Training Programme Content and Support Materials	<ol style="list-style-type: none"> 1. The content is appropriate for the intended audience 2. Your training programme has clear and unambiguous learning outcomes 3. Your training programme/learning outcomes are mapped or, partially mapped to appropriate outcomes, where they exist 4. Your training support materials/activities are appropriate for the subject matter and intended audience and developed to ensure that accessibility, equality and diversity are met 	<ul style="list-style-type: none"> ➤ Mapping document detailing how the training programme/ learning outcomes are mapped to the standard ➤ Mapping document that details how the support materials are mapped to the training programme/learning outcomes ➤ Copies of Lesson Plans or Schemes of Work ➤ Training delivery schedules ➤ Training delivery guidance for trainers, assessors or IQAs ➤ Training support or stimulus materials
Training Delivery	<ol style="list-style-type: none"> 1. The content is appropriate for the intended audience 2. Your training programme has clear and unambiguous learning outcomes 3. Your training programme/learning outcomes are mapped or, partially mapped to appropriate outcomes, where they exist 4. Your training support materials/activities are appropriate for the subject matter and intended audience and developed to ensure that accessibility, equality and diversity are met 	<ul style="list-style-type: none"> ➤ Training programme outline including delivery methods and locations ➤ Guidance for individuals prior to undertaking training online. Individual's accessibility and/or reasonable adjustments are covered in the guidance ➤ Guidance for individuals prior to undertaking training delivered remotely using videoconferencing software ➤ Information on any learning management system or electronic portfolio systems used ➤ Policies and processes to cover quality assurance of the online or remotely delivered training ➤ Guidance for trainers and IQAs on training delivery and IQA best practice ➤ IQA reports and feedback

Assessment	Endorsement Criteria	Suggested Evidence
	<ol style="list-style-type: none"> 1. The assessment method is appropriate for the subject matter 2. The assessment material is appropriate for the intended audience 3. The assessment method is appropriate for the training delivered – for example, knowledge or competency-based training 4. You conduct moderation and/or standardisation exercises 5. The length of time allocated to the assessment is appropriate for the subject matter and assessment method 6. The length of time allocated to the assessment is appropriate for the intended audience 7. You can manage accessibility and reasonable adjustment or special consideration requests 8. You give appropriate guidance to individuals undertaking online assessment 9. You ensure suitable security of the assessment and there are a minimum of two versions of the assessment 	<ul style="list-style-type: none"> ➤ Guidance given to individuals prior to them undertaking assessment ➤ Copies of assessments – for example, test papers, templates for observation or witness statements (a minimum of two theory assessments for theory or knowledge courses) ➤ Mark scheme ➤ Copies of assessment observation or invigilation logs/ records ➤ Mapping of training programme outcomes to the assessment criteria. ➤ Moderation records ➤ Policies, guidance, or processes to support assessment integrity

Mapping to Objectives

The learning outcomes within your training programme must map to sector requirements, or industry standards, in full or part, where they exist. The following are examples of areas that you could map your learning outcomes to.

- National Occupational Standards (NOS)
- Regulated qualification units
- HSE Guidelines for example, Electrical Safety on Construction Sites (HSG141) , Hand Arm Vibration (INDG296), Lifting Equipment at Work (INDG290)
- Codes of Practice from Regulatory or Government Agencies such as HSE
- Company processes or procedures
- Manufacturers' Equipment Instructions
- Industry standards
- Standards developed with employers

Aims and objectives of your Endorsed Training Programme

We ask for evidence which shows how your training programme maps to objectives. The evidence could be a document detailing where the learning outcomes map to the standard.

Learning objectives are the most important part in any high-quality training programme. They lay out the minimum learning objectives for the individual, and what an individual should 'know' or be able 'do' when they have undertaken the training. We cannot approve a

programme, which overlaps in its purpose and/or content to an EUSR Scheme or EUIAS Qualification

You are required to create a mapping document illustrating how your chosen objectives align with the training programme. This document should clearly indicate where within your programme each standard is addressed. We recommend using a Microsoft Excel spreadsheet for this purpose. For guidance, please reach out to the EUSR Quality team.

Aims and Objectives of the ETP

Your training programme must have clear learning outcomes; we will review them to make sure that:

It's clear what an individual is expected to 'know' or 'do'

There are clear learning outcomes, which identify what an individual is expected to know and do

They align to any assessment of skills or knowledge

Titling of your ETP

The title of your Endorsed Training Programme and any units within the programme must reflect the content. It must not be the same as or similar to the title of one of our Energy & Utility Skills schemes, EUIAS Regulated Qualification or any other awarding body's qualification.

We will not accept any of the following in an endorsed training programme title:

- Award
- Certificate
- Diploma
- RQF
- QCF
- Level (as in Level 1, Entry Level)

All Endorsed Training Programmes must also include the name of the approved provider in brackets, and no changes may be made to the title once it is endorsed, unless agreed with us.

The correct title must be used in all your certificates, training and support materials, advertising, communications, website content, and promotional materials.

The title of the Endorsed Training Programme is recorded against the individual on our online register and on their virtual and/or plastic smart EUSR ID cards. There is a limit on word count that we can accommodate on the EUSR ID cards so we may ask you to review the title.

We will confirm with you the name in brackets that will appear on all Endorsed Training Programmes, which may be a shortened name due to the title length constraints.

Annual reviews

You are required to review your Endorsed Training Programme at least annually, this must be formally recorded. This review must include checking the content for technical accuracy and compliance with legal or regulatory requirements and after reviewing, any amends are recording formally evidencing any changes through version control.

You must also obtain feedback from the learners who attend your training to make sure their experiences are considered as part of your review.

You must document that a review has taken place, as well as any actions taken as a result of the review, as we will ask to see this as part of our ongoing quality assurance activities.

Assessment

You must be able to confirm that learning has taken place and been understood by the individual. Your assessment must be appropriate for the content and type of learning, for example knowledge and/or skills based. Assessment can be done during, or at the end of, the training. If learners are learning practical skills, there must be a practical assessment. For knowledge or theory based Endorsed Training Programmes we expect a minimum of two knowledge assessments.

We must be sure that an assessment is correct and current, and that you have a process in place to ensure the individual has completed the assessment themselves and there's been no cheating or collusion.

There must be records in place to identify what has been assessed to support a consistency in approach with all trainers and/or assessors

All learners must be registered onto EUSR, in order to meet the requirements of an Endorsed Training Programme.



Structure of your ETP

Your training programme must be simple, it should only cover one topic area and not cover multiple areas of content.

We cannot accommodate any structure of training that consist of both mandatory and optional topic areas.

Removal of Endorsement

We will remove our endorsement of your training programme under the following circumstances:

- You decide to stop being an Approved Provider
- You have received a sanction, action, or recommendation that means you are no longer able to deliver the Endorsed Training Programme
- The training programme no longer complies with our criteria for endorsement

- There are no EUSR registrations for the endorsed training programme within a 12-month period
- We have received a complaint or whistleblowing from regulatory or other bodies on the quality of training and/or assessment, and after investigation we decide that we must remove provider approval and/or endorsement of your training programme
- The subject matter is deemed to be 'high risk' as outlined in our [Risk Management Policy](#) (this may not have been apparent upon initial endorsement)

For further information on our approach to managing maladministration and malpractice, please read our [Malpractice and Maladministration Policy](#) and [Sanctions Policy](#).



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