



Accreditation of Centres Guide

**Advancing and promoting excellence in the care and welfare of
animals in research.**

IAT Education

2022

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Centre Accreditation Guide

Introduction:

Centres wishing to act as educational providers need to be accredited with the IAT to ensure that the Centre delivering the courses conforms to the regulatory criteria. Centre approval is the process through which a Centre wishing to offer the IAT qualifications is confirmed as being able to maintain the required quality and consistency of assessment and comply with other expectations of the Awarding Organisation. Contact the IAT via email for further information and assistance on your application.

Preparation by the Centre:

1. Appoint a Programme Leader to the Centre who will take overall responsibility for the course and staff. This person will be the main contact for receiving the certificates and notification of performance certificates and for any issues relating to the Centre and its activities.
2. If there are to be any additional sites where the course is to be taught and assessed the site leader will need to be identified. Assessors (those who assess the learners work and who are responsible for judging if learners have achieved the Learning Outcomes and Assessment Criteria) need to be appointed and internal verifiers also appointed to each Centre (those who check that the assessors have judged the assessments fairly). Both the Assessors and Internal Verifiers must be either qualified or be studying for an approved teaching qualification. Evidence must be available at time of application.
3. A Centre file needs to be set up for the IAT to check on visits to the Centre including:
 - Policies and procedures must be prepared
 - Procedures to support learners (induction programmes, tutorial support)
 - Special needs procedures
 - Effective management structures and procedures
 - Effective management policies
 - Effective methods of communication (proposed methods of communication e.g. email, telephone etc.)
 - Equal opportunities appeals policy
 - Health & safety
 - Student handbook or charter
 - IAT policies
4. All the Policies and Procedures for the Centre must ensure that there is no discrimination on grounds of sex, marital status, sexual orientation, race, colour, nationality, creed or religious belief, ethnicity, age and disability.
Qualifications/training/experience of staff including
 - CPD records
 - Teaching methods and materials

- Organisation flow chart
 - Student Assessment year planner (units offered, name of assessor, dates for assignments to be handed out and collected)
 - Scheme of work (year planner of units for year/what is being delivered and when)
 - Internal Verification
 - Strategy and plan
5. Teaching material will need to be prepared according to the IAT Syllabus.
 6. Assessments to be prepared to cover all the learning outcomes within the units of the qualification to be assessed within the syllabus.
 7. Once the Centre has been approved and accredited a unique number will be applied to it. The Centre will make available the central file to the IAT on request and will be reaccredited every 3 years if the terms and conditions continue to be met by the Centre.

Accreditation of Centres

MAIN CENTRE DETAILS	
Centre name	
Postal address	
Registered Address	
Programme leader (person who is responsible for course and staff)	
Phone number	
Email address	

ADDITIONAL SITE DETAILS, PLEASE COMPLETE APPENDIX A ATTACHED TO THE BACK OF THIS POLICY

QUALIFICATIONS BEING ASSESSED

IAT Level 2 Diploma in Laboratory Animal Husbandry 600/0559/0		
Units	Assessor/Tutor	Internal Verifier
Laboratory animal housing and routines F/602/5879		
The production of Laboratory animals T/602/5880		
Laboratory animal nutrition A/602/5881		
Introduction to laboratory animal facility ethics L/615/1145		
Introduction to laboratory animal facility legislation Y/615/1147		
Laboratory animal health and husbandry J/602/5883		

IAT Level 2 Diploma in Laboratory Animal Science and Technology 603/7759/8		
Units	Assessor/Tutor	Internal Verifier
Introduction to health and safety principles and legislation A/618/5100		
Laboratory animal housing and routines F/602/5879		
The production of laboratory animals T/602/5880		
Laboratory animal nutrition A/602/5881		
Introduction to laboratory animal science ethics L/615/1145		
Introduction to laboratory animal facility legislation Y/615/1147		
Laboratory animal health and husbandry J/602/5883		
Laboratory animal biology Y/602/6049		
Numeracy for Animal Technologists D/602/6053		
Communication for Animal Technologists Y/602/6053		

CENTRE RESOURCES	
List of Assessors (Tutors) units taught	Evidence / qualification
List of Internal Verifiers units verified	Evidence / qualification
Learner support	Evidence
Procedures to support learners (including teaching, induction programmes, tutorial support)	
Procedures to support learners with special needs	
Management	
Effective management structures and procedures	
Effective management policies	
Effective communication	
Quality assurance	
Policies and procedures for: quality assurance; equal opportunities monitoring; health and safety; appeals and staff development	
The quality and fairness of assessment is systematically reviewed and monitored	
Centre resources	
Qualifications/training/experience of staff	
Teaching materials and methods	
Facilities to appropriately assess the aims and learning objectives	

Centres who do not choose to use IAT policies should provide their own in accordance to IAT standards.

Please code each piece of evidence listed above with a sequential number and submit in order with this form.