



Energy & Utility Skills

Framework

for

Recognition of a Learning Programme

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1.0 Introduction and Background

Energy & Utility Skills (EU Skills) is the Sector Skills Council for the energy and utility sector and covers the following four sectors:

- Electricity
- Gas
- Waste Management
- Water

Licensed by government, Energy & Utility Skills is responsible for developing and maintaining National Occupational Standards and working with employers to deliver the skills required to compete in a global workplace. Energy & Utility Skills also manages the Energy & Utility Skills Register (EUSR), an independent skills register providing a recognised standard across the energy and utility sector.

To support and improve the quality of training and development throughout the energy & utility footprint, Energy & Utility Skills (EU Skills) has developed a structured framework to provide Recognition of learning programmes designed for use within their industries.

'The purpose of the Energy & Utility Skills Recognition Process is to provide a quality mark for use within the energy and utility sector.'

The scheme has been designed to apply to employers own "in house" provision, together with all relevant third party Learning Providers involved in the transmission and distribution of Electricity, Gas and Water or the Waste Management industry. These will include:

- External Providers
 - Private Learning Providers
 - Further Education Colleges
 - Higher Education Institutions
 - Voluntary Organisations
- Employers offering programmes or courses to their own employees and/or employees of others

The framework will cover three categories of Recognition:

Category 1 Learning programmes underpinned by National Occupational Standards and leading to an assessment of competence

Category 2 Learning programmes not linked to National Occupational Standards but leading to defined objectives

Category 3 Specialist learning programmes relating to specific equipment, processes or legislation.

The Energy & Utility Skills Recognition Process is based on the following principles:

- **Inclusivity** – being open to all providers of education, learning and development
- **Clarity** – basing judgment and evaluation on demonstrable evidence
- **Transparency** – having a process that is the same for everyone and having a clear audit trail

The Framework operates on the basis that each category has defined criteria that must be satisfied in order to be recognised. Organisations wishing to obtain Energy & Utility Skills Recognition make an application with a prepared submission, showing how the criteria are met. An appropriate assessment of the material submitted is then undertaken, with the outcome communicated to the applicant. More detail on this process is included in the body of this document.

Once a programme of learning is recognised it is subject to an annual audit by Energy & Utility Skills to ensure the criteria continue to be met and that the quality of the programme is maintained and enhanced.

For programmes recognised by Energy & Utility Skills, all learners subsequently completing the programme in accordance with the specification will be eligible for registration on the Energy & Utility Skills Register.

This document provides the standard framework and application process for all three categories of Recognition.

1.1 The responsibility of Energy & Utility Skills

Energy & Utility Skills will support the employer/provider through the process and will:

- Manage and maintain the Recognition Process within agreed service levels, promoted on the EUSR web site, with detail and application through the web site
- Recognise employer/provider learning programmes where they meet the criteria
- Review the Recognition Process following feedback from users
- Operate and Manage the Quality Assurance Systems
- Register candidates on the Energy & Utility Skills Register
- Manage and maintain the EUSR and issue EUSR cards to learners who have completed a recognised learning programme
- Promote the recognised programme through a variety of channels within the sector including publishing details of recognised programmes on the EUSR web site
- Report to the Energy & Utility Skills Executive on a monthly basis on recognitions received and completed and complete an annual report

1.2 The responsibility of the employer/provider (submitting organisation)

It is the responsibility of the submitting organisation to:

- Map the programme to National Occupational Standards (NOS) where appropriate and provide evidence
- Ensure that information/evidence provided is accurate and up to date
- Ensure that information is provided on the relevant documentation supplied by Energy & Utility Skills as part of this document
- Ensure that evidence for all relevant sections is included prior to submission for Recognition and meet the criteria for Recognition
- To register all learners completing an recognised programme on the EU Skills Register (EUSR)
- Update and maintain the programme to ensure that it remains relevant and valid and at the required level
- Comply with the process of annual audit

Energy & Utility Skills Learning Recognition relates only to the specific learning programme(s) submitted and is restricted to that programme. It does not infer any recognition, approval or other accreditation of the organisation making the submission, or any other programmes of learning offered by that organisation.

2.0 Benefits of a Recognised Learning Programme

The Energy & Utility Skills Learning Programme Recognition Process is intended to add value to both employers and Learning Providers, by ensuring that recognised learning programmes, delivered into our industries, are comprehensive and meet appropriate quality standards.

Specific benefits include:

2.1 Benefit to Employers using a Recognised Learning Programme

The employer may be assured that a recognised learning programme has been independently scrutinised against robust criteria to determine that the learning programme is:

- Of a high quality and “fit for purpose”
- Appropriate to the energy and utility sector
- Able to meet the needs of both employer and employee
- Recognised as such by Energy & Utility Skills.

Subsequent registration on the EUSR provides additional individual recognition captured on a central, national skills database which employers can interrogate at any time via the internet.

2.2 Benefit to Employers/Providers on gaining Recognition of a Learning Programme

An Energy & Utility Skills recognised Learning Programmes demonstrates:

- The Learning Provider offers a quality programme that has been independently assessed as meeting the requirements set out by the employers from the industry and their Sector Skills Council. This offers a real marketing opportunity and enables the Learning Provider to target their programmes to employers who have commissioned particular programmes to meet their specific needs.
- An Energy & Utility Skills recognised learning programme demonstrates to other bodies/organisations, with an interest in the sector, that a robust valid learning programme recognised by their Sector Skills Council has been followed.
- Employers/Providers will be able to use the EUSR (Energy & Utility Skills Register) logo on their programme for the duration of Recognition. **Note:** The EUSR logo must be used in accordance with the Energy & Utility Skills directive on the use of their logo, and may only be used in relation to the programme that has been recognised.

2.3 Benefit to Learners

Learners may be assured that the recognised programme will provide them with quality training that has been independently proven to meet industry needs and will therefore be recognised by employers. Successful completion of a recognised programme may lead to Registration on the EUSR database which provides employers with clear, verifiable evidence of the individual’s awareness, skills and learning opportunities.

3.0 Principles of the Recognition Scheme

All programmes submitted to Energy & Utility Skills for recognition will be measured against the specified criteria outlined in Section 5 of this document. This ensures that programmes will be dealt with under a common framework, irrespective of the utility sector or category of recognition.

The submitted programme will be only be considered if it's primary purpose is to provide learners with knowledge, skills and /or competence directly relevant to work activities within Energy & Utility Skills footprint and must clearly:

- Meet the needs of employers in the relevant industry
- Explain how the programme will be maintained and updated throughout the period of Recognition
- Explain the Quality Assurance processes in place for the programme

All applications for Learning Recognition will be reviewed by the Energy & Utility Skills industry lead, and presented to the appropriate Employer/Industry group, to establish the support of industry for the Recognition of the Programme.

There are three categories of Recognition:

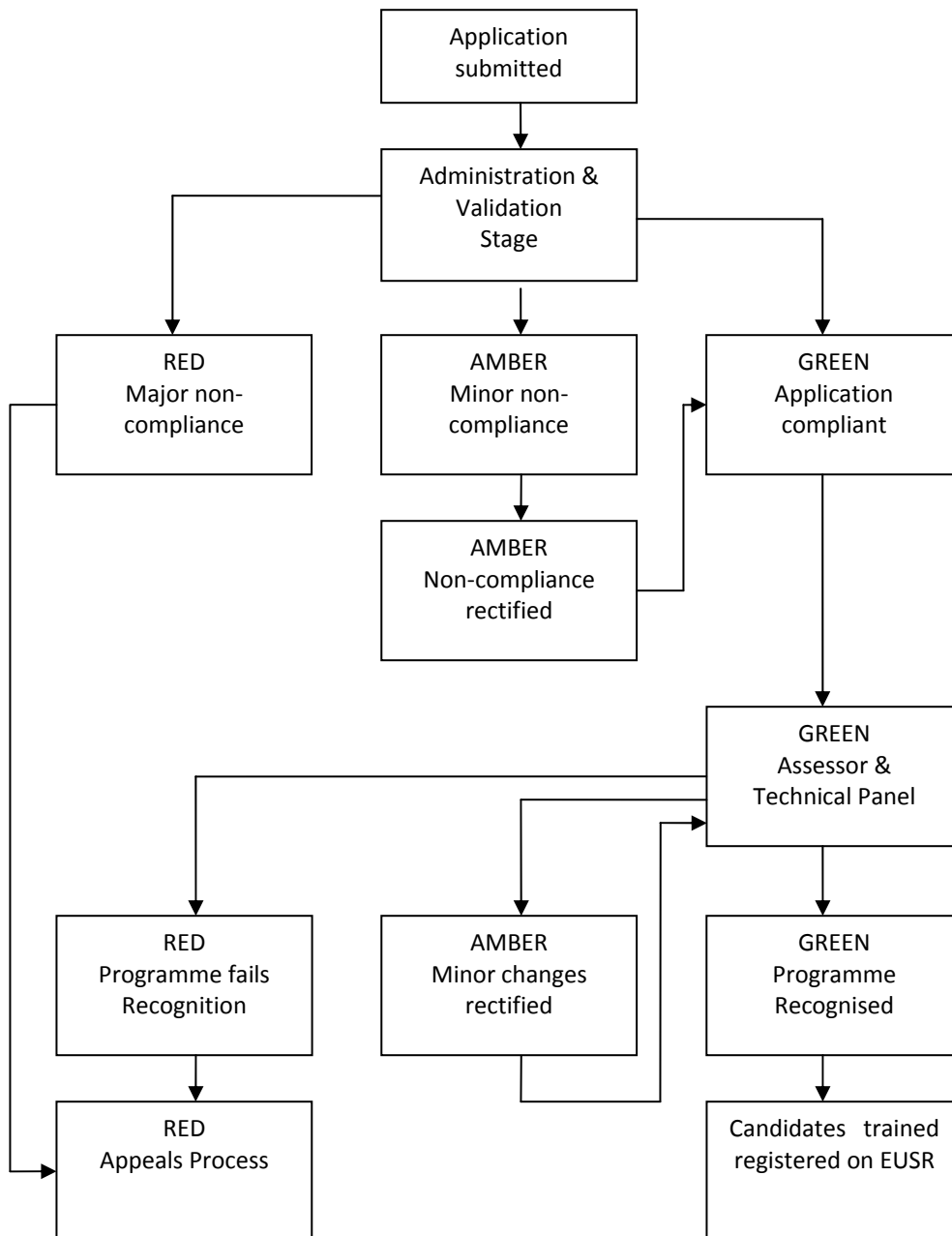
- Category 1** Learning programme(s) based on National Occupational Standards and leading to an assessment of Competence. Programmes submitted in this category must define the NOS that the programme is based upon, how the programme meets this Standard and how the competence of people undertaking the programme is assessed
- Category 2** Learning programme(s) not linked to National Occupational Standards but leading to defined objectives
- Category 3** Specialist learning programme(s) relating to specific equipment, processes or legislation.

All three categories include common criteria that must be satisfied in order for a programme to be recognised. These criteria are listed in section 5.0.

Please Note: Energy & Utility Skills Learning Recognition relates only to the specific programme(s) submitted and does not signify or infer any Recognition, approval or other accreditation or support of the organisation making a submission, or any other programmes of learning offered by the organisation.

4.0 Recognition Process

The following diagrammatic outlines the Energy & Utility Skills process for Recognition of a learning programme.



4.1 Recognition Submission

An application for Recognition by Energy & Utility Skills must be submitted to Energy & Utility Skills using the paperwork provided in Section 10 along with the appropriate application fee. The criteria as described in section 5 of this document must be met before the application will be considered for recognition. Any submissions received by Energy & Utility Skills not meeting the criteria, not submitted in the appropriate format and/or not including the appropriate application fee will be classed as AMBER and returned to the submitting organisation detailing requirements for submission.

4.2 Administration Stage

The Energy & Utility Skills Manager for Recognition of Learning will conduct a desk-top audit on all documents submitted in support of an application. It should be noted that all documents must be indexed and clearly identified when submitted.

The purpose of this stage of the process is to:

- Measure and assess the applicant organisation's capability to meet the requirements and criteria
- Identify missing information or gaps that will require remedial action
- Assess that the programme will facilitate the learner meeting the objectives specified

An interim report for the applicant organisation will be prepared by the Energy & Utility Skills Manager for Recognition of Learning, indicating the submission status as either GREEN (ok to progress), AMBER (some further information required) or RED (unable to progress). Those submissions given a Green rating will then proceed to the next stage.

4.3 Validation Stage

Once the submission has been given GREEN status at the initial administration stage the submission will be evaluated against the specific criteria established by Energy & Utility Skills. At Energy & Utility Skills discretion the applicant organisation's site(s) may be visited to discuss how the programme operates and confirm the establishment and effectiveness of the policies, procedures and processes which have been implemented to meet and maintain the award criteria. Equipment, location and facilities will be inspected to ensure they are 'fit for purpose'.

Following this assessment, the Energy & Utility Skills Manager for Recognition of Learning will complete a final outcome report that details the findings of both the administration and validation stage, and the assessors visit report if carried out, with a recommendation for final status to the panel.

Prior to the panel meeting to consider the programme, the submitting organisation will be informed of the representatives on the panel. This panel which, will ultimately determine the outcome and consider this report, shall consist of:

- Energy & Utility Skills Manager for Recognition of Learning, who will present the Learning Programme for the submitting organisation
- Subject Experts relevant to the submission who will scrutinise the programme content
- Technical Experts who may be required dependant on the programme content

The decision of the panel will be to recognise or not recognise the Learning Programme. Their role is not to make any other form of recommendation although feedback from a decision not to recognise the programme will be provided.

Following successful recognition of the programme a 'Certificate of Recognition' will be issued stating the name of the organisation and details of the recognised programme. The certificate will be signed by the Chief Executive of Energy & Utility Skills. The organisation will then will then able to use the EUSR logo for that programme, which will be promoted through the EUSR web site.

The EUSR registration process will apply for all candidates completing a recognised programme of learning.

4.4 Post Recognition requirements

Following the achievement of 'recognised' status there are some further/additional actions that are required:

- Successful learners who attend and/or complete recognised programmes **MUST** be issued with a certificate. The certificates should be dated and signed and may carry the EUSR Logo. A copy of the certificate forwarded to EUSR as part of the registration process.
- All learners successfully completing an Energy & Utility Skills recognised programme must be registered on the Energy & Utility Skills Register.
- Energy & Utility Skills should be made aware of any significant changes to the recognised learning programme. **Note:** any changes affecting the delivery of the recognised learning programme must be made in writing to the Manager for Recognition of Learning at Energy & Utility Skills within one month.

4.5 Annual Audit

Recognised learning programmes will be audited on an annual basis:

Organisations delivering recognised programmes must provide evidence that the programme is being delivered in line with that described in the submission for Recognition. The audit will also check that all required changes are implemented in a controlled manner ensuring that the programme continues to meet the criteria.

The annual audit will consist of a visit from an Energy & Utility Skills auditor to ensure that the programme and delivery remains up to date and of a quality initially recognised through the process.

The annual audit is chargeable, based on a cost recovery model plus the standard level of contribution towards the maintenance and development of the Energy & Utility Skills Learning Recognition framework

4.6 Appeals/Complaints Procedure

Energy & Utility Skills always aims to maintain the highest standards of service. However, any appeal/complaint against the process should be made in writing and addressed in the first instance to the Manager for Recognition of Learning at Energy & Utility Skills.

5.0 Recognition Criteria

Each submission of a learning program must be supported by a portfolio of evidence that demonstrates meets the criteria below. Information provided should be clearly referenced by document and page numbering on the application form. Submissions not clearly referenced, or incomplete, may need to be returned to the submitting organisation.

1.	Organisation Policies and relevant Accreditations	Details and copies of policies on Health & Safety, Quality Management, Environmental Protection plus relevant accreditations, licenses and insurances must be held and up to date
2.	Market and/or Industry Need	A statement that sets out the purpose of the learning programme, and the target population.
3.	Programme Aims and Objectives	Copy of the programme aims and objectives to be issued to learners
4.	Programme Specification and Content	Information on the programme duration, technical content(both theory and practical), session plans and copies of any handout material or visual aids to be used as part of the course.
5.	Method of Delivery	The methods used to deliver training input are appropriate to the subject manner and adequate support and guidance is provided for the learner.
6.	Assessment Methodology <i>(where appropriate)</i>	Description of how the practical and knowledge based elements will be assessed in order for all objectives to be met, together with copies of all test papers and practical skills assessments to be used.
7.	Verification Methodology <i>(where appropriate)</i>	Explanation of the Verification Process of the assessment of the programme
8.	Trainer Capability <i>(where appropriate)</i>	List of all trainers involved in the delivery of the programme, together with CVs for each person demonstrating that each trainer has relevant industry vocational capability and training experience.
9.	Assessor Capability <i>(where appropriate)</i>	List of all assessors involved in the assessment of the programme, including copies of CVs detailing assessment capability, experience and qualifications
10.	Feedback from Learners	Explanation of the process used to collect, analyse and act upon learner feedback and to monitor and evaluate changes in technology and/or legislation leading to improvements being implemented.
11.	Facilities and Equipment <i>(where appropriate)</i>	Inventory of sites and centres to be used together with descriptions of the specific equipment and/or plant to be used (include relevant photographs as appropriate)
12.	Programme Maintenance and Development	The mechanism established for the maintenance and future development of the programme as required by legislative or other changes.
13.	Audit/Quality Assurance Processes	The mechanism established for Quality Assurance of the programme and any audit processes in place.
14.	Details of Mapping to National Occupational Standards <i>(where appropriate)</i>	Details of the mapping exercise carried out of the programme content against National Occupational Standards (if appropriate)
15.	Brief Summary of the Programme	A brief summary of the programme to include the aims, and proposed learning of the programme

6.0 Fee Structure and Methods of Payment

Recognition of Programmes is only available to companies who are Energy & Utility Skills members. Membership demonstrates an organisation's role in facilitating the overall future skills sustainability of the sector

The application fee, and the site visit fee are "one off" payments, there are no additional annual or periodic fees to retain the recognition by Energy & Utility Skills, other than the fee for annual audit.

The fees are as follows:

Advice & Guidance	Initial Application	Recognition Process	Site Visit (if required)	Annual Audit
No Charge	£100*	TBA **	£500 per day***	£500 per day***

* Non-refundable application fee

** Cost of Recognition Process will be determined and communicated to the applicant following initial application. The fee will be broken down by number of days and resource relevant to the content of the submission and will be based on published rates for the type of resource. A minimum fee of £500 is charged for recognition of a learning programme.

*** The number of days required will be discussed and established prior to any visit being scheduled.

Please Note: Additional fees may be incurred if a subject/technical expert is required at the Validation Stage of Category 2 and 3 submissions. This cost will vary and will be passed on to the applicant at cost. A quotation for each application will be given following the initial application

All prices are subject to the addition of V.A.T at standard rate

Details of recognised programmes and providers will be made available on the EUSR website.

Registration of trainees who have been through a Recognised Learning Programme will be charged at the published EUSR rates.

7.0 Quality Control Processes

Once a Learning Programme has been recognised by Energy & Utility Skills it will remain recognised in perpetuity, subject to the outcome of annual audit. The aim of the audit will be to ensure the standards and training are maintained and the learning programme continues to meet the requirements of any applicable legislation, employer's requirements and market condition.

The audit will result in an outcome report that will conclude either

- The programme continues to meet the criteria in full
- The programme, as delivered, contains minor non compliances that must be actioned and resolved within a defined timescale
- The programme, as delivered, contains major non compliances resulting in the immediate withdrawal of the Recognition status and rejection of any further Registrations of people completing the programme

In the event of the Learning Recognition being withdrawn, Energy & Utility Skills will inform the organisation in writing, explaining the full reasons for the decision and informing them of the appeal process. If, and when, the major non compliances are corrected, a new submission may be made clearly showing how the areas of major concern leading to the original withdrawal, have been addressed and corrected

The audit process should be considered as an opportunity to work with Energy & Utility Skills as part of the continual improvement process of the learning programme.

Energy & Utility Skills will report each month to its Industry Leads and Directors on the programmes which have been received for Recognition. The report will be a brief summary of the following areas:

- Organisation(s) submitting programme(s) for approval
- Type of programme, its purpose and broad content
- Outcome of the Recognition process

Energy & Utility Skills will keep a clear audit trail of the recognition process and an annual report on the programmes which have been reviewed in the Learning Recognition process, along with outcomes, will be submitted to the Energy & Utility Skills Executive.

8.0 Confidentiality

All submissions to Energy & Utility Skills will be treated in strict confidence. Materials will be restricted to Energy & Utility Skills Employees & associates and members of relevant sector industry/country groups, and will not be divulged to any other party.

9.0 Data Protection

All submissions will be subject to the Data Protection Act 1998.

10.0 Further Information about the Recognition Process

Information about the Energy & Utility Skills Learning Recognition process can be found on the EUSR website www.eusr.co.uk. Links are also available from the Energy & Utility Skills Website www.euskills.co.uk. If you are considering submitting an application and you feel you need advice and guidance or wish to raise any issues with regard to the Learning Recognition Framework please email eusr@euskills.co.uk or telephone 0845 077 99 22.

More information on the Registration Schemes operated by Energy & Utility Skills is available on the EUSR website.

Annex 1 . Application for Learning Recognition

The following forms should be used to prepare a submission for Recognition of a Learning programme.

Submissions should be sent to:

**The Manager for Recognition of Learning
Energy & Utility Skills
Friars Gate
1011 Stratford Road
Shirley
Solihull
B90 4BN**

Energy & Utility Skills will respond to your submissions within 10 working days to indicate the status of your submission as described under **4.0 Recognition Process**.



Recognition of a Learning Programme Submission

Company Name							
Company Address							
Post code							
Telephone No.							
Contact Details							
Email address							
Title of Learning Programme							
Industry <i>Please indicate the industry(s)</i>	Gas		Electricity		Water		Waste

Please indicate which one of the 3 categories applies to this application:	
Category 1 <i>Learning programmes underpinned by National Occupational Standards and leading to an assessment of competence</i>	
Category 2 <i>Learning programmes not linked to National Occupational Standards but leading to defined objectives</i>	
Category 3 <i>Specialist learning programmes relating to specific equipment, processes or legislation.</i>	

Signature		Date
Print Name		
Position		

The completed submission should be signed by the Training Provider Representative, and then sent to:

Recognition of Learning,
Energy & Utility Skills,
Friars Gate
1011 Stratford Road
Shirley
Solihull
B90 4BN

If you have any questions please contact us on 0845 077 9922 or email enquiries@euskills.co.uk

For EU Skills Use Only

Date In	Auth By	Auth Y/N	Date Out	Ckd By
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Recognition of a Learning Programme

Submission – Criteria Check List

Company Name	
Title of Learning Programme	

NOTES ON COMPLETION: The submission must cover all Recognition criteria. Please use the following checklist to confirm that the relevant paperwork is included in the submission.

	Criteria:	Guidance	Page No. & Ref	Ckd	Conf
1.	Organisation Policies and Relevant Accreditations	<i>Details and copies of policies on Health & Safety, Quality Management, Environmental Protection plus relevant accreditation, licences and insurance policies.</i>			
2.	Market and/or Industry Need	<i>A statement that sets out the purpose of the learning programme and the target population.</i>			
3.	Programme Aims and Objectives	<i>Copy of the programme aims and objectives to be issued to learners including pre-course requirement, operating rules and safety requirements.</i>			
4.	Programme Specification and Content	<i>Information on the Programme duration, technical content, both theory and practical, and session plans. Copies of Codes of Practice, relevant policies, technical manuals and any handout material or visual aids to be used as part of the course.</i>			
5.	Method of Delivery	<i>The methods used to deliver training input are appropriate to the subject matter and adequate support and guidance is provided for the learner.</i>			
6.	Assessment Methodology <i>(where appropriate)</i>	<i>Description of how the practical and knowledge based elements will be assessed in order for all objectives to be met, together with copies of all test papers and practical skills assessments to be used.</i>			
7.	Verification Methodology <i>(where appropriate)</i>	<i>Explanation of the Verification Process of the assessment of the programme</i>			
8.	Trainer Capability	<i>List of all trainers involved in the delivery of the programme, together with CVs for each person demonstrating that each trainer has relevant industry vocational capability and training experience.</i>			

Criteria:		Guidance	Page No. & Ref	Ckd	Conf
9.	Assessor Capability <i>(where appropriate)</i>	<i>List of all assessors involved in the assessment of the programme, including copies of CVs detailing assessment capability, experience and qualifications</i>			
10.	Feedback from Learners <i>(where appropriate)</i>	<i>Explanation of the process used to collect, analyse and act upon learner feedback, and to monitor and evaluate changes in technology and/or legislation leading to improvements being implemented.</i>			
11.	Facilities and Equipment <i>(where appropriate)</i>	<i>Inventory of sites and centres to be used together with descriptions of the specific equipment and/or plant to be used (include relevant photographs as appropriate)</i>			
12.	Programme Maintenance and Development	<i>The mechanism established for the maintenance and future development of the programme as required by legislative or other changes. Details of administration and process to retain securely relevant documentation and data applicable.</i>			
13.	Audit and Quality Assurance Process	<i>The mechanism established for Quality Assurance of the programme and any audit processes in place</i>			
14.	Mapping to NOS <i>(where appropriate)</i>	<i>Details of mapping exercise carried out of the programme content against national Occupational Standards</i>			
15.	Summary of Programme	<i>Please provide a brief summary of the programme to include aims and proposed learning. This information will be displayed on the EUSR web site</i>			

Short description of the aims and learning outcomes of the programme (max 30 words)

Annex 2. List of people responsible for recognition and validation of learning programmes

Senior Accountable Officer	CEO Energy & Utility Skills
Accountable Officer	Finance and Services Director
Named Officer	Manager for Recognition of Learning
Recognition Panel	Energy & Utility Skills Manager for Recognition of Learning and Subject Expert, Technical Expert(s) where appropriate
Appeals Panel	Energy & Utility Skills representatives and subject specialists not involved in the previous decision making process

Annex 3. Evidence explained

This section is designed to give you more details about what is expected in regards to evidence for submission. Start by reading through the relevant Summary of Evidence Checklist. This should give you a clear indication of what to include in your submission. If in doubt please contact the Energy & Utility Skills Manager for Recognition of Learning.

If a piece of evidence is missing, but has been ticked on the Summary of Evidence Checklist, the Manager for Recognition of Learning may contact you directly to see if you have simply forgotten to submit it, if so you will be asked to send the missing evidence immediately. If you do not have the evidence (but have ticked yes on the checklist) the application will not be processed and will be returned for resubmission.

Evidence should be set out in a logical order with supporting documentation clearly numbered and any page numbers referenced. Supporting evidence not clearly referenced may be returned for resubmission.

Examples of evidence required

This section aims to provide further clarification

1. Organisation Policies and Relevant Accreditations

Organisations who require a site visit as part of the Recognition process may not be required to forward copies of their organisation policies, insurances and relevant accreditations. These will be inspected on the site visit. They should however tick to indicate they hold these documents.

Other organisations should forward copies of their policies, insurances and relevant accreditations to Energy & Utility Skills as directed in section 5.0

6. Assessment Methodology, 7. Verification Methodology, and 9. Assessor Capability

Evidence for this section only applies to those programmes that are assessed

10. Feedback from Learners

Please explain the process to collect, analyse and act upon learner feedback. Also include a copy of the feedback form used. You may also include examples of how you have changed programmes in the past based on learner feedback.

14. Details of Mapping to NOS

Include any mapping work carried out showing how the programme maps to relevant NOS.

15. Brief summary of the Programme

Please include a brief summary of the programme. This summary will be published on Energy & Utility Skills web site and used for promotion of the programme

Annex 4. Frequently asked questions

How do I get my course recognised?

Information on the Recognition process can be found on EUSR web site – www.eusr.co.uk

What are the submission deadlines and Recognition panel meeting dates?

Deadlines for submission are 15 working days prior to the panel meeting dates. If we need to request additional information, the 15 days commences from the date we receive the submission is deemed GREEN.

What happens if I don't get my programme submission recognised?

We will inform you in writing and provide you with an action plan requesting further evidence/strengthening of the programme to ensure your next submission will be successful. The process for Recognition will then commence from the beginning again and the submission will be treated as a new submission.

What documents do I need to submit to have my programme recognised?

A checklist is available and the relevant documentation you need to submit is outlined here.

How do I get access to the relevant National Occupational Standards?

NOS developed by Energy & Utility Skills and other Sector Skills Councils can be found on the NOS Directory – www.ukstandards.org

Where do I find out which programmes have been recognised by Energy & Utility Skills?

This can be found on the EUSR web site – www.eusr.co.uk

Can I submit more than one programme at once to be recognised?

Yes but a separate submission form will have to be completed for each programme