

Advantage Accreditation Associate Membership

Section	Content
1. Introduction	Aims and Objectives
2. Applicant Information	Applying for Associate Membership Approval
	Associate Member Responsibilities
	Process for Approval
	Associate Member Approval Application Form
	Member Competencies
3. General Information	Complaints
	Confidentiality
	Data Protection
	Copyright
	Terms & Conditions

1. Introduction

Aims and Objectives

Advantage is a national accreditation body that specialises in health and social care. Our primary goal is to improve standards and quality of care.

Advantage Associate Membership is available to all trainers, consultants and learning and development roles who want to provide quality assurance to both regulators and clients.

In today's crowded market, it is more important than ever to stand out and to emphasise your commitment to quality. An Advantage Associate Membership is a flexible solution that allows you to show you are committed to high training standards.

By applying for Associate Membership, you will be able to demonstrate that you have the necessary skills to communicate your knowledge and expertise to learners.

2. Applicant Information

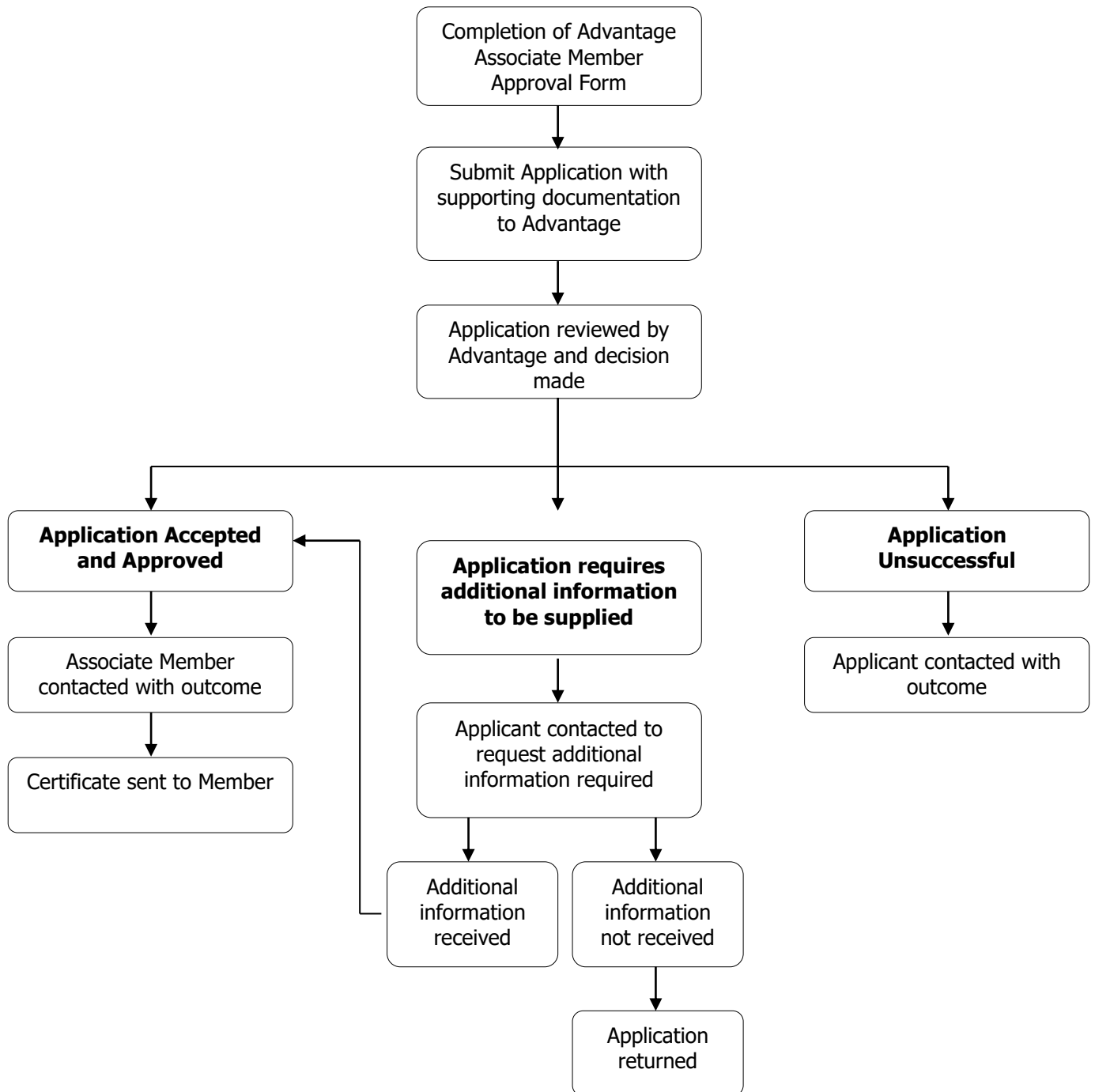
How to apply for Associate Membership

1. Completion of Approval Application Form, ensuring all sections are complete
2. Collate relevant evidence needed in accordance with the application form
3. **Scan and email/post completed form and attached evidence back to Advantage.** (It is recommended that you use 'Signed For' or 'Special Delivery' postage to enable tracking of the item if sent via post)
4. Advantage will process and assess the application within 14 working days of receipt
5. Approved Associate Member Certificate will be sent following successful approval
6. If unsuccessful, you will be informed of this decision via email
7. Advantage reserves the right to withdraw approval with valid reasons
8. Once approved, registration as an approved trainer is valid for **12 months**

Member Responsibilities

- ✓ The trainer is to comply with all Advantage policies and procedures
- ✓ Maintain professional standards as an Advantage Associate Member
- ✓ Provide Advantage with any changes in details or circumstances that could affect approved membership

Process for Approval



Associate Member Approval Application

1. Applicant Details

Name:	
Address:	
Postal Code:	
Telephone Number:	
Email Address:	
Company Name:	
Nursing Reference: (if applicable)	
Current Accreditations:	

2. Teaching/Training Qualifications

Please evidence certificate copies of all listed qualifications, e.g. PTLLS, Train the Trainer or equivalent

Qualification	Awarding Body	Date Achieved

4. Supporting Qualifications, Experience and Knowledge

Please evidence certificate copies of all listed qualifications

Qualification	Awarding Body	Date Achieved

5. Comments

Please add any additional comments/explanatory notes in support of your application:

--

6. Please ensure you attach / scan all relevant evidence relating to experience, qualifications and certification stated above.

7. Declaration

I confirm that I will operate within the policies and terms and conditions of Advantage and understand that any breaches of such would result in my membership being removed			
I understand that the copyright of all Advantage materials remains the property of Advantage and cannot be used in conjunction with any other party, unless prior written authority has been provided by Advantage			
I confirm that the information given is accurate to the best of my knowledge			
Signed:		Position:	
Printed Name:		Date:	

OFFICIAL USE ONLY

Approval Form Received: (date)		Processed by: (sign)	
Processed: (date)		Processed by: (print)	
Certificate issued: (date)		Approval Outcome: A / NA	
Comments if required to support decision:			

Competencies – Social Care Series

	Course	Subject Knowledge	Trainer Qualifications
Health & Social Care Core Series	Safeguarding	<ul style="list-style-type: none"> ✓ Certificate of attendance to a 6 hr SoVA/equivalent / higher course ✓ Specialist knowledge in this area is essential ✓ Experience of working in this specific area would be an Advantage ✓ Level 3 in Health & Social Care 	<ul style="list-style-type: none"> ✓ Train the Trainer ✓ Group Training Techniques ✓ Professional Trainer Award ✓ PTLLS , CTLLS, DTLLS
	Dementia	<ul style="list-style-type: none"> ✓ Certificate of attendance to a 6 hr Dementia / equivalent / higher course ✓ Specialist knowledge in this area is essential ✓ Experience of working in this specific area would be an Advantage ✓ Level 3 in Health & Social Care 	<ul style="list-style-type: none"> ✓ Train the Trainer ✓ Group Training Techniques ✓ Professional Trainer Award ✓ PTLLS , CTLLS, DTLLS
	Infection Control	<ul style="list-style-type: none"> ✓ Certificate of attendance to a 6 hr Infection Control / equivalent / higher course ✓ Specialist knowledge in this area is essential ✓ Experience of working in this specific area would be an Advantage ✓ Level 3 in Health & Social Care 	<ul style="list-style-type: none"> ✓ Train the Trainer ✓ Group Training Techniques ✓ Professional Trainer Award ✓ PTLLS , CTLLS, DTLLS
	Moving, Assisting & Hoisting of People	<ul style="list-style-type: none"> ✓ Certificate for a train the trainer Moving & Handling of People course ✓ Specialist knowledge in this area is essential ✓ Experience of working in this specific area would be an Advantage ✓ Level 3 in Health & Social Care 	<ul style="list-style-type: none"> ✓ Train the Trainer ✓ Group Training Techniques ✓ Professional Trainer Award ✓ PTLLS , CTLLS, DTLLS
	Handling & Administration of Medicines	<ul style="list-style-type: none"> ✓ Certificate of attendance to a 6 hr Handling & Administration of Medicines / equivalent / higher course ✓ Specialist knowledge in this area is essential ✓ Experience of working in this specific area would be an Advantage ✓ Level 3 in Health & Social Care 	<ul style="list-style-type: none"> ✓ Train the Trainer ✓ Group Training Techniques ✓ Professional Trainer Award ✓ PTLLS , CTLLS, DTLLS

*Please note the above table is an illustration of just a few of Advantage courses, all subject areas require specific criteria to gain approval

Competencies – Health and Safety Series

	Course	Subject Knowledge	Trainer Qualifications
Health, Safety & Clinical Series	Health & Safety	<ul style="list-style-type: none"> ✓ Certificate of attendance to a 6 hr Health & Safety / equivalent / higher course ✓ Specialist knowledge in this area is essential ✓ Experience of working in this specific area would be an Advantage ✓ Level 3 in Health & Social Care 	<ul style="list-style-type: none"> ✓ Train the Trainer ✓ Group Training Techniques ✓ Professional Trainer Award ✓ PTLLS , CTLLS, DTLLS
	Fire Safety	<ul style="list-style-type: none"> ✓ Certificate of attendance to a 6 hr Fire Safety or equivalent / higher course ✓ Specialist knowledge in this area is essential ✓ Experience of working in this specific area would be an Advantage ✓ Level 3 in Health & Social Care 	<ul style="list-style-type: none"> ✓ Train the Trainer ✓ Group Training Techniques ✓ Professional Trainer Award ✓ PTLLS , CTLLS, DTLLS
	Food Hygiene	<ul style="list-style-type: none"> ✓ Certificate of attendance to a 6 hr Food Hygiene or equivalent / higher course ✓ Specialist knowledge in this area is essential ✓ Experience of working in this specific area would be an Advantage ✓ Level 3 in Health & Social Care 	<ul style="list-style-type: none"> ✓ Train the Trainer ✓ Group Training Techniques ✓ Professional Trainer Award ✓ PTLLS , CTLLS, DTLLS
	First Aid	<ul style="list-style-type: none"> ✓ Certificate for a Level 3 First Aid at Work course ✓ Specialist knowledge in this area is essential ✓ Experience of working in this specific area would be an Advantage ✓ Level 3 in Health & Social Care 	<ul style="list-style-type: none"> ✓ Train the Trainer ✓ Group Training Techniques ✓ Professional Trainer Award ✓ PTLLS , CTLLS, DTLLS
	Epilepsy (including emergency medication)	<ul style="list-style-type: none"> ✓ Certificate for a Level 3 First Aid at Work course ✓ Attendance on practical Epilepsy course ✓ Specialist knowledge in this area is essential ✓ Clinical Skills / registered nurse ✓ Experience of working in this specific area would be an Advantage ✓ Level 3 in Health & Social Care 	<ul style="list-style-type: none"> ✓ Train the Trainer ✓ Group Training Techniques ✓ Professional Trainer Award ✓ PTLLS , CTLLS, DTLLS

*Please note the above table is an illustration of just a few of Advantage courses, all subject areas require specific criteria to gain approval

3. General Information

Complaints

Advantage will investigate all complaints received.

Procedure for Complaints

1. All complaints will be received by the Managing Director
2. Investigatory meetings will be conducted with necessary personnel depending on the nature of the complaint
3. All investigatory meetings will have a company representative present and be recorded in writing
4. Member will be informed of the outcome of all investigatory meetings
5. Appropriate action will be taken by the Managing Director; this will depend on the nature of the complaint
6. Complaints will be reviewed by the Managing Director and corrective actions put in place where necessary
7. Membership will be removed if it is necessary following the outcome of a complaints investigation

Confidentiality

1. You agree that you will keep in strict confidence any of the following that are confidential and that you obtain in any way:
 - specifications
 - inventions
 - processes
 - initiatives
 - any other confidential information about our business or products
2. We agree that you may disclose this information to any of the following who may need it to carry out your obligations under this contract:
 - your employees
 - your officers
 - your representatives or advisers
 - your agents

- your subcontractors
- 3. We also agree that you may disclose this information if you are required to by law, court order or any governmental or regulatory authority.
- 4. You agree that if you disclose this information to any of your employees, officers, representatives, advisers, agents or subcontractors, you will make sure they also follow the conditions in this section.
- 5. You agree that you will only use this information to perform your obligations under this contract.

Data Protection

The Act places legal obligations on everyone who records and uses personal data (Data Controllers). They must only process information fairly and lawfully, which means that individuals (Data Subjects) must be informed about what information is collected and what it is used for, and it must not then be used for any other purposes. Those purposes are registered with the Data Protection Commissioner ICO (formerly the Data Protection Registrar) along with a description of what security measures are in place to ensure compliance with the Data Protection Principles.

Advantage (Independent Accreditation in Learning) is committed to complying with the rights of individuals under the General Data Protection Regulation (GDPR):

- The right to be informed
- The right of access
- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision making and profiling.

Terms & Conditions

Section 1: Provision of Services

- 1.1 The initial contract term is 1 year unless agreed otherwise.
- 1.2 As part of your Associate Membership, we will provide the following services to you:
 - Permission, for the term of the contract, to use the Advantage Approved Trainer on any marketing or training materials
 - We will send you CPD updates and newsletters as and when they become available.
- 1.3 The Advantage Associate Membership is not an endorsement any training materials, or any delivery relating to training, and must not be marketed as such. You may be liable for damages if you are found to be doing so.
- 1.4 Our logo is protected by copyright. You may only use it with our consent. Your rights to use the logo on any materials terminate with the end of the contract.
- 1.5 You may not use our logo on any certificates you issue. You will be liable for damages if found doing so.
- 1.6 Copyright of any training material upon which our logo is used is your responsibility and we can accept no liability for this.
- 1.7 If we cannot run the service, or if we have to delay it, because of anything you or anyone working with you does or fails to do, we will not be liable for any costs or losses that you or any third parties suffer as a result.
- 1.8 You will be liable to pay us all reasonable costs or losses that we suffer because you:
 - Behave fraudulently or negligently
 - Delay or fail in your obligations under this contract.These losses may include (this is not a complete list):
 - Direct, indirect or consequential losses
 - Loss of profit
 - Loss of reputation
 - Loss or damage to property
 - Losses caused by injury or death
 - Loss of the opportunity for us to run a service elsewhere.In this situation, we will confirm the losses and costs to you in writing.

Section 2: Cancelling services

- 2.1 We may cancel our service whenever we determine it is not cost-effective to provide it. If we cancel a service, we will not be responsible for any financial loss of any kind that you suffer as a result.
- 2.2 If you cancel your registration after submitting your full application, you will be liable to pay a £25 administration fee to cover the costs of processing the applications. You will also be liable for the costs of any other activities we have undertaken on your behalf.
- 2.3 If you decide to end the use of our services at any point during the term of your contract, you will not receive a part-refund.

Section 3: Payment

- 3.1 We will require payment before our services becomes active.
- 3.2 We need to receive the full fee in our bank account within 14 days of the invoice date.

3.3 Payment can be made via BACS or Credit Card

3.4 The membership will not start until you the applications has been approved

Section 4: Liability

4.1 Nothing in these conditions limits or excludes our liability for:

- Death or personal injury caused by our negligence
- Any damage or liability that you suffer due to our fraud or fraudulent misrepresentation

4.2 We shall under no circumstances whatsoever be liable, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, for any loss of profit, or any indirect or consequential loss arising under or in connection with the contract; and

4.2.1 Our total liability in respect of all other losses arising under or in connection with the Contract, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, shall in no circumstances exceed £500.00.

4.2.2 We shall not be liable as a result of any delay or failure to perform its obligations under this Contract as a result of a Force Majeure Event.

Section 5: Data protection

5.1 You acknowledge that:

- We may process your personal data as part of supplying services in order to fulfil our contractual obligations to you.
- Third parties may also process your data on our behalf. We will inform you in the event that this occurs.

Section 6: Ending this contract

6.1 We may end this contract immediately in writing without any liability to you if any of the following apply:

- You have a bankruptcy order made against you, make an arrangement with your creditors or set up any other arrangement to do with your insolvency
- If your organisation is a body corporate, you arrange a meeting of creditors (formal or informal)
- You start the process of liquidation (either voluntarily or not)
- A receiver, manager, administrator or administrative receiver is appointed for your organisation, or an administrator is about to be appointed
- Any resolution is passed, or petition made, to wind up your organisation or put it into administration
- Anyone begins any proceedings related to your insolvency or potential insolvency
- You are unable to pay your debts (as defined in section 123 of the Insolvency Act 1986)
- Anyone obtains or serves any execution on your property, whether this is legal or equitable
- You fail to perform any of your obligations under this contract, or under any other contract that we have with you
- You stop trading
- If the reputation of Advantage would be damaged by continuing to provide services to you
- If we receive any complaints about the standards of training delivered or if you misrepresent Advantage.

If we end the contract for any of these reasons, we will give you notice in writing. This will not affect any other rights that we or you may have.

Section 7: About this contract

- 7.1 At any time, we may change the services so as to comply with any safety or statutory requirements, so long as these changes do not affect the nature, scope or cost of the services in a material way.
- 7.2 We may from time to time change the services we provide, so long as these changes do not affect the nature or quality of the services. Where practical we will give you at least 28 days notice of any change.
- 7.3 No right under this contract can be waived unless:
 - the waiver is in writing
 - it only applies to the circumstances that it is given for.
- 7.4 If a court or any other authority that has jurisdiction over the contract finds that any part of it is invalid, illegal or unenforceable, that part of the contract will no longer count as part of the contract (as the court decides). This will not affect the other parts of the contract.
- 7.5 If any part of the contract is found to be illegal, invalid or unenforceable, that part will apply with the minimum changes necessary to make it legal, valid and enforceable.
- 7.6 You agree that you will not assign, transfer, subcontract, or deal in any other way with any of your rights or obligations under the contract without our written consent.
- 7.7 You and we agree that each party in this contract is acting on its own behalf and not for the benefit of anyone else.
- 7.8 Nothing in this contract forms a partnership or joint venture of any kind between you and us. This contract does not make either party the agent of another party for any reason. Neither part will have the authority to act as an agent for the other party, or to bind them, in any way.
- 7.9 This contract is governed by the laws of England and Wales.
- 7.10 You and we agree that the courts of England Wales will settle any dispute or claim to do with this contract (including non-contractual disputes or claims).