

IAM Endorsed Training Scheme

Overview of Requirements, Guidance and Scheme Fees

This is not a legal document

Purpose

1. The IAM Endorsed Training Scheme (ETS) is designed to assist all potential clients to find and access suitable, reputable training providers that can deliver specified asset management training using knowledgeable instructors.
2. Since the IAM appointed the first Endorsed Training Providers (ETPs) in 2010, the ETS has built a reputation for the provision of good quality asset management training. It is in the interests of ETPs, clients and the IAM that this reputation is maintained.
3. The purpose of this document is to provide prospective ETS applicants with sufficient information, in conjunction with the relevant ETS application form(s), to determine whether they wish to apply for one, or more, categories of ETS endorsed training (see table below).
4. This document includes an overview of the generic requirements with which a successful applicant will need to comply for the duration of the 5-year Agreement. Requirements specific to a training category are identified in the relevant application form.
5. If an application for a category of training is successful, a contractual ETP Agreement will be established between the successful applicant and the IAM. The ETP Agreement will document the detailed requirements relevant to the scope of that endorsement. Both parties will need to sign the ETP Agreement before an ETP endorsement can take effect.
6. Appendix A of this document contains the current fees for all IAM Endorsed Training.

Categories of Endorsed Training

7. The ETS encompasses five categories of Endorsed Training. Applicants can apply to be endorsed for one or more categories.

Title of Endorsed Training Category	Purpose & Target Audience
Foundation Award	Introductory training for people who are new to asset management. It also includes an IAM set Knowledge Test for delegates.
Executive Briefing	A short course on asset management, specifically targeted at Executives and Senior Managers.
Implementing Asset Management Systems (Modules B1-B6)	Comprises a set of 6 short course modules related to the capabilities required for establishing an asset management system. <i>(Applicants can apply to deliver one or more of the modules)</i>
Certificate training	To prepare candidates for the IAM's <i>'Principles of Asset Management'</i> examination, which is required for award of the IAM's Certificate qualification.
Diploma training	To prepare candidates for the IAM's <i>'Advanced Asset Management'</i> examination. Candidates who pass this and the <i>'Principles of Asset Management'</i> examination can be awarded the IAM's Diploma qualification.

Applying to become an IAM ETP

8. Training providers can apply to become an IAM ETP for one or more of the above categories of IAM Endorsed Training. Training providers typically include the following:
 - (a) Commercial training companies offering training to external learners;
 - (b) Educational establishments (universities, colleges, etc) offering training to external learners;
 - (c) Individual trainers offering training to external learners, who can meet the requirements of the IAM application process; and
 - (d) Companies involved with asset management activities wishing to provide training for their own personnel who can meet the requirements of the IAM application process.
9. The application process is designed to be transparent and open to training providers who believe they can satisfy all the requirements of the application process. The IAM does not undertake to consider applications it has reason to believe cannot meet the requirements.
10. The application process requires applicants to demonstrate appropriate capability in the following areas (see relevant application forms):
 - (a) Organisational capability
 - (b) Quality of training materials to address the syllabus of the relevant category of training.
 - (c) Competence of trainers for the development and/or delivery of relevant training
11. Applications will not be assessed until the IAM is in receipt of the relevant application fee. The fees are identified in Appendix A.
12. All material submitted to the IAM as part of an application will remain confidential and will not be released by the IAM to any Third Parties without the prior written permission of the applicant, unless required to do so by order of a recognised Court of Law.
13. Successful applicants:
 - (a) are appointed as ETPs by means of a contractual Agreement with the IAM. The Agreement, and its associated monitoring regime, are intended to ensure an ETP continues to comply with the applicable requirements.
 - (b) must become a Corporate or Individual Member of the IAM and thereby subject to the IAM's Code of Conduct (CoC). The membership must be maintained for the duration of an ETP's appointment. The category of membership must be appropriate for a training provider's organisation. Information about the categories of IAM membership can be found at <https://theiam.org/membership/> For any queries about IAM membership prior to submitting an ETS application, please contact the IAM on Office@theIAM.org.

Overview of the ETP Agreement Generic Requirements

14. Successful applicants are permitted to use the title IAM Endorsed Training Provider (ETP) in relation to the category of training for which they are endorsed.
15. The Agreement for each category of endorsement will be for a period of 5 years, at which point it will terminate automatically.
16. The IAM commits to:
 - (a) provide ETPs with a minimum of one month's notice of any changes to the requirements of an Agreement or pricing.
 - (b) promote all categories of Endorsed Training through its regular communication channels.

17. All ETPs are required to:

- (a) Provide information, as requested by the IAM, to enable periodic monitoring of the compliance of the ETP with the requirements of the Agreement. If required by the IAM, this will include access to the ETP's premises and any place where IAM endorsed training is taking place. The ETP shall enable this monitoring to take place in a timely manner and with no charges to the IAM.
- (b) notify the IAM if unable to deliver training in compliance with the requirements of the Agreement, or if the ETP intends to implement any significant changes to its approach to the content, or delivery, of the endorsed training.
- (c) Notify the IAM of any complaints of substance relevant to the Endorsement.
- (d) inform the IAM in writing without delay if the ETP becomes aware or suspects that there will be, or has been, any breach of the requirements of the Agreement or the IAM Code of Conduct.
- (e) give their Clients the opportunity to provide independent feedback to the IAM.

Intellectual Property Rights (Use of IAM Logo)

18. During the term of the Agreement the IAM grants an ETP a non-exclusive licence to use the Endorsed Training Provider Name and Logos solely for the purpose of marketing and delivery of the course(s) for which the ETP is endorsed.
19. The relevant Logo(s) will be provided by the IAM and may only be appended to marketing and promotional materials developed by the ETP which are relevant to the specific course(s) for which the Provider is Endorsed. Any misuse of Logo(s) that give a false impression of the Endorsement granted by the IAM will be considered a breach of contract and may lead to a termination of this Agreement. This is to avoid prospective clients believing that other training provided by an ETP is also endorsed by the IAM.

Confidentiality

20. Clauses in the Agreement identify:

- (a) the requirements for both parties to maintain the confidentiality of IAM and ETP confidential information both during the Agreement and for a period of 5 years after the Agreement ends.
- (b) to whom it is permissible for an ETP or the IAM to disclose the other party's confidential information.

Charges and Payment

21. The ETS Fees are identified in the Endorsed Training Scheme (ETS) fees document. ETPs are to promptly pay their relevant fees: failure to do so is a breach of the contract and also the IAM's CofC.

Dispute Resolution

22. If a dispute arises between the IAM and an ETP, the Agreement contains a defined process which the parties can follow to resolve the dispute before pursuing matters through the appropriate jurisdiction.
23. It is a requirement of the Agreement that each party irrevocably agrees that the courts of England and Wales will have exclusive jurisdiction to settle any dispute or claim arising out of or in connection with the Agreement.