



## **Accredited Trainer Approval Policy**

### **1 Scope**

The Society of Forensic Interviewers (SoFI) provides an accreditation service by which individuals can gain formal recognition of their achievements through successful completion of our Accredited Learning Programme (ALP). This ALP is accredited by SFJ Awards, an OfQual regulated Awarding Body, and has been mapped and found to be equivalent to a level 4/5 vocational qualification. By gaining certification through a rigorous quality assurance process, employers will have confidence that their employees have reached an agreed level of skills and knowledge.

This involves the development, delivery and awarding of accreditation and certification, including setting assessments and quality assuring the assessment process to ensure that assessments are fair, valid and carried out in line with the defined processes.

This policy covers the criteria for members to meet to become a SoFI Accredited Trainer.

### **2 Definitions**

**Learner** - a member of SoFI who has enrolled on a SoFI course accredited by the OfQual Awarding Body (SFJ Awards) or by SoFI.

**Accredited Trainer** - a member of SoFI who has met the Accredited Trainer Approval Criteria to provide online and/or practical tuition for a SoFI course accredited by the OfQual Awarding Body (SFJ Awards) or by SoFI.

**SoFI Director** - A registered Director of SoFI or a nominated member of staff employed by SoFI.

### **3 Professional Requirements**

1. Recognised training qualification  
e.g.  
National UK Police Trainer  
Other training qualification at a minimum of Level 4 or equivalent  
PGCE  
Other post graduate teaching qualification  
(to include equivalents in country of residence/employment).  
PLUS  
a minimum of 1 years relevant training experience in the last five years

OR

Recognised interviewing qualification i.e UK Police Tier 2 or above (or equivalent)  
PLUS  
a minimum of 5 years relevant training experience in the last ten years

2. Successfully complete the SoFI Foundation Level  
'Theory of Ethical Interviewing' Unit and/or other relevant designated Units
3. Membership of SoFI (and upgrade to Accredited Trainer on approval)  
(including bi- annual assessment)

### **4 Conditions of Accreditation**

- Act as on-line Tutor (email contact) for students taking the Foundation Level Theory Unit.  
(To include both your own students and those introduced by third parties.)
- Act as Assessor for the on-line Theory Unit examination using SoFI assessment materials  
(Excluding your students for whom you are the Tutor.)
- Provide a practical interviewing course using the SoFI Theory materials, culminating in a digitally recorded final controlled interview for assessment purposes
- Act as Assessor for final controlled interviews for your own course and for others as required, using SoFI assessment materials
- Maintain an auditable record of courses, Learners and achievements and provide details to the nominated SoFI Director.

- Take all necessary steps to protect and maintain the confidentiality of SoFI assessment materials and Learner evidence
- Conduct Quality Control assessment of other Accredited Trainers interview product.
- Submit course materials for approval as required.
- Submit randomly selected example interview products for Quality Control
- Provide suitable resources /equipment /premises where required
- Provide a copy of your current Health and Safety Policy
- Provide a copy of your current public liability insurance policy
- Maintain an Accident at Work Record and provide the nominated SoFI Director with details of any entries
- Allow access to members of the Members Council or Accreditation and Certification Committee to observe learning delivery if requested.
- Abide by SoFI Policies and Procedures
- Immediately notify the nominated SoFI Director of any occurrences which may have, or potentially have, an Adverse Effect or Conflict of Interest for any Learner, Accredited Trainer, SoFI or the Awarding Organisation (SFJ Awards).
- Use the SoFI logo only as permitted by the nominated SoFI Director
- Notify the nominated SoFI Director of any material changes that may affect your status as an Accredited Trainer

## **5 Review of the Policy**

The policy will be reviewed annually and revised as necessary in response to Learners' and Accredited Trainers' feedback, changes in SoFI provisions and guidance from the Awarding Organisation (SFJ Awards).