

# EDUPRO RECOGNISED TRAINER



Where Expertise Meets Recognition



Edupro Recognised Trainer is an educator or instructor who are capable individual, corporate trainers and consultant with experience in their respective field to provide training to group of peoples. Their training would have been endorsed by Edupro, a UK awarding organisation.

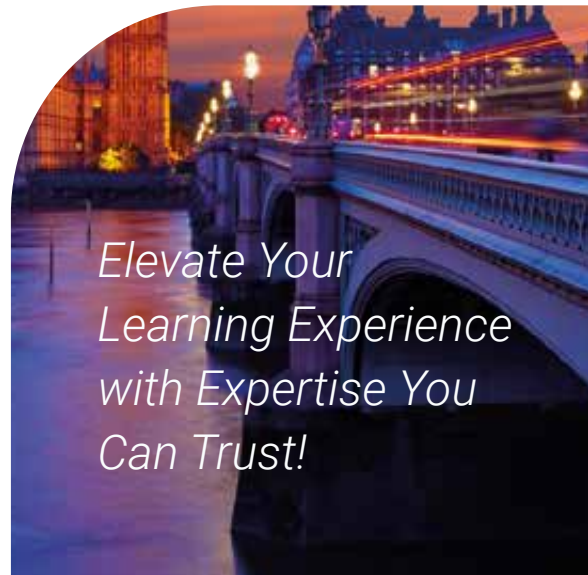


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# 1. Introduction

Welcome to a World of Expertise and Excellence! Edupro Recognised Trainers are seasoned educators and consultants, each a specialist in their field, committed to delivering high-quality training experiences. Our trainers undergo a rigorous recognition process endorsed by Edupro, a UK awarding organisation, ensuring that you receive the best in professional development.



## 2. About Edupro

Edupro is registered in UK as an awarding body with the objective to develop educators and professionals in the field of Accounting, Audit & Advisory, Banking & Finance, Human Resource, Leadership, Management, Project Management, Supply Chain, Islamic Finance, Risk & Compliance, Hospitality & Social care and Sustainability, Digital Technologies, etc. Edupro recognises the diverse educational needs of individuals in various sectors and strives to address them through its quality assurance service for customised qualifications. By offering a wide range of courses in diverse fields, Edupro ensures that learners have access to relevant and up-to-date content that aligns with industry standards and best practices. We design and award a wide range of qualifications which are comparable to RQF level 3 through to level 7. These qualifications are carefully crafted by subject expert academicians who possess extensive knowledge and expertise in their respective fields.

Edupro is driven by the vision of integrating education and profession globally, with a focus on promoting sustainable education and ethical professional practices. We are deeply committed to contributing to the global agenda for a more equitable, resilient, and sustainable future for learners and stakeholders. As an awarding organisation in the UK, Edupro recognises the

importance of sustainable development and adopts the Sustainable Development Goals (SDGs) within its operations. By integrating the SDGs into Edupro qualifications and assessments, we empower learners to acquire the knowledge, skills, and values necessary to make positive contributions to society and work towards a more sustainable future.

Edupro L4 and L5 Diploma in Business Management qualifications are currently accredited by Solent University and the University of Huddersfield in the UK for the final year top-up. Edupro Islamic Finance Qualifications are Officially Recognised by Accounting and Auditing Organization for Islamic Financial Institutions (AAOIFI) for CPD Hours.

Edupro's qualifications are recognised globally, allowing learners from around the world to benefit from our qualifications. Through a network of approved learning & exam centres, Edupro delivers its qualifications to learners internationally, ensuring access to sustainable education regardless of geographical boundaries. Edupro is now actively present in UK, Mozambique, Sri Lanka, Bangladesh and in Pakistan. We are also expanding our market to Singapore, UAE, Saudi Arabia, Malaysia and Maldives in this fiscal year.

## 3. Benefits of Edupro Recognised Trainer

Becoming an Edupro Recognised Trainer comes with several benefits and opportunities that can enhance your career as an educator, consultant, or corporate trainer. Here are compelling reasons to consider becoming an Edupro Recognised Trainer:

### 3.1. Evidence of High-quality Training

Edupro Recognised Trainers undergo a robust quality assurance process, ensuring that their expertise and training programmes meet the highest standards.

### 3.2. Professional Recognition

Attaining recognition from Edupro demonstrates a commitment to excellence and professionalism in your field.

### 3.3. Edupro Branded Logo

The recognition process involves endorsement by a prestigious UK awarding organisation, providing additional credibility to the training programmes. We will provide a branded logo for the use in their training certificate. 'Edupro Recognised Trainer Logo using Guideline' needs to be followed for using the logo appropriately.

### 3.4. Credibility and Trust

Edupro Recognised Trainer status adds credibility to your profile, instilling trust among potential clients, employers, and learners.

### 3.5. Certification and Accreditation

Your training programmes are accompanied by recognised certifications, adding value to participants' professional credentials and making your offerings more appealing.

### 3.6. Access to a Network of Experts

Joining Edupro connects you with a network of like-minded professionals, creating opportunities for collaboration, knowledge exchange, and networking.

### 3.7. Verified Training Certificate

The 'Edupro Recognised Trainer Logo' is available for use by the Trainer without any additional cost. This logo signifies the official recognition by Edupro. Moreover, 'Edupro Recognised Trainer' has the option to request a verified e-certificate from Edupro at a nominal cost of GBP 5 only. This verified e-certificate serves as an official acknowledgment of the Trainer's recognition and can be a valuable credential.

#### Procedure for Obtaining Verified E-Certificate:

- Edupro Recognised Trainer' will be granted access to the Edupro Centre Management Portal.
- Within the portal, the Trainer can register trainees and initiate the process to claim the verified e-certificate.
- The cost of GBP 5 for each verified e-certificate will be applicable at the time of claiming.

#### Benefits of Verified E-Certificate:

- The verified e-certificate enhances the Trainer's professional profile, providing documented evidence of their recognition by Edupro.
- It adds credibility to the Trainer's credentials and can be showcased to trainees, employers, and other stakeholders.

## 4. Eligibility Criteria

The eligibility criteria for becoming an Edupro Recognised Trainer ensure that individuals possess the necessary qualifications, experience, and expertise to deliver high-quality training. An individual must meet the following eligibility criteria:

### 4.1. Educational Qualifications

A minimum of a bachelor's degree in a relevant field. Advanced degrees or certifications related to the subject matter are highly desirable.

### 4.2. Professional Experience

A minimum 10-years of relevant professional experience in the field or industry related to the training.

### 4.3. Expertise in the Subject Matter

In-depth knowledge and expertise in the specific subject matter of the proposed training program. Proven track record of success and achievements in the field.

### 4.4. Teaching or Training Experience

Previous experience as a teacher, instructor, or corporate trainer is preferred. A portfolio showcasing previous training experiences, curriculum development, and relevant materials may be required.

### 4.5. Communication and Presentation Skills

Excellent communication and presentation skills to effectively convey information and engage learners.

### 4.6. Professional Conduct

A demonstrated commitment to professionalism and ethical conduct. Positive references from previous employers, clients, or colleagues.

### 4.7. Commitment to Continuous Learning

Willingness to engage in continuous professional development to stay updated on industry trends and advancements.

### 4.8. Alignment with Edupro Values

A commitment to the values and mission of Edupro, including a dedication to providing high-quality sustainable education with emphasis to ethical matters.

### 4.9. Adaptability to Different Learning Environments

Ability to adapt training programs to various learning environments, such as in-person, online, workshops, etc.

### 4.10. Soft Skills Emphasis

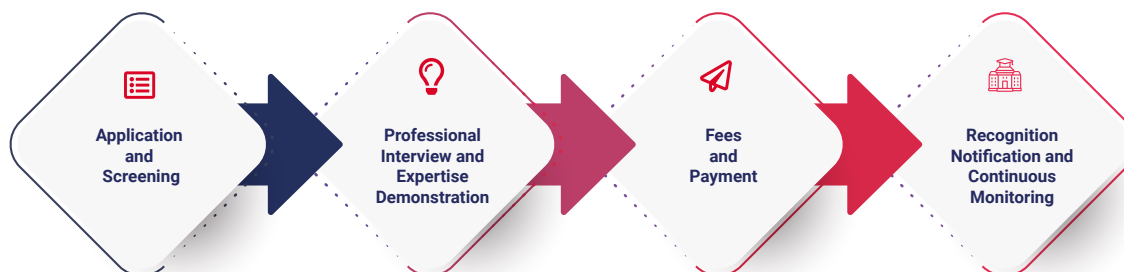
Recognition of the importance of soft skills development in addition to technical expertise.

### 4.11. Reference Checks

Edupro may conduct reference checks with previous employers, clients, or colleagues to gather insights into the applicant's professional conduct and teaching abilities.

## 5. Recognition Process

The recognition process for Edupro Recognised Trainers is structured into four key steps:



### 5.1. Application and Screening

Prospective trainers submit a detailed application outlining their qualifications, experience, and expertise in their respective field. Application form is annexed as Appendix 1. Edupro reviews the academic and professional qualifications of the applicant to ensure they meet the minimum requirements for recognition. Trainers may be required to submit a portfolio showcasing their previous training experiences, curriculum development, and any relevant materials.

### 5.2. Professional Interview and Expertise Demonstration

A professional interview is conducted to assess the applicant's communication skills, teaching and training philosophy, and overall suitability to become an Edupro Recognised Trainer. Applicants may be asked to demonstrate their expertise through a presentation or practical session to showcase their ability to effectively convey information and engage learners.

### 5.3. Fees and Payment

Upon receiving confirmation from the Quality Assurance (QA) team as part of the recognition process, a payment of GBP 1,000 is required. This fee contributes to the administrative and quality assurance costs associated with the recognition

process. Upon successful payment, you will be issued a Certificate of Recognition, a sample of which is provided in Appendix 2. The certificate formally acknowledges your status as an Edupro Recognised Trainer. This payment is a one-time fee per year and non-refundable.

### 5.4. Recognition Notification and Continuous Monitoring

The final step involves obtaining endorsement from Edupro, a UK awarding organisation, adding an additional layer of validation to the recognition process. Successful applicants are notified of their recognition as Edupro Recognised Trainer (with a certificate of appreciation, sample given in Appendix 2). Edupro will continuously monitor with periodic reviews and feedback sessions which ensures ongoing quality.

### 5.5. Public Listing and Professional Development

Edupro maintains a public list of Recognised Trainers for verification. Recognised trainers submit training programmes for approval and engage in regular professional development to stay current and enhance skills.



# Appendix 1: Application Form

[Enter Your Full Name here]

<b>1. Areas of Expertise</b>				
<b>Work Location (City, Country)</b>		<b>Summary Profile</b>		
<b>2. Professional Practice</b>				
<ul style="list-style-type: none"> <li>• Full Time Entrepreneur/Trainer</li> <li>• Part time Trainer</li> <li>• Full time employee</li> <li>• Part time employee</li> </ul>				
<b>3. Email address</b>				
<b>4. Mobile phone number</b>				
<b>5. Home phone number</b>				
<b>6. Contact address</b>				
<b>7. Date and place of birth</b>				
<b>8. Passport number</b>				
<b>9. Education (most recent first)</b>				
<b>Degree(s) or Diploma(s) obtained</b>		<b>Institution [Date from – Date to]</b>		<b>Result</b>
e.g. MPhil in Economics		e.g. University of Oxford [1987-88]		e.g. Upper second-class
<b>10. Professional experience (most recent first)</b>				
<b>Date from – date to</b>	<b>Location</b>	<b>Company</b>	<b>Position</b>	<b>Key responsibilities</b>
<i>Summary of Professional Experience and Number of years:</i> {please complete in 100 words}				
<b>12. Language skills</b>				
Indicate competence on a scale of 1 to 5 (1 – excellent; 5 - basic)				
<b>Language</b>	<b>Reading</b>	<b>Speaking</b>	<b>Writing</b>	
<b>13. Membership of professional bodies</b>				

15. Other relevant information (e.g. publications, etc.)			
16. Number of trainings provided (with minimum length of 3-hours)		17. Approx. Number of Trainee	
18. How to contribute to Edupro and Society (write at least 100 words)			
19. Conflict of Interest Declaration (please tick)	<input type="checkbox"/> I do not have any conflicting interest with Edupro or its centre. <input type="checkbox"/> I am not involved with Edupro in any financial matter. <input type="checkbox"/> I do not hold any kind of confidential information related to the delivery or assessment of any Edupro qualification.		
20. Referees (Give details of two referees with their Mobile and Email Address)			
"I certify that all information stated here is true and complete to the best of my knowledge. I authorise Edupro and/or its centre to verify and use the information for business purpose only."			
<i>Signature</i>	<i>Date</i>		



## Appendix 2: Sample Certificate



**Mr Jhon Doe**

achieved this certificate as

**EDUPRO RECOGNISED TRAINER**

by fulfilling all Edupro recognition criteria

This certificate is registered under the certification code  
GB/31/12/51/40/00/GB, BD

Valid until: dd/mm/yy  
Approval date: dd/mm/yy

*signature*

Director, Global Business



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Edupro, a UK awarding organisation, promotes sustainable education and ethical professions. Edupro Limited, registered in England under No. 10475324, holds the trademark 'Edupro' with the registration number UK00003226929 from the UK Patent Office.


## Appendix 3: Certificate Number Key

- 1) Country of Origin in Passport (Alpha-2 Code)
- 2) Highest completed degree
  - a. Doctoral
  - b. Masters
  - c. Bachelor
  - d. Professional
  - e. Higher National
  - f. A-level
  - g. O Level
  - h. Other
- 3) Years of Experience
- 4) Professional Practice
  - a. Full Time Entrepreneur/Trainer
  - b. Part time Professional
  - c. Full time employee
  - d. Part time employee
- 5) Number of trainings provided with minimum length of 3-hours
- 6) Number of publications
- 7) Current practice location (Alpha-2 Code, use comma for multiple location)


# PROMOTING SUSTAINABLE EDUCATION AND ETHICAL PROFESSION



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