

Document 1: Course Outline

Complete one of these per course you are submitting for certification.

Assessed against clause ACQS-01 of the ADRIG Course Quality Standard.

Section A - Provider details

Legal organisation name

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ADRIG Partner ID (shown in your portal, format ADRIG-P-00000)

.....

Accountable contact name and role

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Section B - Course identity

Course title (exactly as you advertise it to learners)

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Certification category - tick one. The category code is what employers quote in job descriptions, so choose the one that matches the substance of the course rather than its title.

- ADR-TEC Technology & Software
- ADR-AID Artificial Intelligence & Data
- ADR-CYB Cyber Security
- ADR-CLD Cloud & Infrastructure
- ADR-EMP Employability & Life Skills
- ADR-BUS Business, Leadership & Management
- ADR-FIN Finance, Risk & Compliance
- ADR-HSC Health & Social Care
- ADR-ENG Engineering & Skilled Trades
- ADR-EDU Education & Training
- ADR-CRE Creative, Media & Design
- ADR-HOS Hospitality, Retail & Service

Proposed level - tick one:

- Level 1 - Awareness. Knows the basics. Works with supervision.
- Level 2 - Foundation. Can do the routine parts of the job.
- Level 3 - Intermediate. Competent in a defined role.
- Level 4 - Practitioner. Works independently. Handles the unfamiliar.

- Level 5 - Advanced. Complex judgement. Guides others.
- Level 6 - Expert. Degree-depth. Research-informed.
- Level 7 - Strategic. Sets direction. Postgraduate depth.

Level 5 and above requires the named trainer to evidence a minimum of five years of relevant occupational practice.

Section C - Scale and delivery

Total guided learning hours

.....

Maximum cohort size (the largest group you will teach at once)

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Delivery mode (in person / live online / blended / self-paced)

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Typical venue or platform

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Section D - Course summary

In no more than 150 words, describe what the course covers and who it is for. This text appears on the public register if the course is certified, so it must match what you advertise.

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Section E - Named trainer

ADRIG certifies a course taught by a specific person. Name that person here and complete Document 2 for them.

Trainer full name

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Trainer work email

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Years of relevant occupational practice

.....

Section F - Declaration

I confirm the information given is accurate, that the named trainer has consented to their name, qualifications and photograph being published on the ADRIG public register, and that the course will be delivered as described. I understand that if a surveillance check finds a different trainer delivering this course, certificates issued under it may be withdrawn.

Signed / Name / Position

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Date

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ADRIG Certification Council - Course Quality Standard ACQS v4.2. This template is provided as a guide. You may submit your own format provided every field below is covered.