

# Standards and Procedures for AfN Course Certification

## Standards

1. The course must have clearly defined nutrition-based objectives linked to specific learning outcomes stated in the relevant framework at the level applying for.
2. The course must have content that is clearly referenced to scientific evidence and/or professional practice.
3. The course must have a clearly defined intended audience that matches the competence framework applying under.
4. The course must be designed, reviewed and/or delivered by an appropriately qualified and experienced nutritionist who holds current UKVRN registration (ANutr or RNutr), who completes a confirmation statement to accompany the application and annual renewal returns.
5. The course and those developing/delivering this must do so in compliance with the AfN Standards of Ethics, Conduct and Practice.
6. When the training is provided cross-discipline, it must be clear what information/advice within this is suitable for the level and work/volunteering of the students and does not encourage practice outside of their scope of practice.
7. The course must be relevant, useful, impartially delivered and reflective of current evidence. Where the course is offered or funded by a commercial company, the provider must be able to demonstrate how the learning goes beyond commercial boundaries to address wider issues.
8. The course must be open to all, irrespective of gender, race, social class, disability, religion, marital status or sexual orientation.
9. The course and student achievement of the learning objective must be evaluated by the provider and applicants should describe how this will be achieved.
10. The AfN name and AfN Certified Course logo must only be used in accordance with the signed declaration of application and use must be approved in advance in order to safeguard AfN's reputation.
11. Certification may be removed or suspended with immediate effect if:
  - a. The provider fails to comply with the AfN Quality Assurance Marketing Rules,
  - b. The provider fails to complete an annual return and /or pay the annual fee within the allotted timeframe
  - c. The provider undertakes any activities to risk the reputation of AfN, bring AfN or the nutrition profession into disrepute or risk public confidence and/or safety.

## Procedures

1. Providers must complete the online application form, and provide by email a copy of:
  - programme/slide deck/course content (or full access to this if online delivery)
  - signed confirmation statement by ANutr /RNutr who has developed, reviewed or will be delivering the nutrition content of the learning activity/resource
  - complaints procedure
  - procedure for appeals against decision results
2. AfN will acknowledge receipt of an application within ten working days and will undertake an initial review to confirm the application has been fully completed (this is not a check of the nutrition content). AfN staff will ask for any identifiable missing or incomplete information. This must be provided within five working days.
3. An invoice for payment within 14 days will be issued (if applicable). Please note – the assessment fee is non-refundable.
4. Once payment has been received, applications will be allocated to an AfN Assessor for review. Assessors may request AfN staff to seek further clarification or information from the applicant in order to be able to make a final recommendation to AfN to either approve or reject the application for course certification. Assessments will take an average of 4 to 6-weeks and the decision of AfN is final.
5. If the assessment decision is not to certify, full reasons for the decision will be provided to the applicant. The application can be resubmitted once a period of 90-days has passed, however a new application fee will apply.
6. If the decision is to certify the course, the provider may, in line with the AfN QA Marketing Rules, use the AfN name and AfN Content Assured logo for marketing the training course. AfN will supply a unique numbered Content Assured logo.
7. The provider must notify AfN of any changes to the course as soon as they occur, but as a minimum on the annual return. Minor changes will not require any additional fee, however a substantive change (i.e. more than 25%) will require a new application to be submitted.
8. AfN will publicise approved certified courses on its website and in communications with enquirers (individuals and employers).
9. The provider must ensure that AfN has the correct information for web-listing, including contact details, description of the learning activity/resource and a weblink to the activity/resource, and must inform AfN promptly of any changes to contact details or links.
10. The provider must inform the AfN with immediate effect if they are under investigation with any scheme providing listing or professional endorsement/recognition of their training, or if they are being investigated for legal or financial irregularities.
11. The provider must complete an annual return and make the renewal payment within 30-days of this being received each year.

12. The course provider will gain the appropriate consent and provide full names, email addresses and course title to AfN of those who have successfully completed the course and are eligible to be issued a certificate. These will usually be issued by AfN directly to the student on a monthly basis (subject to the training provider having sufficient certificate credits on their account).
  
13. AfN may undertake ad-hoc quality assurance checks of the training provider's website, marketing materials, social media or customer services. AfN may also attend in person/online to observe a training session to undertake a quality assurance check, if selected for an observation the training provider will be notified in advance and access should be promptly provided (without cost).