



Training Provider Program Eligibility Requirements

Training programs eligible for inclusion into the Industry Training Alliance:

- Must be from a training provider which has been a Registered Training Organization (RTO) or whose training programs are currently delivered in accordance with AQTF guidelines
- Must be “live” instructor-led
- Must complement training developed and delivered by I-CAR
- Must include a written post test or hands-on skills assessment. Note that any credit earned from a training provider through a “test-out” option is not approved for inclusion in the Industry Training Alliance; students must attend training and successfully complete knowledge or skills verification to qualify for Gold Class point(s).
- Must be directly related to business activities (e.g. products or business practices) of the training provider.

All approvals of programs into the Industry Training Alliance are at the sole discretion of I-CAR® and its representatives.

Training Provider Instructor Requirements

I-CAR Australia reserves the right to develop and enforce minimum instructor requirements for the instruction of any program included in the Industry Training Alliance. Such requirements will be made available by I-CAR to any prospective Industry Training Alliance partner, following the provision of that partner with a description of the qualifications of the prospective trainer(s).

Application Requirements

The following must be submitted for each program when applying for inclusion into the Industry Training Alliance:

- Completed application
 - Note that all fields must be fully completed for each program submitted for review.
 - Where applicable, copies of applications or approvals previously granted by I-CAR (USA)
- Outline that includes detailed class times for:
 - Introduction
 - Topics/modules
 - Lab times
 - Testing
 - Breaks, meals, etc.
- Instructor and Student manuals
- Pre test, post tests, and/or criteria for hands-on testing
- Current schedule of training dates and locations
- A data transfer of actual student data

- Members of the Industry Training Alliance must use the new I-CAR student identification number and (upon notification from I-CAR) provide data in a specified format as an Excel file transfer.
 - All providers that do not incorporate the I-CAR identification number into its database/data spreadsheet may be assessed an administrative fee by I-CAR to transfer student data manually.
- Initial data submission on the application CD-ROM prior to approval of the application
 - Following approval of initial data and the application, subsequent data submission to Admin@i-car.com.au
- Upon approval of program into the Industry Training Alliance, data must be submitted by the 20th of each month to facilitate processing by month-end to the I-CAR database.
- Student data must be formatted according to the student data transfer template.
 - If no student data exists, the applicant should submit any participant data associated with the development of the program.

An electronic version of training provider logo with logo usage guidelines .

- Format should be vector-based EPS format
- PMS colors and/or other printing limitations should be specified
- Signed logo authorization form (attached).

A non refundable application fee of \$450 per Alliance Partner.