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| Requirements of Mobius Institute Approved Training Centres |



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## Introduction

In the interests of improving and maintaining the general standard of the certification of Condition Monitoring and Reliability Improvement personnel, Mobius Institute, the Approved Training Organisation (training body) within the certification programme accredited within the scope of MIBoC, but not part of MIBoC, has produced these minimum requirements for the approval of training centres conducting its training courses. These requirements conform to those specified for Training Centres in Mobius Institute Board of Certification documents that apply to the training provided by the training centre:

* ED002 – General Scheme Requirements
* ED003 – VA Requirements,
* ED133 - IRT Requirements,
* ED134 - US Requirements,
* ED161 Parts 1, 2 and 3 – Reliability Certification Scheme Requirements,
* ED183 – FLA Requirements
* as well as relevant parts of ISO 18436-3

It is the responsibility of the Certification body, herein being MIBoC, to ensure the adherence to training curricula as specified in the above documents, as provided by the separate entity Mobius Institute.

It is the intention that the gaining of approval by an organization conducting training courses to external clients should be seen as a testimony to the quality of its overall organization and declaration of conformity to the relevant documents listed above.

All information and documentation accrued by the Mobius Institute or its appointed agent whilst conducting the approval process shall be treated as commercial in confidence and not disclosed to any other parties and appropriately secured for storage.

## Purpose

The purpose of this document is to outline the requirements of a Mobius Institute Approved Training Centre (ATC). This document also outlines the approval process for training centres.

## Terms & Definitions

For the purposes of this document, the following terms & definitions apply:

**ATC**

Approved Training Centre – centre approved, authorised and monitored by Mobius Institute to administer Mobius Institute training courses where theoretical and practical instruction are administered

**Certificate of Completion**

Certificate which serves as a written testimony of completion of training, issued under the rules of the training programme

**Instructor**

Person with relevant technical and personal qualifications who is approved by Mobius Institute to deliver Mobius Institute training courses for a given category

**TMS**

Training Management System – online system used for the administration and record keeping of training courses and candidates

**Training Programme**

The Mobius Institute training programme system, which has its own rules of procedure and management for training through the use of verbal, visual and practical instruction, is compliant to the specifications of the relevant scheme documents (ED003, ED133, ED134, ED161 and ED183).

## Structure & Management

The training centre, for the purposes of conducting Mobius Institute training courses, shall work under the direction of Mobius Institute.

The training centre shall demonstrate that it has adequate physical and financial resources to implement the Mobius Institute programme through the completion of the Application for Training Centre Approval ([Annex B](#_Annex_B:_)).

The training centre shall identify the persons who are responsible for:

1. the formulation of policy matters relating to the operation of the training centre;
2. the administration of training courses, including use of the Training Management System (TMS) and inventory of Mobius Institute training materials;
3. financial matters relating to the conduct of Mobius Institute training courses, including accounts payable; and
4. the marketing/promotion of Mobius Institute training courses conducted by the training centre.

## Responsibilities

The training centre shall:

1. provide Mobius Institute by 31st December, a training plan for the following year, i.e. an indication of the number of courses planned for each category;
2. register courses and students in the Training Management System (TMS)
3. use properly qualified, staffed and equipped training facilities;
4. ensure that training is delivered by Mobius Institute Authorized Instructors (refer *ATC012 - Requirements for Approved Instructors*);
5. use only current original Mobius Institute training materials;
6. ensure that the integrity Mobius Institute training materials is not compromised in any way;
7. ensure that stock levels of training materials are adequate for upcoming courses, and that any additional required stock is ordered, giving at least 3-4 weeks’ notice;
8. ensure that the delivery of training does not promote specific commercial products of services;
9. test the students’ knowledge and understanding of the material, using the Mobius Institute Training Testing System and report results back to Mobius Institute;
10. ensure students sign the TMS Daily Attendance Sheet for each course and make these available to Mobius Institute;
11. provide and encourage students to complete surveys and/or course evaluation forms, and make these available to Mobius Institute;
12. distribute Certificates of Completion to students who have completed the training course;
13. undergo an annual audit and correct any non-conformances in a timely fashion (as per audit guidelines);

## Selection of Instructors

When selecting instructors for the whole or part of a training course, the training centre shall ensure that the instructor’s competence is sufficient for the assignment and is approved/authorised by the training body (Mobius Institute).

 Instructors shall:

1. meet the specific requirements detailed in *ATC012 - Requirements for Approved Instructors* or *ATC174 – Requirements for Approved ARP Instructors*, and be approved by Mobius Institute to deliver its training courses;
2. be familiar with the Mobius Institute training programme and the appropriate training requirements;
3. have a thorough knowledge of the relevant training methods;
4. have appropriate in-depth technical knowledge and experience in the topics of the course;
5. be able to communicate effectively both in writing and orally (through an interpreter if necessary) in the language of training;
6. be able to make impartial and non-discriminatory technical presentations; and
7. meet the qualification requirements as outlines in ATC012 or ATC174.

## Confidentiality

The training centre shall have adequate arrangements consistent with applicable laws to safeguard the confidentiality of the information obtained in the course of its training activities at all levels of its organization.

Except as required by the Mobius Institute training programme or by law, information gained in the course of training activities about a particular person shall not be disclosed to a third party without the written consent of that person. Where the law requires information to be disclosed to a third party, that person shall be informed of the information provided as permitted by the law.

The training centre shall complete a Confidentiality & Intellectual Property Agreement (IDR049) for each individual who deals with Mobius Institute training materials or students.

If the ATC undertakes any translations of the training materials the intellectual rights of the training material content itself remains the property of Mobius Institute.

## Certificates of Completion

After the student satisfies all requirements for training in a given category, the training centre will return the training test score to Mobius Institute and issue a Certificate of Completion to the student indicating successful completion of training requirements.

## Code of Ethics

The training centre shall recognize the precepts of personal integrity and professional competence according to international principles. Accordingly, a person duly authorised by the training centre shall complete a *Mobius Institute ATC Code of Ethics Agreement* (refer [Annex A](#_Annex_A:_)).

## Compliance with Sanction Laws

The Mobius Institute Board of Certifications is committed to fully complying with the United Nations Security Council (UNSC) sanctions and Australian autonomous sanctions.

Comprehensive details of these sanctions can be found at:

* the UNSC website (<https://www.un.org/securitycouncil/sanctions/information>)
* the sanctions website of the Australian Government Department of Foreign Affairs and Trade (<https://dfat.gov.au/international-relations/security/sanctions/sanctions-regimes/pages/sanctions-regimes.aspx>).

MIBoC Authorised Training Centers (ATCs) operating in locations and/or countries where sanctions are in place shall comply with the sanction regimes which apply to those countries.

## Approval Process for Training Centres

Approval of training centres is at the discretion of Mobius Institute.

A training centre seeking to become a Mobius Institute Approved Training Centre should apply to the Managing Director of Mobius Institute, using the *Application for Training Centre Approval* form (refer [Annex B](#_Annex_B:_)). The application should include all relevant documents, as listed in the form. Clarification or additional documentation may be sought by Mobius Institute as deemed necessary.

A review of the application by Mobius Institute may include an audit using *ATC013 - Audit Guidelines for ATCs*. Following the review and audit, approval may be granted or denied by Mobius Institute. The applicant will be informed in writing of the decision.

Approval, if granted, is valid for a period of three (3) years and is subject to the satisfactory completion of an annual audit conducted by Mobius Institute. Any non-conformances identified during the audit must be corrected in a timely fashion, within the timeframe agreed between the auditor and centre manager.

At the conclusion of the approval period an extension may be granted. Alternatively, the training centre may re-apply for approval using the *Application for Training Centre Approval* ([Annex B](#_Annex_B:_)).

# Annex A: Mobius Institute ATC Code of Ethics Agreement



Individuals who administer and/or conduct training according to the Mobius Institute training programme shall recognize the precepts of personal integrity and professional competence according to international principles.

Accordingly, on behalf of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 (name of training centre)

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (name of authorized representative of training centre)

declare that all individuals of this centre shall:

1. perform their professional duties without bias and commercialism whether it be for products or services;
2. undertake only those training duties for which they are competent by virtue of their training and experience;
3. conduct themselves in a responsible manner and utilize fair and equitable business practices in dealing with colleagues, clients and associates;
4. protect to the fullest extent possible, consistent with the well-being of the public, any information given them in confidence by an employer, client, colleague or member of the public;
5. refrain from making any unjustified statement or from performing unethical acts which would discredit the Mobius Institute training programme;
6. avoid conflicts of interest with any employer or client, and if such conflict should arise in the performance of work, inform the affected persons promptly of the circumstances;
7. strive to maintain their proficiency by updating their technical knowledge as required to properly perform condition monitoring measurement and analysis techniques; and
8. ensure that end-user confidentiality is conserved if their data are used in training materials, unless there is a prior agreement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
(Signature of authorized representative) (Date)

# Annex B: Application for Training Centre Approval



**Name of training centre**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide **contact details of personnel** responsible for the following functions:

1. the formulation of policy matters relating to the operation of the training centre:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. the administration of training courses, including use of the Training Management System (TMS) and inventory management of Mobius Institute training materials:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. financial matters relating to the conduct of Mobius Institute training courses, including accounts payable:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. the marketing/promotion of Mobius Institute training courses conducted by the training centre:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please list all **countries** in which you propose to conduct Mobius Institute training courses:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you propose to conduct Mobius Institute training courses in a **language** other than English?

Yes No

If “Yes”, please list all languages in which you propose to conduct Mobius Institute training courses:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If languages other than English are proposed, please provide contact details of who will be responsible for the **translation** of the training materials for each language
(please add another sheet if more space is required):

Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Names of Instructors** :
(please complete a separate *Application for Training Instructor Approval* (ATC012) form for each instructor listed)

* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checklist of required documents to accompany application:

* Mobius Confidentiality & Intellectual Property Agreement
* Application for Training Instructor Approval for each instructor
* Mobius Institute Code of Ethics Agreement

**Applicant’s declaration**

I declare that:

1. I am a duly authorized and qualified representative of the training centre referred to in this application;
2. I have read and understand, and will ensure the training centre does abide by, the criteria, requirements and specifications for the duties of a training centre, as specified in this document;
3. I will notify Mobius Institute of any actual or potential threats to impartiality or confidentiality, or security risks to training material, insecure or unsatisfactory training facilities, or case of suspected fraudulent activity in a training course, and take the appropriate action as specified in this document;
4. the information provided in this document is true and current at the date of this application.

Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For and on behalf of the training centre: \_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_