



Oxford Academy Body-UK

Accreditation Body

OAB-UK

<https://oxfordab.co.uk/>

Guide to accreditation of training institutions

Training centre, training platform, training academy, training company



Oxford International Academy LTD - London

Oxford International Academy - Jordan Branch

Representative of the OAB-UK Accreditation Authority in the Arab region

<https://oxfordjo.com/>



OAB-UK

As an international accreditation body, OAB-UK upholds the quality of academic, vocational, and technical training to global standards. Our accreditation and professional membership not only validate the quality of your training but also bestow upon you a sense of international recognition. We accredit training institutions, trainers, training packages, and examinations and issue and approve certificates for participants in training courses across various fields.

Our Mission

We control the quality of academic, vocational, and technical training by international quality standards and supply the training market with reliable trainers, training institutions, and global training programs documented with internationally accredited certificates.

Our services

1. International accreditation services
 - Accreditation of training centres (Training centre, electronic training platform, institute, training company)
 - Certification of trainers (independent trainer, trainer associated with an accredited training centre)
 - Approval of training programs/packages (short course, training diploma)
 - Accreditation of international examinations
2. International certification services
Issuing British international certificates bearing an international code and displaying them on [Oxford International Certification Authority website](#)
3. Networking services
Our networking services facilitate connections between trainers, training Centres, and individuals seeking training. This increases training opportunities for certified trainers and accredited training centres and enhances their visibility by allowing them to participate in bids or use the Oxford brand in their advertisements. This networking can lead to potential collaborations, increased business, and a wider reach for your training programs.

Membership in the OAB-UK (accreditation) is a testament to the international status of beneficiaries (training institutions, trainers, training programs, and examinations). It enables them to issue international certificates to participants in accredited training courses and international examinations and signifies their commitment to international standards and quality.

Develop your investment in training by obtaining international accreditation from an international accreditation body. The process involves [specific steps], and we are here to guide you through each step. This process includes [specific steps], and we are here to assist you at every stage; it helps you introduce training programs and increase your sales.



The OAB-UK Authority’s website documents the accreditation of training institutions, with a unique account for each institution that visitors can view. The site documents the international accreditation number, the accreditation certificate, the centre’s accredited trainers, and the centre’s accredited training programs. The certificates of participants in training programs and others are also documented.

Approved training areas

OAB-UK has classified its accredited training areas into 20 main areas and awards accreditations in all areas. These areas are as follows:

1.	Languages and translation
2.	Self-development and soft Skills
3.	Human and Administrative Skills
4.	Financial and Accounting Sciences
5.	Training of trainers, teachers and lecturers
6.	Information Technology
7.	Design and Programming
8.	Fine Arts
9.	Sales and Marketing
10.	Tourism, Hotels and Restaurants
11.	Press and Media
12.	Field of Law
13.	Engineering Field
14.	Professional Qualification
15.	Industry field
16.	Hardware Maintenance
17.	Agricultural Field
18.	Sharia and Religious Sciences
19.	Complementary and Alternative Medicine
20.	* Health and Sport

* The OAB-UK does not accredit courses in modern medicine, except for some public health and clinical courses that do not require participants to obtain a university degree in modern medical sciences.

Note: Some fields may overlap and converge to cover all the training fields and their names according to the countries. The closest field is chosen, with the possibility of selecting more than one field according to what the training institutions and trainers see fit, provided that the training fields do not exceed three fields as a maximum higher.

Our accreditation packages for training institutions are meticulously designed to provide comprehensive support. They cover many services, from accrediting training centres and certifying trainers to approving training programs and issuing international certificates. With these packages,



you can be confident in the quality and recognition of your training.

Our accreditation packages are comprehensive and affordable. We offer a range of plans at competitive prices, allowing you to choose the one that best suits your needs and budget. These cost-effective packages will enable you to invest in your training without breaking the bank.

Following approval by the Accreditation Committee, all candidates as Training centres will receive years of accreditation consistent with the OAB-UK Professional Membership Package once the Accreditation Package is purchased, in addition to Approved Trainers and Approved Training Programmes.

<p align="center">Package 1 One year \$150</p>	<p align="center">Package 2 Two years \$ 200</p>	<p align="center">Package 3 Three years \$260</p>
<p align="center">Package includes 0% discount</p> <p>Certificates: Internationally accredited training centre certificate Certified international trainer certificate (Accreditation of one trainer). The fee for issuing an accreditation certificate for any new trainer is \$50 Certificate of the accredited international training program(Adopting one training program) The fee for issuing an accreditation certificate for any new training program is \$50</p> <p>Logos: The centre has the right to use the following logos: <ul style="list-style-type: none"> • Logo of an accredited international training centre • Certified international trainer logo • International accredited training program logo </p> <p>Participant certificate fees Fees for certificates of participants in the approved training program \$30 per international certificate</p> <p>Documenting accreditation electronically: An account for the approved centre on the OAB-UK website with a professional profile of the centre (certificates, certified trainers, approved training programs, contact information, address, etc.)</p> <p>Document local certificates on the international certificates website \$11 for each authenticated local certificate added to the international certification website of the OAB-UK Corporation and an international number issued on it.</p>	<p align="center">Package includes 25% discount</p> <p>Certificates: Internationally accredited training centre certificate Certified international trainer certificate (2 trainers approved). The fee for issuing an accreditation certificate for any new trainer is \$50 Certificate of the accredited international training program(2 training programs approved) The fee for issuing an accreditation certificate for any new training program is \$50</p> <p>Logos: The centre has the right to use the following logos: <ul style="list-style-type: none"> • Logo of an accredited international training centre • Certified international trainer logo • International accredited training program logo </p> <p>Participant certificate fees Fees for certificates of participants in the approved training program \$20 per international certificate</p> <p>Documenting accreditation electronically: An account for the approved centre on the OAB-UK website with a professional profile of the centre (certificates, certified trainers, approved training programs, contact information, address, etc.)</p> <p>Document local certificates on the international certificates website \$9 for each authenticated local certificate added to the international certification website of the OAB-UK Corporation and issued with an international number.</p>	<p align="center">Package includes 25% discount</p> <p>Certificates: Internationally accredited training centre certificate Certified international trainer certificate (3 trainer accreditation). The fee for issuing an accreditation certificate for any new trainer is \$50 Certificate of the accredited international training program(3 training programs approved) The fee for issuing an accreditation certificate for any new training program is \$50</p> <p>Logos: The centre has the right to use the following logos: <ul style="list-style-type: none"> • Logo of an accredited international training centre • Certified international trainer logo • International accredited training program logo </p> <p>Participant certificate fees Fees for certificates of participants in the approved training program \$15 per international certificate</p> <p>Documenting accreditation electronically: An account for the approved centre on the OAB-UK website with a professional profile of the centre (certificates, certified trainers, approved training programs, contact information, address, etc.)</p> <p>Document local certificates on the international certificates website \$7 for each authenticated local certificate added to the international certification website of the OAB-UK Corporation and an international number issued on it.</p>



Advantages of accreditation packages for training institutions

Training centre, training platform, institute, training company

package	Packag e 1	Package 2	Package 3
Total package fee (certification allowance)	150\$	200\$	260\$
Minimum number of certified core trainers included in the package	1	2	3
The minimum number of basic training programs approved within the package	1	2	3
Number of years of accreditation for the centre, trainers, and training programs	One year	Two years	Three years
Reactivation fees for the centre, trainers and training programs for the package (for each of the accreditation certificates, provided that it is not less than the minimum certificates)	30\$	20\$	10\$
Fees for issuing an accreditation certificate for any trainer and any additional training package outside the package (the accreditation period is linked to the centre's accreditation period)	50\$	50\$	50\$
Fees for issuing a certificate of participation for participants in any approved training course for the centre	30\$	20\$	15\$
Fees for issuing a certificate of participation for participants in training activities such as a training workshop, conference, or forum (without accreditation for the activity)	15\$	13\$	10\$
Document local certificates on the international certificates website (Issuing an international certificate confirming the local certificate)	12\$	12\$	12\$
A free page for the centre documenting its international accreditation on the OAB-UK website, which includes a professional profile of the accredited centre	✓	✓	✓
The accredited centre appears in the certified training centres database when searching for trainers.	✓	✓	✓
The ability for site visitors to access the approved centre's page	✓	✓	✓
Adding the name and logo of the accredited centre and the name of the certified trainer to the certificates of participants in accredited training programs	✓	✓	✓
Nominate a speaker to participate on behalf of the accredited centre in conferences organised by the OAB-UK (optional)	✓	✓	✓
This would enable the training centre to create asynchronous online courses through the Oxford website or one of its partners and sell them for a subscription fee that the training centre receives from the participants.	✓	✓	✓
Rights to use the logo of the accredited training institution, the accredited trainer, and the logo of the certified training program in advertisements (provided that accreditation is effective)	✓	✓	✓
The accreditation file of the accredited centre for visitors appears, including the centre's accreditation data, accredited trainers, accredited courses, etc.	✓	✓	✓
Through its account, the training centre controls the dates of upcoming courses on the website and requests the issuance of certificates for participants in approved courses.	✓	✓	✓
Giving certified trainers an international rank that suits their qualifications and experience	✗	✓	✓
Membership in the internationally accredited Training Centre Forum and the International Trainers Forum accredited by the OAB-UK, as well as downloading articles and training workshops.	✗	✓	✓
Include contact information with the training centre in the accreditation file.	✗	✓	✓
Providing the evaluation of the training centre and trainers who participate in the courses to increase training opportunities through the OAB-UK website	✗	✗	✓
Registration of participants in the training centre courses through the OAB-UK website	✗	✗	✓



Procedures for applying for accreditation of a training centre

All procedures are done electronically (online)

To apply, you must register first on the Oxford website, then submit an accreditation application

1. Create an account in the name of the training centre by registering on the Oxford website through [Link](#)
2. Log in through the training centre's account on the website (the name of the centre appears on the left of the top bar), fill out the accreditation application, and attach the necessary documents through [Link](#)
Please carefully select the number of training packages and trainers (at least one trainer and one package or according to the package chosen), as trainers and training packages can be added at any time.
3. Present the application to the Accreditation Committee for study and approval
4. Sending an invoice via email or WhatsApp after the committee's approval. The invoice includes fees for issuing accreditation certificates (paid within 72 hours) to complete the accreditation procedures.
5. Preparing the accredited centre's account on the Oxford website, which documents the centre's international accreditation, through which requests for certification of training packages and requests for issuing certificates to trainees are submitted so that trainers can choose the name of the training centre from the list of accredited centres when submitting requests for accreditation of trainers associated with the certified training centre.
6. Trainers nominated for accreditation from the accredited training centre begin by submitting accreditation applications for trainers and choosing the name of the certified centre from the list of accredited centres until the trainers appear after their approval on the accredited centre page on the Oxford website.
7. The accredited centre submits requests to approve training packages for the courses it wishes to submit for approval through the centre's account on the Oxford website.

Summary of accreditation procedures

Accreditation of a training centre [←←](#) Accreditation of trainers [←←](#) Accreditation of a training package (program/course) [←←](#) Issuance of international British certificates for participants

Documents required when applying for accreditation of a training centre from the OAB-UK

1. An image of the training institution logo in PNG, PDF, or JPG format
2. Copies of the institution's official registration and licensing certificates (Not required to accredit the training platform)
3. The organisation's profile (the organisation's services and activities)
4. Pictures of the training halls, offices, and an external picture of the training institution (not required to approve the training platform)
5. Pictures of the computer laboratory if you wish to obtain an accredited examination centre (if available)

Documentation of the training centre's accreditation

After submitting the training centre's accreditation application and approving its accreditation, a unique electronic page for the accredited centre is designed on the Oxford website that documents the centre's accreditation data, including the training centre's international number, its accreditation certificate, the centre's accredited trainers, approved training courses, etc., leading to the issuance of certificates for participants in certified training programs.



Logo of the accredited international centre

It can be used in the centre's literature and advertisements.



Procedures for submitting a request for accreditation for a trainer associated with an accredited training centre

All procedures are done electronically (online)

1. Open an account in the name of the coach by registering on the Oxford website through
2. Log in through the trainer's account on the website (the trainer's name appears on the left of the top bar), fill out the accreditation application, and attach the necessary documents through
 - * Please choose the name of the accredited training centre that nominated the trainer
 - * Please do not add training packages, as they are added from the accredited training centre account
3. The application is presented to the accreditation committee for approval, and the trainer's rank is determined according to the attached documents.
4. If approved, an invoice will be issued, including the fees for issuing the trainer's accreditation certificate (\$50 for each certificate, one time only), and sent to the accredited training centre to pay the invoice to complete the accreditation procedures (an invoice is not issued if the trainer is within the framework of the accreditation package that has been specified)
5. Preparing the accredited trainer's account on the Oxford website, where the trainer's information appears in the accreditation file of the certified training centre that nominated the trainer

Certified international trainer logo

It can be used in trainer literature and advertisements



Procedures for submitting a request for accreditation of a training package

All procedures are done electronically (online)

1. After the OAB-UK and its international accreditation accredit the training centre is documented on the Oxford website, he has the right to organise the training packages (program/training course) by filling out the "Training Package Accreditation Request" after logging into his account on the Oxford website and attaching the training package axes form through the link.



2. The application is presented to the Accreditation Committee for approval, and any necessary amendments are made, including the exam, if the course organiser wishes to approve it and add it to the Oxford website.
3. If approved, an invoice will be issued, including the fees for issuing a training package accreditation certificate (\$50 for each certificate, one time only), and sent to the accredited training centre to pay the invoice to complete the accreditation procedures (no invoice will be issued if the package/course is within the framework of the accreditation package that has been specified. pre)
4. The training course represented by the training package appears among the approved training courses in the accreditation file of the accredited centre organising the training package.

The logo of the approved training package

It can be used in training centre literature and advertisements



Procedures for issuing certificates to participants

All procedures are done electronically (online)

Training certificates accredited by the OAB-UK Authority are available on the international [certification website](#).

**It has an international serial number
International Serial Number of Training Certificate
ISNTC**

After the training package (program/training course) is approved by the OAB-UK Authority and its international accreditation is documented on the Oxford website, the package organiser can submit a request to issue certificates to participants in the approved training programs after the package organiser logs into his account on the Oxford website, which goes through the following stages:

1. Submit a request for issuance of certificates from the course organiser when the course begins.
2. An electronic invoice is issued and sent to the course organiser's email.
3. The course organiser pays the invoice within three days using one payment method that suits him, as mentioned in the invoice.
4. Certificates are issued according to the standards of the OAB-UK Corporation and are downloaded on the international certificates website before the end of the course
5. An electronic document containing the participants' names and the international number of each participant's certificate is sent to the course organiser's email at an appropriate time before the end of the course.
6. The course organiser (or certificate holder) can enter the international certificate number in the space provided on [the International certification website](#).
He can download the certificates as images or PDFs, remove them from colour paper, and deliver them to those entitled to them.
7. The certificate's website also includes the training course/portfolio topics accredited by the OAB-UK,



a guide and a reference for the training course. The training course topics can be downloaded in PDF format and extracted on paper.

Certificate forms

You can view some examples of certificates through the international [certification website](#).

**Share your account link
documenting your
training
organization's
accreditation
with your clients.**

**The training
institution's
international
accreditation
means that it meets the
standards of OAB-UK**