



Oxford Academy Body-UK

Accreditation Body

OAB-UK

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

Trainers accreditation guide

Independent trainer, trainer associated with a training institution



Oxford International Academy LTD - London

Oxford International Academy - Jordan Branch

Representative of the Oxford Academy Body-UK Authority in the Arab region

<https://oxfordjo.com/>



Who is the Oxford Academy Body-UK?

As an international accreditation body, the Oxford Academy Body-UK is renowned for its commitment to maintaining the quality of academic, vocational, and technical training to international standards. Our accreditation and professional membership services are recognised globally, providing a prestigious platform for training institutions, trainers, and training programs. This global recognition and our networking services foster connections between trainers, training institutions, and individuals seeking training, creating a vibrant community that can participate in bids and use the Oxford brand in their advertisements.

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 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 [the Oxford International Certification Authority website](#)
3. Networking services

Our networking services foster connections between trainers, training institutions, and individuals seeking training. By increasing training opportunities for certified trainers and approved training centres, we create a vibrant community that can participate in bids and use the Oxford brand in their advertisements.

Develop your investment in training by obtaining international accreditation from the Oxford Academy Body-UK. The process involves specific steps or requirements, and we will guide you through every step, ensuring you feel supported and confident in your accreditation journey.

International accreditation validates your expertise and is a powerful marketing tool,

helping you promote your training courses and increase sales. Additionally, it opens up a world of other benefits, such as [other benefits of international certification].

These benefits include [specific benefits of international accreditation].

Share the account link
that documents you as
an International
Certified Trainer with
your clients

The OAB-UK Certified
Trainer is an
international trainer
who has achieved the
OAB-UK Standards

Accreditation of trainers

Independent trainer, trainer associated with a training institution

Membership in the OAB-UK Commission (accreditation) is more than just a title. It's a stamp of approval that verifies 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. The Commission plays a crucial role in ensuring the credibility and reliability of our certified members, instilling confidence in their global standing.

Types of international accreditation for trainers

1. **Independent trainer:** The trainer who conducts the training is accredited independently of any training centre after he achieves the OAB-UK standards for accreditation of trainers. He is granted membership as an international trainer certified by the OAB-UK Corporation according to the rank that suits his qualifications and experience, and he has the right to submit a request to issue certificates to the participants in the conducted courses. It was approved directly through his verified account on the Oxford website.

2. **Trainer associated with an accredited training centre:** He is the trainer who is nominated for



accreditation through a training centre accredited by the OAB-UK Authority after he achieves the OAB-UK standards for accrediting trainers. He is granted membership as an international trainer certified by the OAB-UK Authority according to the rank that suits his qualifications and experience, and his verified account on the Oxford website is linked to the centre's name. One or more accredited training sessions and a request to issue certificates for participants in the certified courses provided by it are submitted through the account of the accredited training centre.

**الاعتماد الدولي للمدرب من هيئة اكسفورد البريطانية
هو جواز سفره إلى عالم التدريب**

The trainer's international accreditation means he meets the OAB-UK Board (OAB-UK) standards and has international status and reliability. This allows him to approve training programs and obtain many electronic services and benefits through the Oxford International Academy platform, leading to the issuance of international certificates for participants in the approved training courses.

The trainers' accreditation is documented through the OAB-UK Authority's website through a unique account for the international trainer that visitors to the site can see, establishing the trainer's international accreditation number, the accreditation certificate, and the approved training courses for the independent trainer or associated with a training centre, as well as documenting the certificates of participants in training programs and others.

**Trainer certification packages
Compare plans and fees for each package.**

Following approval by the Accreditation Commission, independent trainers will receive years of accreditation consistent with the OAB-UK Professional Membership Package once the accreditation



package is purchased, in addition to their accredited training programmes.
Non-independent trainers associated with accredited training centres follow the training centre accreditation package.

<div> Package 1 One year \$ 100 </div>	<div> Package 2 Two years \$135 +10% discount </div>	<div> Package 3 Three years \$ 200 +20% discount </div>
<p>Certificates: Certified international trainer certificate 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 Trainer has the right to use the following logos: • 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: Once accredited, you will have an account on the OAB-UK website with a professional profile of the trainer (certificates, approved training programmes, CV, contact information, etc.). This is how we document your accreditation electronically.</p>	<p>Certificates: Certified international trainer certificate 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 Trainer has the right to use the following logos: • 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 accredited trainer on the OAB-UK website with a professional profile of the trainer (certificates, approved training programmes, CV, contact information, etc.)</p>	<p>Certificates: Certified international trainer certificate Certificate of the accredited international training program (4 training programs approved) The fee for issuing an accreditation certificate for any new training program is \$50</p> <p>Logos: The Trainer has the right to use the following logos: • 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 accredited trainer on the OAB-UK website with a professional profile of the trainer (certificates, approved training programmes, CV, contact information, etc.)</p>



Advantages of trainer certification packages

package	Certified Trainer Package 1	Certified Trainer Package 2	Certified Trainer Package 3
Total package fee (certification allowance)	100\$	135\$	200\$
The number of basic training programs approved within the package	1	2	4
Number of years of accreditation for the trainer and training programs	One year	Two years	Three years
Fees for reactivating the accreditation of the trainer and the training program for the package (The fees for each accreditation certificate shall not be less than the minimum certificates)	30\$	20\$	10\$
Fees for issuing an accreditation certificate for any additional training package outside the package (The duration of the package's accreditation is linked to the duration of the trainer's accreditation)	50\$	50\$	50\$
Fees for issuing a certificate of participation for participants in any approved trainer training course	30\$	20\$	15\$
Fees for issuing a certificate of participation for participants in the trainer's training activities, such as a training workshop (without accreditation for the activity)	15\$	13\$	10\$
A free page for the trainer documenting his international accreditation on the OAB-UK Commission website, which includes a professional profile for the accredited trainer	✓	✓	✓
The Trainer appears in the Trainers database when searching for Trainers.	✓	✓	✓
The ability for platform visitors to access the trainer's page	✓	✓	✓
Adding the name of the certified trainer to the certificates of participants in approved training programs	✓	✓	✓
Nominate the trainer to participate as a speaker in conferences organised by the OAB-UK University (optional)	✓	✓	✓
They enable the trainer to create asynchronous online courses via the Oxford platform or one of its partners and sell them for a subscription fee that the trainer receives from the participants.	✓	✓	✓
Rights to use the Certified Trainer logo and the Certified Training Program logo in advertisements (provided that the accreditation is effective)	✓	✓	✓
The trainer's credential file appears to visitors and includes the trainer's credentials, approved courses, international rank, and accreditation certificate.	✓	✓	✓
Through his account, the trainer controls the dates of his following courses on the platform and requests the issuance of certificates for participants in his approved courses.	✓	✓	✓
Granting the Trainer an international rank commensurate with his qualifications and experience	✗	✓	✓
Membership in the International Trainers Forum accredited by the OAB-UK University and downloading articles and training workshops	✗	✓	✓
Include contact information for the trainer in the personal file.	✗	✓	✓
The possibility of enrolling the trainer in more than one accredited training institution to provide courses for its benefit	✗	✗	✓
Providing student evaluation of the trainer to increase training opportunities through the OAB-UK Commission platform	✗	✗	✓
Registration of participants in trainer courses through the OAB-UK Authority platform	✗	✗	✓



Procedures for applying for independent trainer accreditation

All procedures are done electronically (online)

The OAB-UK Corporation's international accreditation procedures, which are global standards, confirm the reliability of its accredited members and ensure the quality of training and the credibility of its international certificates.

1. Open an account in the name of the Trainer by registering on the Oxford website through the [Link](#).
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 [Link](#). (The application for accreditation does not open until after registering on the Oxford website)

Please Choose "Independent Trainer" if the trainer is not associated with any training centre accredited by the OAB-UK.

The training packages and their number are carefully determined (at least one package or according to the package chosen), as training packages can be added at any time from the independent trainer's account when needed.

3. The application will be presented to the accreditation committee for approval, and according to the attached documents, the trainer's rank will be determined.
4. If approved, an invoice will be issued that includes the fees for issuing the trainer's accreditation certificate and an accreditation certificate for each training package he wishes to adopt (\$50 for each certificate, one-time only). The trainer will be informed to pay the invoice to complete the accreditation procedures.
5. Prepare the certified trainer page and accreditation file on the Oxford platform (please prepare the necessary documents to approve the training packages)
6. Providing the trainer with an accreditation logo so he can use it with a link to his page on the Oxford website for advertising courses
7. From the trainer's account on the Oxford platform, the accredited trainer submits requests to approve training portfolios for the courses he wishes to submit for approval so that the trainer's courses appear on his page with the accreditation certificates, and the trainer can publish his upcoming classes on the schedule of the forthcoming courses on the Oxford website.

Summary of procedures for accrediting independent trainers

Accreditation of an independent trainer ◀◀ **Accreditation of a training package (programme/course)** ◀◀

Issuance of international British certificates for participants

Documents required for trainer accreditation

Documents required when applying for international trainer accreditation from the OAB-UK Commission

1. Personal photo of the Trainer (recent)
2. A copy of the trainer's passport or ID card
3. A copy of academic qualifications certificates
4. A copy of the certificates of attendance for the courses attended by the trainer
5. CV (in Arabic and English) includes the Trainer's courses and the Trainer's training activities.



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 Commission 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 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.



Rankings of internationally accredited trainers

The OAB-UK Commission classifies the ranks of Trainers into five ranks as follows.

#	Rank	Rank	Logo	Shortcut
1	Certified Associate Trainer	Certified Associate Trainer	 	CAT
2	Certified Practitioner Trainer	Certified Trainer Practitioner	 	CTP
3	Certified professional trainer	Certified Professional Trainer	 	CPT
4	Certified expert trainer	Certified Expert Trainer	 	THIS
5	Certified consultant trainer	Certified Consultant Trainer	 	CCT

Documentation of trainer accreditation from OAB-UK

After submitting the trainer's accreditation request and having it approved by the accreditation committee, an electronic page is designed on the Oxford website that documents the international trainer's credentials, including the international trainer's number, his certificate of accreditation, the approved training courses he provides, and others. This leads to issuing certificates to participants in the approved training programs.

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 trainer is accredited by the OAB-UK Authority and his international accreditation is documented on the Oxford website, he has the right to organise the training packages (the training program/course) by filling out the “Training package Accreditation Request” after logging into his account on the Oxford platform and attaching the training package axes form through [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 certified trainer. After paying the invoice, the accreditation procedures will be completed (an invoice is not issued if the package/course is within the framework of the accreditation package that has been previously determined)
4. The training course represented by the training package appears among the approved training courses in the accreditation file of the approved trainer organising the training package.

The logo of the approved training package

It can be used in trainer 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 Commission, 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](#).