

### Qualification Renewals

The purpose of this process is to clearly define the options which LSV trainers and licensees have to undertake and complete their own re-qualifications. It also sets out the grace period which will be afforded to trainers associated with delivering training, which they themselves hold an expired qualification in.

It is vital that LSV trainers and licensees hold appropriate qualifications and are proactive in ensuring that they have a plan in place to complete the necessary re-qualification as necessary. There are four options available for this.

1. LSV trainers and licensees can attend LSV public courses as a participant at no cost. To do this the trainer / licensee should contact the LSV client services team to identify a course that is suitable for them and advise that they are a current trainer / licensee prior to completing the booking. The client service / commercial services team will check that the person is in fact a current trainer against the existing trainer database before finalising the booking.
2. LSV trainers and licensees can contact a suitable and current LSV licensee and discuss the opportunity of attending one of their courses as a candidate. The payment for any required candidate will need to be agreed between these two parties. In these situations, LSV will not invoice the licensee for the attendance cost of the re-qualifying trainer / licensee. Standard minimum number requires will still apply.
3. LSV trainers and licensees can organise to team teach with one another and subsequently process each other's re-qualification needs during the course / examination period. This can only occur once the necessary skills are demonstrated and signed off in the standard manner. If a casual trainers attends a sessions with another casual (as a candidate or team teacher), only the casual engaged by LSV to deliver the course will be paid for the delivery.
4. LSV trainers and licensees can attend and complete a re-qualification course with an external registered provider and submit the evidence of the re-qualification (course certificate etc) to LSV.

The LSV compliance coordinator and training team leader have agreed that LSV trainers and licensee can deliver courses for a period of one month after their own qualification has expired. LSV would prefer that all candidates complete all re-qualifications before they expire, although it is acknowledged that this is difficult in some instances. This means that team teaching and standard courses can be delivered within this grace period, although LSV will not actively engage casual trainers in lieu of trainers whose applicable qualification/s are in date.