



# TRAINER ACCREDITATION

“I never teach my pupils, I only attempt to provide the conditions in which they can learn” - Albert Einstein

## The BMT Federation

The BMT Federation is a not-for-profit organisation whose aim is to encourage and recognise the use of behavioural science to make positive changes in the world.



## Trainer accreditation

We offer accreditation for individuals who are delivering training based on behavioural science. Those who achieve BMT trainer accreditation receive the following:

- BMT Federation trainer accreditation certificate.
- Permission to use the BMT logo on training documentation.
- Listing on the BMT Federation website.

## Who can apply?

Any trainer who has delivered courses based on behavioural science to people in business in the last two years can apply for accreditation. Applicants will need to demonstrate a high standard of behavioural knowledge, training, and coaching ability. Applicants will be expected to use behaviourally sound materials and demonstrate fluency, knowledge transfer and implementation by their delegates.

## The application process

The application process consists of the submission of a portfolio of evidence:

*Online knowledge test* – This section tests basic knowledge and the applicant’s ability to coach delegates on the subject matter. Applicants must achieve a minimum pass rate of 75% and are allowed a maximum of three attempts.

*Course content* – Applicants must demonstrate they are delivering material that is consistent with the principles of behavioural science and are asked to submit evidence from their course material. As a minimum, the course material must include: Pinpointing, The Environment, ABC, The Four Consequences, Feedback, and Shaping. Applicants must also include evidence of the key learning points and activities that allow delegates to practice and get feedback for each of the concepts.

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*Achieving business change* – This section gives applicants the opportunity to showcase the business improvements they have supported their course delegates to deliver. Applicants are expected to provide evidence of six different measurable improvements that delegates have implemented in the workplace and how they supported the delegate to make the improvement.



*Knowledge transfer* – This section enables applicants to evidence knowledge transfer across a minimum of three separate courses. Evidence should be in the form of quantifiable data, such as voting pad questions or online coursework questions.

*Coaching and feedback* – This section is optional and gives applicants the ability to score additional marks. Applicants are encouraged to seek out coaching and feedback from other BMT Federation accredited trainers and to demonstrate how they have used that feedback and coaching to improve course content and delivery.

*Delegate surveys* – Applicants are asked to provide evidence of post-course feedback they have received in the form of online surveys, paper surveys or voting pad questions. The results should be from a minimum of three separate courses.

Applicants should demonstrate how they have used that feedback to improve course content and delivery.

The assessment of trainers is carried out electronically, with all required information being transferred electronically.

## Accreditation fees

The fees for each trainer are:

- £1,400 (excl. VAT) for each trainer for the initial accreditation.
- £600 (excl. VAT) for a re-test, should the applicant fail the first attempt.
- £600 (excl. VAT) for the refresher, which must take place every two years.

For the initial accreditation a deposit of £500 is payable upon application, with the balance to be paid on submission of the portfolio of evidence.

Coaching online or by phone can be provided, but this will cost an additional £300.



## For further information

Contact Andrea Quinn on 07545 197693 or [andrea@bmtfed.org](mailto:andrea@bmtfed.org).