



IEP Satellite Centre Information Pack

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“For anyone providing employability support, the IEP is the professional institute – and that’s important. Becoming a Satellite Centre means we can deliver the Certificate in Employability Practice in-house, aligned with our mission and values, while also ensuring consistency with sector-wide standards. The collaboration with IEP is excellent – there’s flexibility to tailor the content to our organisation while still having the right checks, balances, and quality assurance. What makes it even more valuable is that IEP listens: we give feedback and see the qualification adapt year on year, which keeps it relevant and motivating.

At The Salvation Army, we provide employability support because we bring something no other organisation does. Being a Satellite Centre allows us to train people not just to be Employability practitioners, but to be Employability practitioners within The Salvation Army – rooted in our unique mission and values. That’s what makes us stand apart, and why this partnership with IEP matters so much.”

Rebecca Keating MIEP, Director, The Salvation Army Employment Plus



A welcome from Scott Parkin FIEP Group CEO

IEP Satellite Centres - Expanding Access. Elevating Practice.

At the Institute of Employability Professionals, we believe that high-quality professional learning should be accessible, flexible, and relevant to the real-world challenges faced by our sector. That's why we developed the IEP Satellite Centre model.

IEP Satellite Centres are licensed, quality-assured partners approved to deliver IEP-accredited programs using their own internal training teams. Supported through a robust Train-the-Trainer process and backed by IEP's quality frameworks, this model ensures that professional learning is delivered consistently — no matter the location.

Becoming a Satellite Centre gives your organisation the ability to bring recognised qualifications directly to your workforce.



It's a smarter, more sustainable way to embed professional development at scale — increasing access, building internal capability, and aligning local delivery with national standards.

Satellite Centres receive:

- Full qualification specifications and assessment guidance
- A structured Train-the-Trainer program
- A Line Manager and Learning Mentor Guidance Pack
- Ongoing support and quality assurance from IEP

This model is already being used by forward-thinking organisations to deliver a range of IEP-accredited programs.

We're proud to partner with organisations who share our commitment to professionalising the sector and supporting practitioners to be the very best they can be. If you're ready to empower your teams, strengthen your learning offer, and join a growing network of sector leaders, we'd be delighted to work with you.

Scott Parkin FIEP
Group Chief Executive
IEP



Why Become an IEP Satellite Centre

Empower Your People. Raise Sector Standards.

IEP Satellite Centres are approved partner organisations licensed to deliver IEP-accredited qualifications using their own internal teams. Backed by IEP's robust quality frameworks, Satellite Centres gain the tools and support to run high-quality, locally delivered learning. This model gives you greater control, flexibility, and value — enabling you to build internal capability while delivering nationally recognised professional development.

✓ Cost-effective delivery

Train and certify your people in-house under licence. By using your own qualified trainers, assessors and quality assurers, you reduce reliance on external providers — saving money while investing in your own people.

✓ A mark of quality and trust

IEP Accredited Learning champions professional standards in the employability sector. Becoming a Satellite Centre demonstrates your commitment to developing staff to the highest industry standards — building trust with commissioners, partners and funders.

✓ Flexible, tailored learning

Design professional development that works for you. As a Satellite Centre, you can align your in-house training programmes with IEP qualifications — creating clear CPD pathways that fit your delivery model, culture and priorities.

✓ Build in-house expertise

Grow and retain talent by equipping your own people to assess and quality assure professional qualifications. You'll strengthen your internal capability and ensure best practice is shared and sustained across teams.

✓ Shape the future of employability practice

Join a network of IEP Satellite Centres leading the way in professionalising our sector. Together, we're raising the bar for learners, employers and communities.

✓ Train the Trainer Facilitation Training

The IEP will train you to deliver any program from the IEP Learning Suite. Once you choose the course you wish to deliver to your in-house staff, the IEP can train your learning and development professionals to facilitate the training effectively.

Becoming an approved Satellite Centre

If you don't currently work with IEP and want to offer our professional qualifications you'll need to apply for satellite centre approval. When we receive your Satellite Centre Expression of Interest (EOI) this is what will happen next:

1. Our IEP Centre Coordinator will contact you to confirm receipt of your EOI and confirm the details of the point of contact for the satellite centre approval process.
2. Our IEP Centre Coordinator will send the Satellite Centre Coordinator the Satellite Centre Approval Documentation which includes:
 - IEP Satellite Centre Preparation Document
 - IEP Approval Checklist and Declaration
 - IEP Centre Quality Manual
3. You will be sent a Satellite Centre Documentation Folder, the IEP Centre Coordinator will email you to outline what you need to do for the review, the format of the review and to arrange a date to conduct the approval and answer any queries you have about the process.
4. The IEP Centre Coordinator will then either contact you later to agree a visit date and time; or will send you an email with suggested dates and times. The IEP Centre Coordinator will advise if you require an on-site approval visit or if a remote approval can take place.

On the day of your approval, the IEP Centre Coordinator will check that you meet the approval criteria as outlined in the IEP Satellite Centre Preparation Document and IEP Centre Quality Manual and that you've everything in place to successfully deliver the IEP Accredited Professional Qualifications as outlined in your EOI.

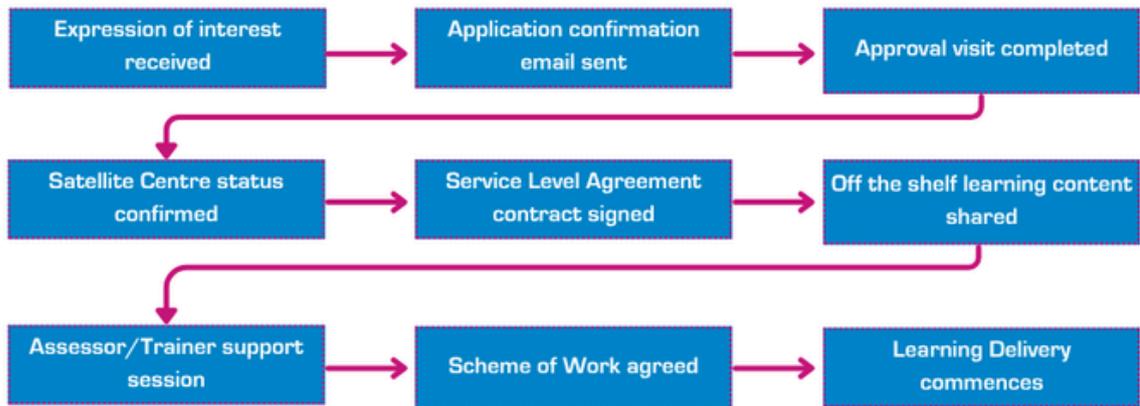
After approval the IEP Centre Coordinator will provide you with a report to confirm whether or not you've met our approval criteria. If you haven't fully met our criteria, the IEP Centre Coordinator will provide details of what you need to do to meet the criteria.

Approval Confirmation.

If the approval review was successful, we'll add your details to our database and send you confirmation of approval by email within 5 working days. We'll send you a copy of the report, a centre certificate, and an invoice for the cost of the approval visit.

If you've any questions about any of the approval criteria, feel free to get in touch with the IEP Centre Coordinator who'll be more than happy to help at enquiries@iemployability.org.

APPLICATION PROCESS



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Contact us



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enquiries@iemployability.org



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