

Delivering training courses leading to ISMM qualifications

Develop your training course based on ISMM syllabus

Develop tutor materials eg lesson plans, slides, guidebook

Develop learner materials eg study guide, workbook

Market your course

Receive interest in your course

Approve learner suitability eg prior learning or work experience

Register learners with ISMM

Pay fees to ISMM

Deliver your training course

Give assignment brief to learners

Collect in and mark assignments

If more than one teacher has marked assignments in centre, conduct internal moderation to agree on centre marks

Send agreed centre marks to ISMM

Send sample assignments to ISMM moderator on request from ISMM

If appropriate, register learners with ISMM for the Externally Marked Assignment (EMA)

Give EMA brief to learners

Collect completed EMAs from learners and send to ISMM

Receive final marks, overall results and certificates from ISMM

