



**Mountain
Training**
Scotland

**Becoming an MTS approved PROVIDER
and/or COURSE DIRECTOR for the
Mountain Training Qualification
schemes**



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Training**

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About Mountain Training Scotland and the Mountain Training Qualification and personal skills training schemes

Mountain Training's aim is to inspire, enable and develop people in walking, climbing and mountaineering through the provision of nationally and internationally recognised skills training and leadership qualifications. To make this a reality, we have developed a range of nationally-recognised mountain leadership, instruction and coaching awards, as well as personal skills training courses. Our qualification and skills courses are run by approved Providers, based throughout the UK and Ireland, who in turn are administered, managed and supported by their national Mountain Training organisation.

In Scotland this national Mountain Training organisation is Mountain Training Scotland. Since 1964 Mountain Training Scotland has provided and overseen training and assessment of consistently high quality in the skills required for the safe leadership and instruction of climbing and hillwalking in Scotland. This is primarily through the provision of [UK-wide personal skills training and qualification schemes](#) under the Mountain Training* banner.

Mountain Training Scotland (MTS), as one of five National Mountain Training Boards, works closely with the central co-ordinating body, Mountain Training United Kingdom, to develop and manage a portfolio of qualification schemes. This ensures parity in the personal skills training and qualifications' syllabi, and consistency of delivery across all the National Mountain Training Boards throughout the UK and Ireland.

*Mountain Training – this is the brand of Mountain Training UK and Ireland and the associated five National Mountain Training Organisations. It is a trading name only. It serves to create a “one stop shop” for candidates to interact with via the website and the Candidate Management System – the database that stores all candidate registration and qualification records. Candidates can register on [range of qualification and skills training schemes](#) using the same candidate account.

Becoming a MTS Course Provider for the Mountain Training Qualification schemes

What is a Course Provider?

Providers are approved business entities (organisation or individual) responsible for ensuring, amongst other matters, that courses, training and systems supplied by the Provider are strictly in accordance with the procedures set out in the Mountain Training Scotland Quality Manual (and associated scheme handbooks) and as detailed in the Provider Agreement.

Providers deliver these courses using Mountain Training Scotland approved [Course Directors](#). NOTE: Course directors have no status unless they are attached to Mountain Training approved Course Providers

Providers create a business case for providing Mountain Training qualifications as a Mountain Training Scotland Provider (which in addition to creating a business case also must meet the technical and other requirements as outlined in the [MTS Quality Manual](#)) and submit this application for consideration by the Board of Mountain Training Scotland via the Executive Officer. Successful applications are conditionally approved by the Board. There are two key considerations in this application, catchment and base facilities:

Catchment

A Provider must demonstrate a specific catchment of candidates. Supporting evidence such as letters from organisations that intend to send candidates on the courses should be supplied with the application.

Base Facilities

Award courses can either be:

- a. residential with candidates being accommodated at a suitable venue, which must have adequate accommodation and amenities such as a drying room and lecture facilities.
- b. Or, if not residential, then the premises used as the course base must have available proper indoor lecture facilities for theory sessions, adequate 'comfort' facilities (which may include drying rooms), and group equipment for student use.
- c. Whatever the domestic circumstances the course base must allow easy and convenient access to appropriate venues which are conducive to the training and assessment of candidates.

Provider fees

Annual Provider fee- All Providers must pay an MTS annual fee which covers approval to run courses from 1st January to 31st December of the same calendar year. Currently the annual fee is £125 which includes one 'free' Course Director place plus £20 for each additional Course Director. This fee covers the minimum required once every three year moderation visit to each Provider. It also covers all qualification schemes the Provider is approved to provide. This is payable from the 1st January each year and covers the year until the 31st December of that calendar year. If the annual fee remains unpaid, approval to run courses will automatically lapse.

Course fees - Candidates who have completed a training course or completed their assessment (i.e. 'passed') will incur a "Course Fee" – currently £6 per candidate. This is generated as and when a course report is signed off. Providers are responsible for paying this fee. This course fee can be paid on-line or via invoice – both processes are outlined in the CMS Guidance Notes. These should be paid monthly.

Applying to become a Course Provider

Mountain Training Scotland approves and accredits Providers (on a franchise basis with an annual fee payable) for the purposes of developing and operating the Mountain Training schemes for training and assessment in the skills required for the leadership and instruction of safe hill, mountain and moorland walking practised in cliff and mountain environments.

Mountain Training Scotland will only consider applications from those who wish to run courses in areas where we do not have provision/have access to a previously inaccessible market, and are able to generate a solid, sustainable market to reliably run a significant number of courses in the future.

Applications are considered by the MTS Board at Board meetings held in the late autumn.

All newly approved Providers must attend a Mountain Training Scotland Provider induction prior to providing and running their first course. Procedures for creating courses and course reports using the Candidate Management System (CMS), programming, resources and other relevant issues will be covered.

Provider probationary approval

During the first year Provider approval will be on a provisional basis. There is a requirement that where there are multiple Course Directors associated with one Provider that each Course Director runs or works on at least one complete course. The Provider's first course will also be moderated by one of the MTS technical staff by prior arrangement. It is a condition of acceptance that all Providers are expected to provide a minimum of at least three courses (in the scheme or schemes they are approved for) in their first year. Once this has been achieved the Provider's status will be upgraded to full approval.

Becoming a MTS Course Director for the Mountain Training Qualification schemes

What is a Course Director

A Course Director is a national Mountain Training organisation approved individual used by Course Providers to 'front up' these training and assessment courses. The Course Director's key role is to manage the effective facilitation of the qualification syllabus during the provision of a course. This is achieved by overseeing and co-ordinating the in-put of all staff involved, while shaping the course to adapt to individual candidates' abilities and experience, taking into account the prevailing environmental conditions. Mountain Training Scotland recognises the value of current approved Course Directors mentoring aspiring Course Directors through an induction period involving observing courses, followed by significant 'hands on' delivery i.e. working on courses as staff.

What is a Trainer and Assessor?

They are suitably and appropriately qualified, skilled and experienced staff who assist the Course Director on a training and/or assessment course. It is the responsibility of the Course Director to ensure that all staff have appropriate levels of skill and experience as defined in the MTS Quality Manual.

Who is employed/deployed as training/assessing staff on courses is very much down to the discretion of the individual Provider. Mountain Training Scotland do provide guidance as to qualifications and background but ultimately it's the Provider's call who they have work their courses. In most cases Providers may ask would be trainers/assessors to observe a complete course before working it – especially if they have no previous experience of the course concerned.

Mountain Training Scotland has been working hard with Providers to ensure an open gateway for potential new trainers and assessors who may wish to become Course Directors and/or Providers via our Community of Practice initiative. A key part of this is creating a network of Providers and Course Directors who support providing opportunities for would be trainers and assessors to observe and if appropriate, work on courses.

Course Director requirements

To become a Course Director an individual must, at a minimum:

- be a practising mountaineer holding the appropriate qualification for the scheme(s) they wish to direct (Please see MTS Quality Manual);
- meet the staffing requirements (person specification) detailed in the MTS Quality Manual;
- as a qualification holder, have worked (MTS Quality Manual Ref Section 3.e) as an instructor on a minimum of one assessment and two training courses ideally with two different Providers;
- have attended a Mountain Training Scotland Train the Trainers/Assessors workshop (or equivalent training);
- have completed a Mountain Training Scotland Leadership and Decision Making induction;
- meet the requirements of the MTS Safeguarding Children, Young People and Adults Policy and Procedures.
- provide the name of a currently approved Course Provider who can support the application (and will deploy the candidate on their courses) and provide a reference for the applicant;
- be conversant with Mountain Training's ethos, personal skills and qualification schemes and training procedures.

Applying to become a Course Director

New Course Director applications (made by Providers wishing to use individuals not previously approved) are considered and ratified by the Mountain Training Scotland Board at Board meetings. These meetings are four times a year (normally January, April, October and December). Applications are accepted or rejected, or provisionally accepted with conditions attached and the decision recorded in the minutes. Applicants are informed by email/letter within two weeks of the Board meeting.

Course Director probationary approval

If an application is successful the Course Director will be granted probationary approval to run an initial course for their Provider. Once approved, the Course Directors may work for any approved MTS Provider on any appropriate courses, for example ML Training Course Directors can work for ML Training Course Providers. This is conditional on the Provider having linked the Course Director to their Provider account in CMS.

Course Director induction

All newly approved Course Directors must attend a Mountain Training Scotland induction prior to providing and running their first course. Procedures for creating

courses and course reports using the Candidate Management System (CMS), programming, resources and other relevant issues will be covered. In addition the first course they run will be visited by an MTS Moderator who will observe at least one day of the course.

NOTE: This probationary approval has a 'life' of 12 months and is dependent on the continued support of the original Provider who supported the Course Director's application. Probationary Course Directors MUST complete both their induction and have run (and had moderated) their initial course within this period. If a Course Director does not meet these requirements in the required time frame then their probationary approval will be withdrawn.

Retaining currency and approval

Continued approval to deliver MTS courses is dependent upon:

- satisfactory moderation reports;
- adhering to the MTS Code of Professional Conduct;
- ensure their safeguarding, and other requirements as outlined in the MTS Safeguarding policy and procedures is up to date and current;
- attendance at Mountain Training Scotland All Provider, Course Director, Trainer and Assessor seminars (at least once every three years);
- attendance at scheme specific and workshop events (at least once every three years);
- in the case of Winter ML Course Directors attendance at least once every two years at the Winter ML Seminar;
- regular involvement with courses for which they have Course Director approval. At an absolute minimum this would be working on a course for which they are a Course Director at least once every three years to retain their approval.

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