



Becoming a SPOCE Affiliate

What is an affiliate and how do I become one?

If you are the type of company that prides itself on your ability to deliver quality training and would like to use course material that is of the highest standard and has global recognition, then developing an affiliate relationship with SPOCE is the route that you need to take. And it's much more simple than you might think.

The whole process takes only a matter of 1 – 2 weeks and on completion, will enable you to deliver world class course material to your own delegates. Under the agreement, the course set up and delivery, providing this adheres to the terms in our agreement, is down to you. Under a SPOCE affiliate agreement you'll have access to the following:

- ❖ SPOCE world class course material – you can also rebrand our material, giving your delegates a seamless classroom experience.
- ❖ Use of course trademarks and logos in your marketing materials and the ability to advertise your training events under their own banners (i.e. PRINCE2®, MSP®, M_o_R®, P3O®).
- ❖ Ability to enter into arrangements directly with an APMG Approved Trainer (providing that the trainer is familiarised with SPOCE materials).

Also, in association with SPOCE, all examinations will be ordered, and the administration for such will be taken off your hands. So we do a proportion of the legwork for you.

What we need to know

Before becoming an Affiliate on behalf of SPOCE, we need you to tell us some basic information about your organisation. So at the point that you register your interest, it would be really helpful if you provide us with the following information:

- ❖ A short background of your organisation
- ❖ Current and expected revenues
- ❖ Industry sectors of your client base
- ❖ Geographical business arena
- ❖ Routes to market

The process

1. Once you have read the terms in this pack and agree that you can adhere to them, contact Client Services (below)
2. From this point on our dedicated team will look after your Affiliate relationship, providing you with all the necessary pre-course and course material.
3. Manuals can be purchased directly from SPOCE or an external supplier, you will receive the trainer and course materials via dropbox enabling you to print them, they are usually supplied to the delegates as wire-o bound handouts with covers added by yourself.
4. You may rebrand the course materials, but copyright and IPR acknowledgement must remain.
5. Once you have your course materials and your courses in place, then you are ready to go.
6. SPOCE will invoice you accordingly.



The pricing

- ❖ AXELOS AO Licence Fee - £200 + VAT
 - This fee will be charged for each method that an affiliate is registered for (i.e. PRINCE2, ITIL, etc.)
- ❖ APMG Quality Assurance Fee - £180 + VAT per sponsored trainer
 - This fee will be charged for each trainer that the affiliate has requested to be sponsored by SPOCE
- ❖ SPOCE Affiliate Management Fee - £1,000 + VAT
 - This fee will be charged for each affiliate company that SPOCE manages.

And finally from SPOCE

Here at SPOCE we pride ourselves on our quality training and service delivery so to become an affiliate for our organisation you will need to read the SPOCE agreement and agree to its terms. The agreement is an assurance to us that you have a suitable quality system in place that meets with APMG assessment standards.

Call Client Services on
01202 736373
or Email
clients@spoce.com



SPOCE is dedicated to excellence and is a founder member of ASPECT (Association for the Promotion of Excellence in Consultancy and Training)

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