

CISI Suitably Qualified & Experienced Trainer Policy

The CISI will consider Trainers “suitably qualified and experienced” where they meet at least one of the following conditions:

- They have sat and passed at least one CISI exam in the subject(s) for which they are accredited at or above the level of the exam for which they are training.
- They hold an equivalent non-CISI professional qualification in the subject(s) for which they are accredited.
- They have extensive experience within the profession, particularly within the subject(s) for which they are accredited.

In addition, they must have experience in training and/or must attend the CISI Train the Trainer programme.

CISI Exam Qualified

Trainers will be expected to sit and pass at least one CISI exam for each of the subject(s) for which they are accredited.

- For MCQ examinations, the exam needs to be passed within 6 months of the Training Partner being accredited.
- For Narrative examinations, the exam needs to be passed with 12 months of the Training Partner being accredited.

The exam(s) passed must be at or above the level of the exams for which they will train. Where a Trainer has not sat the exam for which they are training, approval will be granted at the discretion of the CISI.

Non-CISI Exam Qualified

Trainers who already hold a qualification or award that CISI has previously assessed as covering the syllabus of a subject, can apply to be exempt from sitting the CISI exam for that subject. Trainers applying via this route should submit evidence of all relevant qualifications. The exemption will be granted at the discretion of the CISI.

Qualified by Experience

The criteria for this are made up of a combination of seniority, experience, and relevant professional qualifications. Trainers applying via this route should submit the following:

- Completed application form
- Curriculum Vitae
- Evidence of any relevant qualifications
- Evidence of membership of other relevant professional bodies/associations
- Current/previous relevant job description/role profile
- Statement of support from employer

All applications are assessed on a points system. The points system used to assess the applications can be found in the grid below.

- 10 points or above is normally acceptable and will be signed off by an Assistant Director in the CISI Qualifications department.
- 5-9 points is a borderline case and will be referred to the Global Director of Learning for decision.
- 4 or less is not acceptable.

	Points Awarded
20 years + relevant professional experience	5
15 years + relevant professional experience	3
Relevant Professional Qualification	5
BSc in relevant subject	4
Actively demonstrated presently or in the past support of the CISI (e.g. committee work, speaking at CISI events, exam writer)	1