

One or more corrigenda exist with corrections to this document.
These can be searched online and ordered free of charge at www.beuth.de

This page is intentionally blank.

DIN ISO 29993



ICS 03.180

**Learning services outside formal education –
Service requirements (ISO 29993:2017),
English translation of DIN ISO 29993:2018-10**

Lerndienstleistungen jenseits der formalen Bildung –
Dienstleistungsanforderungen (ISO 29993:2017),
Englische Übersetzung von DIN ISO 29993:2018-10

Services de formation fournis en dehors du cadre de l'enseignement formel –
Exigences de services (ISO 29993:2017),
Traduction anglaise de DIN ISO 29993:2018-10

Document comprises 15 pages

Translation by DIN-Sprachendienst.

In case of doubt, the German-language original shall be considered authoritative.

A comma is used as the decimal marker.

Contents

| | Page |
|---|-----------|
| National foreword | 3 |
| National Annex NA (informative) Bibliography | 3 |
| Foreword | 4 |
| Introduction | 5 |
| 1 Scope | 6 |
| 2 Normative references | 6 |
| 3 Terms and definitions | 6 |
| 4 General information provided by the LSP | 8 |
| 5 Proposal development | 8 |
| 6 Information provided prior to acquisition of the learning service | 8 |
| 7 Needs analysis | 9 |
| 8 Design of the learning service | 10 |
| 9 Information about the learning service for enrolled learners or their sponsors | 11 |
| 10 Service delivery | 11 |
| 10.1 Staff engaged in the delivery of learning services..... | 11 |
| 10.2 Learning material..... | 11 |
| 10.3 Learning environment..... | 11 |
| 11 Facilitators | 12 |
| 12 Assessment of learning | 13 |
| 13 Monitoring and evaluation of the learning service | 13 |
| 14 Invoicing | 14 |
| Bibliography | 15 |