



ACA TUITION PROVIDER APPLICATION PACK

PARTNER IN LEARNING

May 2012

GUIDELINES FOR ACA TUITION PROVIDERS

The Partner in Learning scheme recognises the shared relationship and mutual interest that we hold in the development of students and the delivery of professional education programmes. It helps us to work together to ensure that students are fully supported in their ACA training.

BECOMING A PARTNER IN LEARNING

In order for your organisation to become a Partner in Learning as a tuition provider for the ACA qualification, you need to demonstrate that your organisation meets the core principles of the scheme. The core principles are designed to ensure that there is a consistent standard in the tuition being offered worldwide for the ACA qualification.

Your organisation may comply with the core principles by following the best practice indicators listed in this document (where relevant). Each of your organisation's recognised centres must confirm compliance with the core principles by submitting an annual declaration.

ICAEW will visit centres on a sample basis to ensure they are complying with the scheme and to provide additional support and guidance where required.

CONTENTS

GUIDELINES FOR ACA TUITION PROVIDERS	1
CORE PRINCIPLES	2
BEST PRACTICE INDICATORS	2
1 Status of a tuition provider	3
2 Developing a tuition programme	3
3 Delivering a tuition programme	4
4 Assessment	5
5 Working with ICAEW	5
ACA TUITION PROVIDER DECLARATION	6
DECLARATION	7

BENEFITS OF BECOMING A PARTNER IN LEARNING

By becoming a Partner in Learning, your organisation can take advantage of the following benefits:

Promotion and marketing

- Use of the 'Partner in Learning' logo on relevant pages of your website, and in classroom and marketing materials.
- Promotional material for display in your centre(s) and at promotional events.
- Listing on our website.

Resources and support

- Access to our dedicated tutor website for all teaching and administrative staff.
- Attendance at relevant conferences and events.
- Copies of *VITAL*, the ACA student magazine, *economia* (ICAEW's official member magazine), and access to e-newsletters and alerts.
- Free electronic reference copies of relevant learning materials.
- A dedicated monthly e-newsletter.

If ICAEW becomes aware that a recognised Partner in Learning has deviated from the core principles, the organisation will lose its Partner in Learning status and these benefits will be withdrawn.

ICAEW reserves the right to withdraw Partner in Learning status at its sole discretion.

CORE PRINCIPLES

Tuition providers offering courses for the ACA qualification that follow the six core principles can apply to be recognised as an ICAEW Partner in Learning.

- 1 Course offerings are developed and continually monitored to meet market and stakeholder needs, based on appropriate research.
- 2 Course offerings are realistic and deliverable, and are presented by experienced, appropriately qualified tutors.
- 3 Courses are delivered in compliance with all local laws and regulations.
- 4 Regular, open communication is maintained with ICAEW and all stakeholders.
- 5 Students are provided with one copy of ICAEW learning materials on each relevant course.
- 6 Tutorial staff undertake continuing professional development (CPD), and their development needs are reviewed on an ongoing basis.

On the following pages we give best practice indicators to help organisations demonstrate compliance with the core principles.

BEST PRACTICE INDICATORS

The best practice indicators are designed to provide guidance on how an organisation may meet the core principles. The best practice indicators relevant to your organisation may vary depending on the courses offered and the method of course delivery.

The headings below reflect the different elements of course delivery. The best practice indicators that follow are grouped according to their relevance at each stage.

ELEMENTS OF COURSE DELIVERY

1	Status of a tuition provider
2	Developing a tuition programme
3	Delivering a tuition programme
4	Assessment
5	Working with ICAEW

1 STATUS OF A TUITION PROVIDER

Best practice indicator

- The premises comply with all relevant local health and safety requirements, in addition to any other applicable local legislation.
- The premises are secure and in a safe location (eg, reasonable precautions taken against theft) and are easily accessible.
- Presentation equipment is appropriate for the size of the room and is suitable for the content of classroom material.
- Student numbers are appropriate for the size of the room, and facilities provided ensure a reasonable level of comfort for students.
- All tutorial staff hold an appropriate qualification.
- All tutorial staff comply with relevant CPD requirements and ethical guidelines.
- All tutorial staff have access to an ongoing training programme to ensure that they are fully up to date in their particular field, to a level that allows them to deliver training effectively.
- The tuition provider demonstrates financial stability.
- The tuition provider has experience in delivering professional education.

2 DEVELOPING A TUITION PROGRAMME

Best practice indicator

- Market research must be undertaken in each locality. The tuition offered must be tailored to suit the needs of the local market. This may include offering day, evening, weekend or distance learning courses, for example.
- Each exam subject is assigned to a specific member of the tutorial staff. These tutors are responsible for producing detailed teaching plans and providing training to fellow tutors on the most effective teaching methods for their particular subject area.
- All promotional material complies with local standards, laws and ICAEW guidelines and ethical principles. Promotional material for ICAEW courses must be submitted to ICAEW on request.
- The Partner in Learning logo is displayed only on promotional material for courses leading to ICAEW qualifications.
- The website includes full details of course offerings and is kept up to date.
- In jurisdictions outside of the UK, promotion of course offerings must be with the agreement of the local professional body wherever possible.

3 DELIVERING A TUITION PROGRAMME

Best practice indicator

- Contact details of students and employers are recorded and kept up to date. The information is stored securely, and its use complies with relevant local legislation on data protection.
- Clear, appropriate joining instructions are sent to students in advance of each course. Joining instructions include contact details and a map for the centre.
- Students are given clear instructions and guidance about the exact location of the course upon arrival.
- Students are provided with contact details of tutors and appropriate administration staff, and have a designated point of contact for support with studies or queries about the administration of the course.
- Any reasonable requests from employers to meet students or tutors at the premises are accommodated where possible.
- Student attendance is recorded on a daily basis and available to the employer upon request.
- Student performance reports are available to the employer upon request.
- A minimum of two weeks notice must be given for any cancellations or changes to timetables. Students and employers must be contacted to ensure that an appropriate alternative course has been offered.
- Courses that have started must not be cancelled, unless acceptable alternatives are offered.
- Each student receives one copy of ICAEW learning materials for each relevant course.
- Use of any non ICAEW material in the classroom is kept to a minimum and any such material must not be promoted as official ICAEW material. Copies of any classroom material created by the tuition provider must be supplied to ICAEW on request.
- Progress tests and course exams are marked and returned to students within 10 working days of receipt.
- Feedback is sought from students on a regular basis regarding the service and tuition they receive; such feedback is made available to ICAEW on request. Any relevant points must be followed up within 10 working days.

4 ASSESSMENT

Best practice indicator

- Students are reminded to submit their application for exams before the appropriate deadline.
- Final mock exams are marked and returned to students in advance of the date of the real exam.
- Tutorial staff recommend that students seek advice from ICAEW if they have any issues with the exams, for example, where alternative arrangements are required.
- Pass rates are consistent from session to session, unless the calibre of the students varies significantly.
- If there are significant variations in pass rates, these variations must be investigated. Where there is a negative variation, appropriate action is taken, such as tutor development.

5 WORKING WITH ICAEW

Best practice indicator

- An appropriate senior member of the tutorial staff is nominated as the main point of contact with ICAEW for the organisation. This person monitors the tutor area of ICAEW's website, *VITAL*, *economia* (ICAEW's member magazine), the monthly tutor e-newsletter and other relevant sources. They ensure that all relevant staff are kept informed of changes or issues affecting course content and delivery and must be identified to the students as a point of contact for any issues or concerns.
- An appropriate senior tutorial staff member must attend meetings with ICAEW when required, and ensure that any relevant information is circulated within the organisation to the appropriate staff.
- Requests for visits from ICAEW staff are accommodated wherever possible.
- A list of tutorial staff at each centre is provided to ICAEW upon request, to ensure they have access to the tutor website and are included on relevant mailing lists.
- An official ICAEW questionnaire is distributed to students on request.
- Copies of ICAEW student material eg, *VITAL* magazine, are available in the premises.
- Feedback is provided to ICAEW on learning materials upon request.
- Feedback on the exams is provided within one week of the exam sitting.
- Feedback on the exam solutions is provided within two weeks of the date of publication.



PARTNER IN LEARNING STATUS

ACA TUITION PROVIDER DECLARATION

ICAEW awards Partner in Learning status to organisations who can confirm they meet the six core principles.

To apply for recognition as a Partner in Learning, please confirm that your organisation meets the six principles by ticking each statement and signing the declaration.

Once your declaration is received, we will contact you regarding the outcome of your application. We may request further information in support of your application and/or arrange a visit to your premises so that you can demonstrate how your organisation meets each principle.

CORE PRINCIPLES

Please confirm principle is met by ticking the box

- Course offerings are developed and continually monitored to meet market and stakeholder needs, based on appropriate research.
- Course offerings are realistic and deliverable, and are presented by experienced, appropriately qualified tutors.
- Courses are delivered in compliance with all local laws and regulations.
- Regular, open communication is maintained with ICAEW and all stakeholders.
- Students are provided with one copy of ICAEW learning materials on each relevant course.
- Tutorial staff undertake continuing professional development (CPD), and their development needs are reviewed on an ongoing basis.

YOUR DETAILS

Organisation name

Name (forename/surname)

Position

Address

Postcode/zipcode

Country

Continued over page >>>

YOUR DETAILS CONTINUED

Telephone number (inc. country code)

Email address

If you would like to provide any further information to support your application, please use the space below.

DECLARATION

- I certify that my organisation meets the six core principles required for recognition as an ICAEW Partner in Learning. My organisation will be happy to demonstrate our commitment to the core principles during a review visit from ICAEW.

Signature

Date

<input type="text"/>	/	<input type="text"/>	/	<input type="text"/>
DD		MM		YY

Please return your completed application form to:

The Learning Team

Learning and Professional Development

ICAEW

Metropolitan House

321 Avebury Boulevard

Milton Keynes

MK9 2FZ

UK

ICAEW reserves the right to award or withdraw the Partner in Learning status at its discretion.

Using your personal information.

We will treat your personal information in accordance with data protection legislation. We will use your information for administration, communication and research. To do this we may share your information with our business partners.

We may transfer your information outside the European Economic Area (EEA) eg, to one of our offices. These countries may not have similar data protection laws to the EEA. So, if we do transfer your information we will take the necessary steps to ensure that your privacy rights are still protected.

For more information about our data protection policy please go to icaew.com/dataprotection