

Partner in Learning

HIGHER EDUCATION INSTITUTION APPLICATION INFORMATION



INTRODUCTION

As you operate in higher education, we believe that we have something in common with you: we are both committed to the development of our students. So, we'd like to build a stronger working relationship with you, for our mutual benefit and for the benefit of your students.

Our Partner in Learning scheme recognises the shared relationship and mutual interest that we hold as education providers. It helps us to work together in areas such as Credit for Prior Learning (CPL), syllabus development, placement programme support, sharing knowledge and expertise, learning materials, and student recruitment activities. If we can work together and communicate openly, your students will benefit as they embark on their future careers.

BENEFITS OF BEING A PARTNER IN LEARNING

By becoming an ICAEW Partner in Learning, you will have access to relevant resources and services which may include:

- access to the HEIs area of the ICAEW website and online resources, such as electronic ACA question banks;
- use of our ICAEW Partner in Learning logo on your website, marketing and course materials to demonstrate our partnership;
- access to a dedicated ICAEW Partner in Learning contact;
- places for your staff at relevant ICAEW conferences and events;
- access to reference copies of ACA learning materials when new editions are published;
- access to our student recruitment services and publications;
- inclusion on the recognised Partners in Learning (HEI) list on our website;
- advice on course accreditation (CPL); and
- access to relevant newsletters and alerts.

BECOME AN ICAEW PARTNER IN LEARNING

In order for you to become a Partner in Learning, we need to demonstrate that we are working together to the advantage of both parties and our students.

Below we have listed the key areas that demonstrate a strong working relationship between our organisations. The list is not exhaustive, but provides examples of ways in which we can work together. Examples of best practice indicators for these key areas are included on page 2.

If you are already working with us in some of these areas, please complete the higher education institution application form on pages 3-4. You may also complete the application to indicate ways in which you would like to work with ICAEW. Once approved your dedicated ICAEW contact will email you with information and resources.

You will also be sent a Partner in Learning certificate that will then be renewed each year when you confirm that you continue to work with us in one or more of the key areas.

HOW WE CAN WORK TOGETHER

Working with us in at least one of the areas below demonstrates that you are eligible to be a Partner in Learning.

1. Your programme has been awarded Credit for Prior Learning (exemptions) for one or more of our ACA or CFAB modules. You provide relevant information, advice and guidance to students about the choice of optional modules on your programme(s) and you also tell them what choices they need to make to claim credit for prior learning for our ACA or CFAB modules.
2. While following your programme, students are able to obtain the ICAEW Certificate in Finance, Accounting and Business (CFAB).
3. You are using our learning materials as part of your programme(s). We would also welcome your feedback on the content, approach and format of our learning materials.
4. You work actively with our student recruitment team and take advantage of some of the publications and services offered such as skills sessions, workshops and presentations.

BEST PRACTICE INDICATORS

Best practice indicators show how we are working together with our Partners in Learning. They follow the four key stages of a student's progression through your programme.

1. GAINING PARTNER IN LEARNING STATUS

BEST PRACTICE INDICATOR

- The HEI must have in place appropriate governance and financial controls that meet the requirements of the regulatory authorities in the local jurisdiction.
- The HEI must be authorised to make awards.
- All tutorial staff hold an appropriate qualification and 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 CFAB tuition effectively.
- The premises are secure and in a safe location (eg, reasonable precautions taken against theft) and are easily accessible.
- The HEI demonstrates financial stability.
- The HEI demonstrates pass rates that are in line with both the national average and university targets.

2. DEVELOPING YOUR PARTNER IN LEARNING PROGRAMME

BEST PRACTICE INDICATOR

- There is clear information about the optional programme modules that students need to take to gain credit towards ICAEW qualifications.
- The HEI offers tuition for one or more modules of an ICAEW qualification.
- The HEI aligns the syllabus for one or more of its programmes with the modules of the ICAEW qualifications in order to gain Credit for Prior Learning.
- All promotional material complies with local standards, laws and ICAEW guidelines and ethical principles.
- Clear and appropriate joining instructions are sent to students in advance of each module. Joining instructions include contact details and a map for the HEI, or log in information where appropriate.
- The HEI appoints an appropriate staff member to be the main point of contact with ICAEW. This person will also be responsible for circulating relevant information within the HEI.
- A list of tutorial staff is provided to ICAEW on request, to ensure they have access to the Partner in Learning website and are included on relevant mailing lists.

3. DELIVERING YOUR PARTNER IN LEARNING PROGRAMME

BEST PRACTICE INDICATOR

- The HEI must regularly check the ICAEW Partner in Learning website and email alerts to keep up to date with ICAEW educational policy changes.
- The HEI should incorporate ICAEW learning material into the programme(s) as recommended reading or as the primary text. Feedback is provided on ICAEW learning materials upon request.
- Student attendance should be recorded where possible, and monitored in line with the university's own attendance policy.
- Contact details of students are recorded and kept up to date. The information is stored securely and its use complies with relevant local legislation on data protection.
- Students have a point of contact for queries about the administration of the course, as well as contact details of tutors and lecturers, and meetings are to be arranged if a reasonable request is made.
- Feedback from students is sought and responded to. This feedback is made available to ICAEW upon request.
- Students are reminded to submit their application for exams in good time before the exam date.
- Academics delivering the programme recommend that students seek advice from ICAEW if they have issues with any exams.
- Where possible, the HEI accommodates ICAEW activities on campus, such as graduate recruitment activities.
- If the HEI wants to become an approved ICAEW e-assessment centre, it must meet the technology and administration requirements as specified by ICAEW.

4. ADVISING STUDENTS UPON COMPLETION OF YOUR PARTNER IN LEARNING PROGRAMME

BEST PRACTICE INDICATOR

- The HEI website includes a link to the ICAEW careers website, [icaew.com/careers](https://www.icaew.com/careers), and students are made aware of this.
- The HEI offers information and advice to students which is up to date with current ICAEW policy.
- Students receive clear information about Credit for Prior Learning that is available towards ICAEW qualifications, and the optional modules they must complete in order to take full advantage of these credit arrangements.
- Students have clear information about any extra costs they would incur if they choose to study for modules of the ACA or CFAB as part of their course programme.
- Students have access to copies of ICAEW student material and careers literature such as the graduate brochure, recruitment flyers and Training Vacancies guide in the HEI library and/or careers department.
- Students receive information about the ICAEW student registration and exam application requirements.
- Students receive information about ICAEW student recruitment events and publications, and are invited to participate in graduate recruitment or career guidance activities.
- Students receive information about the available career options and routes into chartered accountancy.

Partner in Learning

HIGHER EDUCATION INSTITUTION APPLICATION INFORMATION



HIGHER EDUCATION INSTITUTION APPLICATION FORM

To apply for recognition as a Partner in Learning, please confirm how you are looking to engage with ICAEW or how you are currently working with us by ticking one or more of the boxes below and completing the form. If your application is successful we will send you a certificate to confirm your status as a Partner in Learning and further details of how you can benefit from the scheme.

HOW WE ARE WORKING TOGETHER

Please tick all relevant boxes:

- We have been awarded Credit for Prior Learning against one or more modules of an ICAEW qualification.
- We are working with ICAEW to deliver the CFAB qualification to students following our programme(s).
- We are using the ICAEW learning materials on our programme(s) as recommended reading or primary text(s).
- We work actively with the ICAEW graduate recruitment team and take advantage of some of the services and publications it offers.

YOUR DETAILS

If you have printed this form out and are completing it by hand please use block capitals.

HEI name

Title (eg, Mr, Mrs, Dr)

ICAEW member number (if applicable)*

Name (forename/surname)

Position

Address

Postcode/zipcode

Telephone (including country code)

Email address

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

* Information relevant to accessing the resources on the HEIs area of the ICAEW website.

PARTNER IN LEARNING: HIGHER EDUCATION INSTITUTION CORE PRINCIPLES

By applying for recognition as an accredited ICAEW Partner in Learning, we agree to:

- Maintain regular and open communication with ICAEW.
- Deliver our programme in compliance with relevant and up-to-date laws, regulations and educational policy.
- Ensure our HEI is financially stable enough to provide the adequate tuition and resource required for effective delivery of our programme.
- Ensure our programme is delivered by experienced and academically or professionally qualified tutors.
- Provide all students with appropriate and clear careers advice and guidance, either internally and/or externally.
- Inform students that ICAEW will review applications for access arrangements, and awards may differ to those previously awarded by the university. Full guidance on Access Arrangements are available on the ICAEW website.

DECLARATION

By applying for recognition as an accredited ICAEW Partner in Learning:

- I certify that my organisation is working in one or more of the areas required for recognition as an ICAEW Partner in Learning. My organisation will be happy to demonstrate how we are working together during a pre-arranged review visit from ICAEW.
- I certify that my organisation will adhere to the ICAEW Partner in Learning scheme terms and conditions.

Signature

Date

Please return your completed application form using one of these methods:

- After signing the form digitally you can return the form by clicking the submit button
- You can email the form as an attachment to partnerinlearning@icaew.com
- Alternatively, you can post the 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 withdraw the Partner in Learning status at its discretion.

If you have any queries please contact the ICAEW learning team at partnerinlearning@icaew.com

i USING YOUR PERSONAL INFORMATION The protection of personal privacy is an important concern to ICAEW. Any personal data collected will be treated in accordance with current data protection legislation. We will use your personal data to deliver your inclusive membership services including; advice, communication, continuous professional development, eligibility for CABA, networking, products, quality, regulation, research, services, professional standards, voting and to administer your membership account. In order to meet our membership obligations to you we may share relevant personal data with connected communities, faculties, committees, local groups, district societies and external provider partners.

For more information about our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)