

Partner in Learning

Tuition provider application



INTRODUCTION

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 qualifications and training programmes. It ensures that you have access to all the resources you need to deliver effective tuition, promoting consistently high quality training provision around the world. By working together and communicating 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:

- library copies of learning materials;
- invitation to ICAEW conferences and events;
- use of our ICAEW Partner in Learning logo on your course and marketing materials to demonstrate our partnership;
- inclusion on the recognised Partners in Learning list on our website;
- access to a dedicated manager at ICAEW;
- access to ICAEW newsletters and alerts;
- access to our dedicated website; and
- access to our student and member magazines and marketing materials.

As a Partner in Learning ICAEW grants you a nonexclusive, royalty-free licence to use the logo for the sole purpose of marketing your Partner in Learning status to potential students. We reserve the right to change our terms and conditions without notice.

BECOME AN ICAEW PARTNER IN LEARNING

To become a Partner in Learning as a tuition provider for ICAEW qualification(s), 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.

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 agree to adhere to the PIL Terms and Conditions found at [icaew.com/pil](https://www.icaew.com/pil) and 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.



**ICAEW
PARTNER IN
LEARNING**

CORE PRINCIPLES

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. The PiL must be satisfied that all students have purchased a copy of the official ICAEW learning materials.
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 you 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.

1. Status of a tuition provider

BEST PRACTICE INDICATOR

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| <ol style="list-style-type: none">a. The premises comply with all relevant local health and safety requirements, in addition to any other applicable local legislation.b. The premises are secure and in a safe location (eg, reasonable precautions taken against theft) and are easily accessible.c. Presentation equipment is appropriate for the size of the room and is suitable for the content of classroom material.d. Student numbers are appropriate for the size of the room, and facilities provided ensure a reasonable level of comfort for students.e. All tutorial staff hold an appropriate qualification. | <ol style="list-style-type: none">f. All tutorial staff comply with relevant CPD requirements and ethical guidelines.g. 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.h. The organisation demonstrates financial stability.i. The organisation has experience in delivering professional education.j. The organisation treats all employees and job applicants fairly and equally regardless of their age, disability, gender re-assignment, marriage, and civil partnership, pregnancy, race, religion, sex or sexual orientation, social or educational backgrounds. |
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2. Developing a tuition programme

BEST PRACTICE INDICATOR

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| <ol style="list-style-type: none">a. 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.b. 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.c. 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. | <ol style="list-style-type: none">d. The Partner in Learning logo is displayed only on promotional material for courses leading to ICAEW qualifications.e. The website includes full details of course offerings and is kept up to date.f. In jurisdictions outside of the UK, promotion of course offerings must be with the agreement of the local professional body wherever possible. |
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3. *Delivering a tuition programme*

BEST PRACTICE INDICATOR

- a. 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.
- b. Clear, appropriate joining instructions are sent to students before each course. Joining instructions include contact details and a map for the centre.
- c. Students are given clear instructions and guidance about the exact location of the course upon arrival.
- d. Students have 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.
- e. Any reasonable requests from employers to meet students or tutors at the premises are accommodated where possible.
- f. Student attendance is recorded on a daily basis and available to the employer upon request.
- g. Student performance reports are available to the employer upon request.
- h. 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.
- i. Courses that have started must not be cancelled, unless acceptable alternatives are offered.
- j. Each student has access to ICAEW learning materials for each relevant course.
- k. 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. Access to any classroom material created by the tuition provider must be supplied to ICAEW on request.
- l. Progress tests and course exams are marked and returned to students within 10 working days of receipt.
- m. 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

- a. Students are reminded to submit their exam application before the appropriate deadline.
- b. Final mock exams are marked and returned to students before the date of the real exam.
- c. Tutorial staff recommend that students seek advice from ICAEW if they have any issues with the exams, for example, where alternative arrangements are required.
- d. Pass rates are consistent from session to session, unless the calibre of the students varies significantly.
- e. 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

- a. 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 the ICAEW website, *VITAL*, *economia*, the regular 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.
- b. 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.
- c. 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.
- d. An official ICAEW questionnaire is distributed to students on request.
- e. Copies of ICAEW student material eg, *VITAL*, are available in the premises.
- f. Feedback about learning materials is provided to ICAEW on request.
- g. Feedback on the exams is provided within one week of the exam sitting.
- h. Feedback on the exam solutions is provided within two weeks of the date of publication.

Partner in Learning



TUITION PROVIDER DECLARATION

To apply for recognition as an ICAEW Partner in Learning please:

1. tick the box below to confirm that you have read and understood the PIL T&C's found at [icaew.com/pil](https://www.icaew.com/pil);
2. tick to confirm which ICAEW qualification(s) your organisation intends to offer.

Please note that by agreeing to these T&C's you are also confirming that your organisation complies with the Core Principles set out within this application.

Applications from new providers must include a business case which demonstrates examples of compliance with each best practice indicator and core principle, for existing courses where available as well as for planned courses. You must also provide details of marketing plans and the intended course structure.

Once your application is received, we will respond within 15 working days. We may arrange a visit to your premises so that you can demonstrate how your organisation meets each principle and indicator.

ICAEW QUALIFICATIONS

Please confirm the ICAEW qualification(s) for which your organisation intends to offer courses:

ACA

ICAEW Certificate in Finance, Accounting and Business (ICAEW CFAB)

Level 4 ICAEW Accounting Technician Apprenticeship

Level 7 ICAEW Accountancy Professional Apprenticeship

CORE PRINCIPLES

Please confirm that the core principles are met by ticking the following boxes.

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 given access to ICAEW learning materials on each relevant course.

Tutorial staff undertake continuing professional development (CPD), and their development needs are reviewed on an ongoing basis.

I have read and understand the Partner in Learning Terms and Conditions

YOUR DETAILS

Organisation name/
Freelance tutor

Name
(title/forename/surname)

Job title

Address

Postcode/zipcode

Telephone number
(inc. country code)

Email

Web address

Territory
(please state countries
or regions where your
tuition provision will be
taking place)

SUPPORTING INFORMATION

Applications must include a business case which demonstrates examples of compliance with each best practice indicator and core principle, for existing courses where available as well as for planned courses. You must also provide details of marketing plans and the intended course structure.

DECLARATION

I certify that my organisation complies with the six core principles required for recognition as an ICAEW Partner in Learning and we accept the Partner in Learning Terms and Conditions. My organisation will be happy to demonstrate how we comply with the core principles during a review visit from ICAEW.

Signed

Dated

/ /

Print name

DD

MM

YYYY

PLEASE RETURN YOUR COMPLETED APPLICATION TO:

Learning team
Learning and Professional Development
ICAEW
Metropolitan House
321 Avebury Boulevard
Milton Keynes
MK9 2FZ
UK

or email it to partnerinlearning@icaew.com or use the submit button below. ICAEW reserves the right to accept or refuse any application, or to withhold or withdraw Partner in Learning status, at its discretion.



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 Partner in Learning resources and services including; advice, awareness communications, conferences and events, annual renewals, access to online and offline resources and to administer your Partner in Learning account. In order to meet our partnership obligations to you we may share relevant personal data with connected communities, committees and external provider / delivery partners. For more information on our data protection policy please go to [icaew.com/dataprotection](https://www.icaew.com/dataprotection)