

IFA Endorsed Programme

Application form

APPLICATION FOR IFA ENDORSED PROGRAMME

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| <p>Please complete and return this application form and fee to:</p> <p>Institute of Financial Accountants CS111, Clerkenwell Workshops 27-31 Clerkenwell Close Farringdon London EC1R 0AT</p> <p>Web : www.ifa.org.uk</p> | <p>Guidance Notes – all information to be provided in English</p> <ul style="list-style-type: none"> Please refer to the <i>IFA Endorsed Programme Agreement</i> when completing this application form. Each question should be answered as fully as possible. If you have teaching centres in other locations or satellite arrangement(s) with any other organisation, you will need to submit a separate application for each centre. Additional information and supporting documentation should be attached to this application form marked with the section reference. The information contained in this application will be used as the basis for a legally binding contract between the IFA and the Endorsed Programme Provider. |
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| SECTION 1 - ENDORSED PROGRAMME PROVIDER DETAILS | | |
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| Organisation name (Please attach a copy of any certificate of incorporation or other official document confirming status) | | |
| Address (if a PO Box is used for mail the physical address should also be stated) | | |
| Country | | |
| Telephone Number Include dial code/ International | | |
| Website address | | |
| Contact for the IFA Endorsed Programme | Name | Position |
| | Tel: | E-mail: |
| | | |

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| Type of organisation (tick as appropriate): | |
| College of Further Education | University/College of Higher Education |
| Private Training Provider | Other (please specify) |
| | |
| National accreditation: | |
| Do you have any accreditation from the statutory accreditation body in your Country? | |
| Name of awarding/accreditation body. | - |
| Date approval granted. | - |

| Do you have any accreditations from professional or other non-statutory Awarding organisations? | | | |
|--|-----------------------|---------------------|---------------|
| Awarding organisation | Qualifications | Date awarded | Status |
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| Withdrawal/refusal of centre accreditation or qualification approval/endorsement |
| Has your organisation ever been refused accreditation or endorsement by any awarding body or had accreditation withdrawn? If yes please provide details. |
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| SECTION 2A DETAILS OF PROGRAMME TO BE ENDORSED | |
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| 2a.1 | Name of proposed programme and brief description. |
| 2a.2 | What type of programme is it? e.g. academic, vocational, professional. |
| 2a.3 | Describe the target learner audience. |
| 2a.4 | Describe the intended learning outcomes. |
| 2a.5 | What skills or abilities does the programme aim to develop? |
| 2a.6 | What is the typical progression route for learners who successfully complete the programme? e.g. work, further study onto other programmes (please specify which ones). |
| 2a.7 | Provide an overview of the proposed programme which also shows the duration of the programme including details of teaching time and self-study time for learners. |
| 2a.8 | Provide details of your admission procedures and criteria (for example prior qualification achievement or work experience) and explain how you ensure that learners meet your entry requirements for the programme. |
| 2a.9 | Provide an estimate of number of learners per year. |
| 2a.10 | How often do you intend to run the programme and what would the typical start dates be – which months? |



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| 2a.11 | What learning delivery method(s) do you propose to use for the programme? |
| 2a.12 | If you will be using open or distance learning materials please explain fully how this will be delivered and provide copies of the proposed materials. |
| 2a.13 | <p>Provide full details of the syllabus</p> <p>(a) Who is responsible for its design?</p> <p>(b) How often the syllabus is reviewed?</p> <p>(c) What benchmarks you have used for your syllabus for example this may be against a national qualification framework, diploma, degree or other benchmark framework for your country? Please provide a web link to information on this benchmark system.</p> |
| 2a.14 | State how your programme is related to the IFA qualifications, if at all. |
| 2a.15 | Do you offer any credits or exemptions against your programme? If so please provide full details. |

SECTION 2B ASSESSMENT OF THE PROGRAMME

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| 2b.1 | <p>What assessment method(s) will be used on this programme?</p> <p>Describe each method used in detail, at what are they used and how are they are appropriate. Provide sample assessments/exams with copies of model answers or mark schemes.</p> |
| 2b.2 | <p>Describe the level at which the programme is assessed. Please refer to the level descriptors provided or provide information of the benchmark standards you have used (e.g. local University or national education system)</p> |
| 2b.3 | <p>Who is responsible for the design and development of the assessments /exams?</p> |
| 2b.4 | <p>How frequently are the assessments/exams designed? e.g. are new assessments developed for each session or do you hold a bank of assessments to select from?</p> |
| 2b.5 | <p>What are the marking arrangements for the assessment/exams? How do you ensure that the assessment standard has been met?</p> |
| 2b.6 | <p>What are your rules of conduct for taking assessments or exams for the programme? Describe how you ensure there is no malpractice on the part of learners, staff or any others involved in the delivery and assessment of the award.</p> |
| 2b.7 | <p>Provide details of how the assessments/exams are marked and by whom, including your pass marks, grading, marking schemes and standardisation process and provide copies</p> |
| 2b.8 | <p>What is your quality assurance process to ensure that all assessments/exams are marked fairly and consistently? How do you check if the process is effective?</p> |

| SECTION 3 – RESOURCES | |
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| 3.1 | Describe the learning programme accommodation facilities that you have available for delivering the programme. . |
| 3.2 | Provide full details of the relevant learning resources that are available at the centre to learners including where they are located and in what format. - |
| 3.3 | Confirm how full time, part time or open learning learners can gain access to the centre's learning resources. |
| 3.4 | Will the learners be able to have contact with staff for guidance or support on their learning outside of their class times? |

SECTION 4 – DETAILS OF TEACHING AND ASSESSMENT TEAM

Please include the following information with this application:

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| 4.1 | The number of teaching and assessment team available for the programme and their availability. Please can you confirm roles and responsibilities for each individual. |
| 4.2 | A summarised CV for each of the teaching and assessment team available for the programme, including their qualifications, membership of professional bodies, teaching/assessment experience, and their specialisms. Please state what their role is for the programme. |
| 4.3 | Any plans (long and short term) for members of your teaching and assessment team to receive relevant staff training and continuous professional development in the areas covered in the programme. |

| SECTION 5 – ASSURING THE QUALITY OF YOUR PROGRAMME AND THE ASSESSMENTS | |
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| 5.1 | Confirm the name and job role of the person(s) who will be responsible for the quality assurance and management of the programme and assessments/exams (by this we mean making sure that all aspects of the programme development, teaching and assessment is managed in a robust, consistent and transparent way according to IFA accepted procedures). |
| 5.2 | Provide a copy of your quality assurance process and procedures for this programme and its assessments/exams including details of what you look at and when. |
| 5.3 | Describe how you ensure that the assessment process is managed in an independent way and that there are no conflicts of interest between the teaching team and those involved with assessments/exams. |
| 5.4 | What is your centre's policy to plan, monitor and review your centre's achievements against your stated aims? |
| 5.5 | How do you gather feedback from the learners and others to evaluate how effectively the programmes are run and supported? |

| SECTION 6 – POLICY AND ADMINISTRATION | |
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| 6.1 | What administrative systems do you have in place to track the progress of learners? |
| 6.2 | Confirm how the centre will make sure that learners understand the programme arrangements including what they need to do for the assessment or any exam arrangements/rules. |
| 6.3 | Confirm the centre has a current diversity and equality policy which it follows and provide a copy |
| 6.4 | Provide details of your appeals procedure and how learners can access it. |
| 6.5 | Describe how all learner data is collected and stored in a secure environment and who is responsible for managing the learner data securely and for transmitting learner data and their achievements to the IFA. |
| 6.6 | Confirm the centre has a current data protection policy which it publishes and follows. If the centre is in the UK please confirm how your policy meets UK Data Protection legislation. Please provide a copy of your data protection policy |
| 6.7 | Provide a copy of the centre's policy in respect of: <ul style="list-style-type: none"> • access arrangements • reasonable adjustments and special considerations. |
| 6.8 | If the centre is in the UK and intends to promote this award to international students, can you confirm that the centre is complying with all relevant government requirements including the current Register of Approved Sponsors at the UK Border Agency (BA). |

SECTION 7 – DECLARATION AND PAYMENT

To be signed by the Principal and Course Co-ordinator

We wish to apply for the above mentioned organisation to be accredited as offering an IFA Endorsed Programme, and declare that:

- i. the contents of this application form and all attached documentation are complete, true and correct and we understand that this information will be used to prepare a formal, legally binding contract between the centre and the IFA
- ii. we will meet, and continue to meet, the *IFA Endorsed Programme Agreement*, regulatory requirements and provide any further information as required
- iii. we will notify the IFA immediately of any changes to the programme syllabus, learning outcomes or assessment methodology or any other changes in circumstances which may affect the Endorsed Programme status. We understand that the IFA reserves the right to ask us to submit a new application for endorsement if the IFA considers that such changes materially impact the current agreement
- iv. we will meet, and continue to meet, any further guidance published by the IFA and/or regulations governing best practice and training
- v. we will provide the IFA access to our premises, people and records, and will cooperate with the IFA's monitoring activities, if required
- vi. we enclose a payment for the endorsement fee as indicated in the fee schedule
- vii. this application form forms part of the overall Endorsed programme agreement with the IFA

| Principal | | Person with day to day management and administration | |
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| Name | | Name | |
| Signature | | Signature | |
| Position | | Position | |
| Date | | Date | |

Data Protection – our commitment to you

The protection of personal privacy is an important concern to the IFA and any personal data collected will be treated in accordance with current data protection legislation. The information collected by the IFA, may be used for statistics and profiling, communications and research purposes, examination and training administration, billing and risk assessment purposes, and to enable us to keep you up to date with relevant product and service developments. This information may be shared with third parties in pursuit of the above. For the Institute's full data protection statement please go to www.ifa.org.uk/dataprotection

Important information

The application fee must be paid in full before the centre's application can be processed. In the event that an application is rejected for any reason, an administration fee of £200 is non refundable. Please allow 28 days for an application to be processed.