

# *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. 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:

- 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; and
- access to a dedicated manager at ICAEW.

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 learning programmes, 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 confirm compliance with the core principles by submitting an annual declaration.



**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. 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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| <ul style="list-style-type: none"><li>a. The premises comply with all relevant local health and safety requirements, in addition to any other applicable local legislation.</li><li>b. The premises are secure and in a safe location (eg, reasonable precautions taken against theft) and are easily accessible.</li><li>c. Presentation equipment is appropriate for the size of the room and is suitable for the content of classroom material.</li><li>d. Student numbers are appropriate for the size of the room, and facilities provided ensure a reasonable level of comfort for students.</li><li>e. All tutorial staff hold an appropriate qualification.</li></ul> | <ul style="list-style-type: none"><li>f. All tutorial staff comply with relevant CPD requirements and ethical guidelines.</li><li>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.</li><li>h. The organisation demonstrates financial stability.</li><li>i. The organisation has experience in delivering professional education.</li><li>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.</li></ul> |
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### *2. Developing a tuition programme*

#### BEST PRACTICE INDICATOR

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| <ul style="list-style-type: none"><li>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.</li><li>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.</li></ul> | <ul style="list-style-type: none"><li>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.</li><li>d. The Partner in Learning logo is displayed only on promotional material for courses leading to ICAEW certification.</li><li>e. The website includes full details of course offerings and is kept up to date.</li></ul> |
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### ***3. Delivering a tuition programme***

#### **BEST PRACTICE INDICATOR**

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| <ul style="list-style-type: none"><li>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.</li><li>b. Clear, appropriate joining instructions are sent to students before each course. Joining instructions include contact details and a map for the centre.</li><li>c. Students are given clear instructions and guidance about the exact location of the course upon arrival.</li><li>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.</li><li>e. Any reasonable requests from employers to meet students or tutors at the premises are accommodated where possible.</li><li>f. Student attendance is recorded on a daily basis and available to the employer upon request.</li></ul> | <ul style="list-style-type: none"><li>g. Student performance reports are available to the employer upon request.</li><li>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.</li><li>i. Courses that have started must not be cancelled, unless acceptable alternatives are offered.</li><li>j. Access to any classroom material created by the tuition provider must be supplied to ICAEW on request.</li><li>k. 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. Learning materials created by the Partner in Learning must not be promoted as official ICAEW material. Any relevant points must be followed up within 10 working days.</li></ul> |
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### ***4. Assessment***

#### **BEST PRACTICE INDICATOR**

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| <ul style="list-style-type: none"><li>a. Pass rates are consistent from session to session, unless the calibre of the students varies significantly.</li></ul> | <ul style="list-style-type: none"><li>b. 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.</li></ul> |
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### ***5. Working with ICAEW***

#### **BEST PRACTICE INDICATOR**

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| <ul style="list-style-type: none"><li>a. An appropriate senior member of the staff is nominated as the main point of contact with ICAEW for the organisation.</li></ul> |
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# 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 Core Principles and that your organisation complies with them as set out in this application.
2. tick to confirm which ICAEW learning programme your organisation intends to offer.

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.

## ICAEW QUALIFICATIONS

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

- ICAEW Certificate in Insolvency
- IFRS certificate learning programme
- IFRS for SMEs certificate learning and assessment programme
- ISA learning and assessment programme

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

## YOUR DETAILS

Organisation name

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 five core principles required for recognition as an ICAEW Partner in Learning. My organisation will be happy to demonstrate how we comply with the core principles.

Signed

Dated

/ /

Print name

DD MM YYYY

Please email your completed form to: [partnerinlearning@icaew.com](mailto:partnerinlearning@icaew.com)

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

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](https://www.icaew.com/dataprotection)