



# **ACCREDITATION OF TRAINING CENTRES**

## **GUIDANCE NOTES**

- 
- Part 1 - General Information & Guidance**
  - Part 2 - Information required from Training Centres Applying for Approval**
-

## **PART 1: GENERAL INFORMATION**

### **1.Introduction**

- 1.1 The aim of these guidelines is to explain the general principles and procedures for accrediting Training Centres, and to explain the level of quality assurance systems, which an Accredited Training Centre will be expected to operate.
- 1.2 The Association recognises that there are a number of different, yet equally acceptable, ways by which the quality and standard of assessment can be measured. However, in order to be certain that a particular Training Centre has the facilities to assess student performance to the required standard, it is necessary for the Association to obtain certain information about the centre.

### **2.General Principles**

- 2.1 In order to be approved, Training Centres are required to complete the attached Application Form. The form has two sections:

Section 1: Factual information about the centre (address, number of students, contact names, etc)

Section 2: The detailed proposals for becoming an Accredited Training centre

Centres may apply for Accreditation to offer courses leading to one or more of the qualifications listed on the Accreditation Application Form.

Certain of the courses require skills in addition to Book-keeping, and may require the use of computers on a regular basis. These points should be borne in mind when making the application. Where the IAB feels that resources or teaching skills are insufficient for a particular aspect, they may award limited accreditation. The reply will specify what further resources or skills are required for full approval.

- 2.2 Where approval has been given, it will be withdrawn at any time if the standard of resources is found to be below the levels stated in the application.
- 2.3 The application form must be signed by both the person nominated as the centre's contact, and the Principal, or Head of Faculty/Department responsible for running the course.

### **3. Timetable**

- 3.1 The Association will normally complete the procedure for accreditation within one month from submission.

### **4. Accreditation Fee**

- 4.1 The fee for approval as an Accredited Training Centre is £190 per annum. Reductions are offered for two and three year terms (see Accreditation Application Form). The fee for the first year should be submitted with the completed application form.

The Accreditation Fee includes one free place on the annual IAB Tutors' Workshops, details of which are circulated to all centres when available.

## **5. Quality Assurance**

5.1.1 In order to ensure that assessment is carried out to the required standard, the IAB has developed a quality assurance programme for the accreditation scheme. The main features of the programme are as follows:

- a) Centres will be asked to certify at each year's renewal that the facilities stated in the application still exist.
- b) A representative of the IAB may visit an Accredited Training Centre to assess the facilities provided. After any such visit, the representative will complete a visit report. A copy of this report will be sent to the centre with any comments and recommendations for improvement.

## **PART 2: INFORMATION REQUIRED FROM TRAINING CENTRES APPLYING FOR ACCREDITATION**

This section identifies the information that the Association requires on the Application Form. In order to be confident that a centre is in a position to run courses, the Association needs a comprehensive and detailed picture of the organization and resources available. The Application Form asks centres to provide information about key areas which will help in reaching an informed judgement on which to base accreditation.

### **1. Resources**

1.1.1 The Training Centre must have the resources for the provision of the course, and this section asks for details of those resources.

1.2 Details are also required on the number of teaching staff involved in IAB courses including their experience, qualifications, and whether they are employed on a full or part-time basis.

1.3 Information is required about the equipment and general facilities available for IAB students. This includes details of the library, the availability of computers, the size of classrooms, and the availability of private study facilities.

### **2. Staff Training & Development**

2.1 Training Centres are required to state what staff training has taken place to ensure that teaching staff fully understand and are aware of the requirements of the courses offered, and that they remain up to date on content and delivery. The training may be provided by in-house training programmes, attendance at outside training centres, or by attendance at conferences or other training events.

### 3. Examinations

- 3.1 All Training Centres are required to offer facilities for holding examinations in January and June in accordance with the IAB examination timetable. The application for accreditation should, therefore, demonstrate that the Training Centre is able to fulfil the requirements for offering examinations. The examinations will be administered, set, controlled and marked by the IAB. Training Centres will be responsible for:
- a) Returning Examination Entries and Fees
  - b) Making rooms or halls available as required
  - c) Security of Exam Papers and Scripts
  - d) Invigilation
  - e) Despatching Examination Scripts to IAB for marking

### 4. Disciplinary Code

- 4.1 The IAB imposes stringent requirements for its membership and is proud of the standard of competence and conduct of its Members and Registered Students. In order to protect these standards, the Association has a Disciplinary Committee to investigate any infringements by its Members. For the student body, it is a requirement that Accredited Training Centres have their own procedure for investigating and dealing with any reported lapses from the high standards of integrity and competence implied by Membership or Student registration. All such Centre investigations involving students of the Association must be notified to the Association.
- 4.2 Training Centres have a responsibility to ensure that students at all times submit their own unaided work and, in all respects, act in accordance with the professional standards expected of IAB students. Any student misconduct identified by Centres should be brought to the immediate attention of the Association.



Centre Support Officer, **International Association of Book-keepers**, Suite 30, 40 Churchill Square, Kings Hill, West Malling, Kent, ME19 4YU

**Telephone** 0844 330 3527 **Fax** 0844 330 3514 (UK only) **e-mail:** [education@iab.org.uk](mailto:education@iab.org.uk)

**website** [www@iab.org.uk](http://www@iab.org.uk)

Registered no.1119378 (England) Limited (By Guarantee)