

**ACCA**

REGISTERED LEARNING PARTNER (RLP)

# **APPLICATION PACK**

**FACE TO FACE**





Think Ahead

## Registered Learning Partner Application for approval

Please complete this application form and attach your supporting evidence to apply for approval as part of our Registered Learning Partner programme. Please submit your application to us by email at [PGApprovals@accaglobal.com](mailto:PGApprovals@accaglobal.com)

Full details about our Registered Learning Partner programme can be found within the accompanying Pre-approval guide or by accessing the ACCA website [here](#).

This is for those learning providers that offer full or part time classroom-based tuition delivered at a learning provider's premises. Full time tuition typically takes place over a period of several weeks or months. For the duration of the course, students may be taught one or more of ACCA's examinations, learning the syllabus and applying the knowledge acquired through question practice and mastering examination techniques.

**Note:**  
All supporting materials in relation to an application for Registered Learning Partner are required to be translated into English.

### PART 1

#### INSTITUTION DETAILS

Institution name ▶

Address ▶

Town/ City ▶

County/State ▶

Country ▶

Postcode ▶

Website address (if applicable) ▶

Date of establishment of the institution ▶

Name of holding company or group, where appropriate ▶

VAT or Sales Tax number (if applicable) ▶

#### CONTACT DETAILS

Please provide details for one member of staff who will be our dedicated contact within your institution for all communications regarding this application and any subsequent renewal. You should also provide details of any staff members who will be the dedicated contact for prospective students to your institution. These contact details will be displayed on our Registered Learning Partner directory which can be found [here](#) on the ACCA website.

Title ▶

Name ▶

Position

Telephone number (including full country code and area codes) ▶

Email address (mandatory) ▶

**Contact for student enquiries** (if different from above)

Title ▶

Name ▶

Position ▶

Telephone number (including full country code and area codes) ▶

Email address (mandatory) ▶

## FACILITIES AND COURSES OFFERED

### a Facilities (not applicable to online learning)

What facilities does your institution offer for students?

Car parking

Library

Disabled access

Canteen facilities

Computer availability

### b Courses

Please indicate the study methods available for our post-professional qualifications. Please tick all that apply.

Full-time   Part-time   Revision

Diploma in International Financial Reporting

Certificate in International Financial Reporting

Certificate in International Auditing

Certificate in Global Business Services

Certificate in International Public Sector Accounting Standards

Certificate in Data Analytics

Certificate in Public Financial Management

Certificate in Sustainability Finance

### c Teaching language

Please list which languages you teach each qualification in

Diploma in International Financial Reporting ►

Certificate in International Financial Reporting ►

Certificate in International Auditing ►

Certificate in Global Business Services ►

Certificate in International Public Sector Accounting Standards ►

Certificate in Data Analytics ►

Certificate in Public Financial Management ►

Certificate in Sustainability Finance ►

### d Teaching sessions

Please indicate which sessions your institution teaches towards

March      Yes      No      If Yes, please indicate approximate course start date ►

June      Yes      No      If Yes, please indicate approximate course start date ►

September      Yes      No      If Yes, please indicate approximate course start date ►

December      Yes      No      If Yes, please indicate approximate course start date ►

## PART 2 – PAYMENT

If your application is successful, your RLP invoice and payment details will be provided along with your approval notification. An annual fee is payable every year thereafter.

Level of approval	Annual fee
Registered Learning Partner	£300

All amounts quoted are inclusive of sales taxes.

Payment must be made in Pounds Sterling (GBP) and can be made by: \*

- bank transfer
- credit/debit card over the phone.

\* Please note payments by third parties cannot be accepted unless prior agreement is obtained.

# Performance Assessment Matrix – Application to become a Registered Learning Partner

The following table outlines the performance targets which learning providers must demonstrate that they meet for approval.

Complete the column headed 'Learning provider comments' with a brief description of the ways that your institution is able to demonstrate that each of the relevant performance targets is met. You must supply supporting documentation with this application, clearly referenced to our performance targets that each document is relevant to.

The required evidence column outlines examples of how your institution can demonstrate that it meets our performance targets. The samples suggested will best demonstrate eligibility to the criteria set, however, if you wish to demonstrate that you meet our performance targets through the submission of additional/alternative evidence, you are welcome to do so.

## ASSESSMENT AREA – STUDENT EXPECTATIONS AND POLICY

Performance target	Evidence requirements	Learning provider comments
<p><b>1.1 Pre-enrolment information</b></p> <p>Students registering for tuition at your institution should be given all appropriate information on their courses prior to enrolling and committing to paying for tuition.</p> <p>ACCA will assess the evidence provided to ensure that there is transparency and there are no hidden policies that students should be aware of prior to signing up for tuition at your institution.</p> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>Students should be asked to confirm that they have been provided with terms and conditions on enrolment.</li> <li>A disclaimer should be included to confirm that all students have read and understood all terms and conditions. If the terms and conditions are located on a different document this should be referenced on the enrolment form.</li> <li>Terms and conditions should specify your position on the following: <ul style="list-style-type: none"> <li>Refunds: under what circumstances can the student claim a refund for a course they have paid for? If your institution will not issue any refunds this should be included in your terms and conditions.</li> <li>Course transfers: under what circumstances can a student transfer to a different course or examination session once they have paid? If your institution will not allow any course transfers this should be included in your terms and conditions.</li> <li>Visa applications: how much responsibility does your institution take for visa applications, and what is the student's position if visa applications are refused? If your institution does not help students with visa applications it should be included that it is the full responsibility of the student to comply with any visa requirements in your terms and conditions.</li> <li>Cost: the cost of accessing your tuition should be made clear to students before they enrol with your institution. There should be full transparency and no hidden fees.</li> <li>Privacy policy: your policy should disclose how your institution gathers, uses, discloses, and manages student data and this should be communicated to students. Your privacy policy and procedures should be compliant with General Data Protection Regulation (GDPR) or your local data protection law(s).</li> </ul> </li> </ul>	<p><b>Evidence that must be provided:</b></p> <p>A copy of the enrolment form with your institution's terms and conditions included on the form and a disclaimer to confirm that all students have read and understood all terms and conditions. If the terms and conditions are located on a different document this should be referenced on the enrolment form. Please ensure that your terms and conditions include the areas mentioned within the performance target.</p> <p>AND</p> <p>Please make us aware if visa applications are not applicable to your institution when making the application (please note that this can be provided as written confirmation in an email or on the Performance Assessment Matrix).</p>	

Performance target	Evidence requirements	Learning provider comments
<p><b>1.2 Complaints</b></p> <p>Students should be clear on how to make a complaint about your institution. There should be a transparent complaints procedure in place which is accessible to students. Complaints should be investigated thoroughly and promptly, within specified time frames.</p> <p>ACCA will assess the evidence provided to ensure that students are aware of how to make a complaint about your institution's product or service.</p> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>Students should be aware of how to make a complaint about your institution's product or service.</li> <li>A complaints policy should include your position on the following points: <ul style="list-style-type: none"> <li>How formal complaints can be made – is there a standard template? How should it be submitted?</li> <li>How long the complainant can expect to wait for acknowledgement of their complaint, and for a response.</li> <li>How complaints will be treated – who will be involved in reviewing the complaint and will they be treated confidentially?</li> <li>Whether the student has any right to appeal the outcome of their complaint, and any related processes.</li> <li>Any student that wishes to make a complaint to ACCA regarding your institution will be advised to follow your institution's complaints procedure first. If the complaint is not handled to their satisfaction, the student then has the option to escalate their complaint to ACCA. If a student has exhausted both your complaints process and ACCA's, they can escalate to the appropriate regulator. Details of which can be found on the ACCA website at the following link: <a href="https://www.accaglobal.com/gb/en/footer-toolbar/contact-us/unhappy.html">https://www.accaglobal.com/gb/en/footer-toolbar/contact-us/unhappy.html</a></li> </ul> </li> </ul>	<p><b>Evidence that must be provided:</b></p> <p>A copy of the complaints policy.</p> <p>AND</p> <p>Information about how it is communicated to students.</p> <p>AND</p> <p>A copy of the complaints log (which shows how your institution dealt with the complaints and any action taken as a result). If your institution has not received any complaints we would still expect to see a complaints policy and blank log to evidence that you have the policy in place if a student wishes to log a complaint.</p>	
<p><b>1.3 Promotional material</b></p> <p>All promotional material should adhere to ACCA's advertising regulations.</p> <p>ACCA will assess the evidence provided, your social media channels and website to ensure that information for students is up to date and contains no unsubstantiated claims, which are potentially misleading and could lead to student dissatisfaction.</p> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>Promotional material contains accurate information regarding ACCA and should make no unsubstantiated or potentially misleading claims.</li> <li>All promotional activity from an institution that is seeking to be approved by us should be legal, decent, honest and truthful.</li> <li>ACCA's Advertising Regulations will be included as part of our review and can be located <a href="#">here</a></li> <li>You must not use ACCA's corporate logo and Think Ahead logo.</li> <li>ACCA's RLP approval is based on a single location. If your institution has more than one centre approved, it should be made clear on all social media pages, website and any other means of promotional material which centres are approved and the level of approval obtained, for example, Silver Learning Partner, Gold or Platinum Approved Learning Partner for each individual location.</li> </ul>	<p><b>Evidence that must be provided:</b></p> <p>Promotional literature/brochures are used pre and post enrolment. This should include both online and/or paper based promotional literature/ brochures provided to students.</p> <p>AND</p> <p>Hyperlink to your institution's website and social media pages.</p>	
<p><b>1.4 Programme of study</b></p> <p>Students should know in advance, when and how their course will be structured.</p> <p>ACCA will assess the evidence provided for all ACCA exams taught by your institution to ensure that students are aware of the topics that will be covered each week and relevant references to study materials. This will allow them to undertake further reading prior to their lectures taking place.</p> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>Students are provided with guidance on their programme of study, including a detailed breakdown of their course into modules or study sessions and applicable study materials.</li> </ul>	<p><b>Evidence that must be provided:</b></p> <p>Samples of teaching/study programme/ scheme of work provided to students for all ACCA examinations taught.</p> <p>AND</p> <p>These should include specific references to study materials.</p>	

## ASSESSMENT AREA – STUDENT EXPERIENCE AND CONTINUOUS IMPROVEMENT

Performance target	Evidence requirements	Learning provider comments
<p><b>2.1 Mode of study</b></p> <p>Students should be taught in premises that are conducive to study.</p> <p>ACCA will assess the evidence provided to ensure your institution has secured appropriate premises for ACCA students.</p> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>A lease/proof of ownership or any other evidence confirming arrangements in place to secure the teaching premises. A lease should include the following: <ul style="list-style-type: none"> <li>Name of institution</li> <li>Address of premises (same as address on application form)</li> <li>Start date and end date</li> <li>Signatures of lessor and lessee.</li> </ul> </li> <li>If your lease has an option of renewal we would require the lease along with confirmation from the owner of the start and end date of the renewal period.</li> </ul>	<p><b>Evidence that must be provided:</b></p> <p>A copy of lease agreement/proof of ownership or any other evidence confirming arrangements in place to secure the teaching premises.</p> <p>If applicable</p> <p>If your lease has an option of renewal we would require the lease along with confirmation from the owner of the start and end date of the renewal period.</p>	
<p><b>2.2 Financial viability</b></p> <p>Your institution should be financially viable. We will assess the evidence provided to ensure that your institution is in a healthy financial position to operate while ACCA students are attending your tuition.</p> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>If a student has committed to attending your institution's courses then we must be assured that your institution will be in a position to honour this agreement.</li> </ul>	<p><b>Evidence that must be provided:</b></p> <p>A set of audited or officially prepared financial statements or confirmation of appropriate government funding.</p> <p>OR</p> <p>Confirmation of financial viability from an appropriate independent third party.</p> <p>OR</p> <p>If you are unable to provide any of the above due to your institution having not completed one full year of trading you could provide projected financial statements with at least two years of information.</p>	
<p><b>2.3 Tutors</b></p> <p>Students should be assured that tutors are in a position to teach ACCA examinations through obtaining a relevant qualification and experience.</p> <p>ACCA will assess the evidence provided to ensure that your institution's tutors are appropriately qualified and experienced.</p> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>Tutors are knowledgeable and experienced in their chosen field and hold qualifications appropriate to the subjects they teach.</li> <li>Part-qualified tutors should not be teaching exams beyond their own qualification level.</li> <li>Tutor performance is monitored and development opportunities provided. Monitoring of tutors would typically include analysis of pass rates of all students within the class.</li> </ul>	<p><b>Evidence that must be provided:</b></p> <p>Copies of tutor CVs/ summaries of tutor qualifications and experience with a list of each ACCA examination taught at your institution.</p> <p>AND</p> <p>Details of internal monitoring in place (including individual tutors' pass rate performance) and any actions taken to improve tutor performance.</p>	

### PART 3 – TERMS AND CONDITIONS

We confirm that our institution complies with all local regulatory requirements for tuition providers where such requirements exist.

We understand that ACCA is a regulator performing a function in the public interest.

We recognise that ACCA's Quality and Recognition department is solely responsible for all decisions regarding the awarding, renewal, and removal of approval.

We accept that ACCA reserves the right to request additional information relating to matters included in this application, both prior to granting approval and during the period of approval.

We declare that all information provided as part of this application is, to the best of our knowledge, accurate.

We understand that ACCA will consider if there is a business need to approve our institution. If no business need exists, ACCA reserves the right to decline our application.

We accept that as part of the Registered Learning Partner programme, ACCA will regularly review our financial position which may include the review of financial statements. We understand that this is to ensure that we are financially viable as ACCA students must be assured, we are in a strong financial position to operate while students attend our tuition.

We undertake to notify ACCA immediately should there be a material decline in our solvency. We understand that, should our institution's financial position deteriorate, ACCA may need to take action that leads to removal of our institution from the RLP programme. We also understand that ACCA cannot be held responsible for any consequences resulting from any deterioration in our financial viability.

We agree that ACCA will check that tutors responsible for teaching ACCA students will be appropriately qualified in line with the requirements of the RLP programme. Should there be any cause for concern, during the initial approval, annual renewal, or ongoing monitoring process, relating to the suitability of tutors, ACCA reserves the right to remove your approval.

We agree to adhere to the terms of the programme, including its Registered Learning Partner Handbook. Terms include (but are not limited to) participation in, annual renewal, satisfactory engagement with conditions set by ACCA's Accreditation team and adherence to advertising regulations. ACCA's advertising regulations include how to use the ACCA logo in the production of all promotional and advertising materials for your institution. We understand that we should accurately promote our accreditation to ensure that students are not misled.

We accept that ACCA reserves the right to decline our request for listing on ACCA's Registered Learning Partner Directory as a Registered Learning Partner if there is any cause for concern in relation to our operations (causes for concern include but are not limited to student complaints, unethical or fraudulent behaviour and reputational issues).

We understand that the above will also be grounds for the immediate removal of our institution's details from the Registered Learning Partner Directory and that in such cases, ACCA's decision is final and there is no appeals process. No refund of fees paid will be available in such circumstances.

We understand that it is our responsibility to ensure that our details on ACCA's Registered Learning Partner Directory are correct and that ACCA is kept informed of any changes to the contact details supplied previously and in this application.

We agree to inform ACCA immediately if any of our staff become aware of an actual or suspected breach of ACCA live assessment protocol involving the unauthorised sharing of live exam content. We acknowledge that this duty to inform ACCA also extends to instances where we become aware of third parties disclosing information regarding the live exam content in an unauthorised manner. Furthermore, we will provide ACCA with full details of the breach; the students or persons involved; and will take any necessary steps to ensure that our members of staff do not share or support sharing of the live exam content further.

We accept that should we conduct any other services on behalf of ACCA, such as on-demand computer-based examinations, our Registered Learning Partner status may be affected in the event of breaching any of our other obligations to ACCA. This includes instances where a large sum of money is owed to ACCA's CBE team.

We understand that ACCA will review these terms and conditions on a regular basis and may make amendments without prior agreement.

Please tick this box if you have fully read and understood the above declaration.

By doing so you agree to the terms and conditions stated.

## Data protection

We may use the personal data provided on this form for the purposes of:

- administrating learning providers and managing the application process
- regulating learning providers, and contacting the nominated individuals
- responding to enquiries and investigating complaints
- complying with regulatory obligations.

We may share information with our service delivery providers, our auditors, relevant regulators and law enforcement authorities where we are required to do so by law.

Please note that for individuals based outside the UK, your information will be held in ACCA's main information systems which are located in the UK and EU and may be accessed by ACCA's local office in your country of residence. ACCA processes information within the UK and EU, but may also transfer data outside of UK and EU as part of its operations and service delivery.

For more information on how your personal information and rights are respected, please access our [privacy notice](https://accaglobal.com/privacy) (accaglobal.com/privacy), or contact [privacy@accaglobal.com](mailto:privacy@accaglobal.com)

Print name ►

Date (DD/MM/YY)        /        /

Please submit your application and supporting documents to:

ACCA Professional Qualifications Approvals Team  
110 Queen Street Glasgow G1 3BX United Kingdom

[PQApprovals@accaglobal.com](mailto:PQApprovals@accaglobal.com) [www.accaglobal.com](https://www.accaglobal.com)

**ACCA**

Professional Qualifications Approvals Team  
110 Queen Street  
Glasgow G1 3BX  
United Kingdom

**[PQApprovals@accaglobal.com](mailto:PQApprovals@accaglobal.com)**  
**[www.accaglobal.com](http://www.accaglobal.com)**

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