

Silver Learning Partner

# Application pack.





# Silver Learning Partner application

Please complete this application pack to apply for approval as part of our Silver Learning Partner programme. Completed applications should be sent by email to us at [PQApprovals@accaglobal.com](mailto:PQApprovals@accaglobal.com)

To be eligible for Silver approval, if your institution is not already teaching, you must start within the first six months from approval and apply for Gold approval within 15 months from initial approval to ensure continued accreditation Full details on Silver Learning Partner approval as part of the ALP programme can be found with the accompanying Pre-approval guide or by accessing the ACCA website [here](#).

## PART 1 – INSTITUTION AND COURSE DETAILS

### 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.

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 Tuition Provider Directory.

#### Main contact for ACCA

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 Mode of learning

Please familiarise yourself with the below modes of study as you will be required to select the study mode you are offering in section c and d.

#### Face to face

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.

#### Online learning

This is for those learning providers that offer courses that are primarily accessible online. Learning can take place at any geographical location and students can learn at their own pace with 24/7 access. Students are offered the full online learning experience. For example, students should expect to have access to live or pre-recorded lectures, while supported remotely by tutors or subject area experts. Online courses are structured and offer recommendations for the most effective ways to achieve optimum results, including coursework and mock examination requirements. Students should have the flexibility to organise their study and attempt any coursework in their own time. If teaching is solely undertaken face to face with supplementary support online, this would be considered face to face tuition.

#### Blended learning

This is for providers that offer a learning experience that combines face to face tuition and online learning through access to live or pre-recorded lectures in a single course. Participation in both elements of the tuition is necessary to complete the course and students can access their tuition both face to face and online.

Please note that if you teach ACCA students in a face to face environment but you supplement this by adding materials to an online location, ACCA considers this to be face to face delivery.

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

What facilities does your institution offer for students?

Car parking      Library      Disabled access      Canteen facilities      Computer availability

### c Courses – ACCA Qualification

Does your institution currently offer tuition for the ACCA Qualification? Yes      No

If Yes, in what year did you start offering this tuition? ►

If No, in what month and year do you intend to start? ►

Please indicate what parts of the ACCA Qualification tuition is offered for, and the study methods available. Please tick all that apply.

	Full-time	Part-time	Revision	Online Learning	Blended Learning
Applied Knowledge					
Applied Skills					
Strategic					
Professional					
		Options: AAA			
		AFM			
		APM			
		ATX			

Please indicate the streams and variants for which you offer tuition. Please tick all that apply.

### Adapted exams

ACCA's syllabus offers students the opportunity to take an auditing exam – based on International, Singapore or UK regulations. Unless otherwise stated it will be assumed that all tuition provided for this exam is based on the International standards. Please indicate below which of these standards the content you provide is based on. Please tick all that apply.

UK (SBR, AAA)	IRL (SBR, AAA)	INT (SBR, AAA)	SGP (AAA)
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### Variants (Tax and Law exams)

In a number of countries, ACCA students have the opportunity to take an examination based on national tax – referred to as a variant exam – which is relevant to Taxation. Unless otherwise stated it will be assumed that all tuition provided for this exam is based on the UK variant. If you provide tuition specific to any of the national variants, please indicate this below. Please tick all that apply.

BWA (LW, TX)	CHN (TX)	CYP (LW, TX, ATX)	CZE (TX)
ENG (LW)	GLO (LW)	HKG (LW, TX, ATX)	HUN (TX)
IRL (LW, TX, ATX)	LSO (LW, TX)	MLA (LW, TX, ATX)	MWI (TX)
MYS (LW, TX)	PKN (TX)	POL (TX)	ROM (TX)
RUS (LW, TX)	SGP (LW, TX, ATX)	UAE (LW)	UK (TX, ATX)
VNM (LW, TX)	ZAF (LW, TX, ATX)	ZWE (LW, TX)	

In order for members to obtain an ACCA practising certificate and audit qualification, they must meet specific exam requirements. In September 2018 Strategic Professional replaced the previous Professional level exams. Members wanting to apply for an ACCA practising certificate and audit qualification must therefore pass the UK or Irish variants of Strategic Business Reporting and Advanced Audit and Assurance. Members were previously required to have passed the UK or Irish variants of P2, Corporate Reporting and P7, Advanced Audit and Assurance. Further information in relation to the specific exam requirements of the ACCA practising certificate and audit qualification can be found at <https://www.accaglobal.com/gb/en/member/sectors/smp/practising-certificates-and-licences/apply-for-an-acca-practising-certificate.html>

### d Courses – Foundation level qualification

Does your institution currently offer tuition for the Foundations in Accountancy suite of qualifications? Yes No

If Yes, in what year did you start offering this tuition? ►

If No, in what month and year do you intend to start? ►

Please indicate which exams of the Foundations in Accountancy suite of qualifications you provide tuition for and the study methods available. Please tick all that apply.

	Full-time	Part-time	Revision	Online Learning	Blended Learning
ACCA Diploma in Financial and Management accounting (RQF Level 2)					
ACCA Diploma in Financial and Management Accounting (RQF Level 3)					
ACCA Diploma in Accounting and Business (RQF Level 4)					
Foundations in Audit					
Foundations in Financial Management					
Foundations in Taxation					

### Tax variants

In a number of countries, ACCA students have the opportunity to take an examination based on national tax – referred to as a variant exam – which is relevant to Foundations in Taxation. Unless otherwise stated it will be assumed that all tuition provided for this exam is based on the UK variant.

If you provide tuition specific to any of the national variants, please indicate this below. Please tick all that apply.

United Kingdom (UK)	Lesotho (LSO)	Malaysia (MYS)	Singapore (SGP)
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## e Teaching sessions

Please indicate which sessions your institution teaches towards

March	Yes	No	If Yes, please indicate approximate course start date (DD/MM/YYYY) ►
June	Yes	No	If Yes, please indicate approximate course start date (DD/MM/YYYY) ►
September	Yes	No	If Yes, please indicate approximate course start date (DD/MM/YYYY) ►
December	Yes	No	If Yes, please indicate approximate course start date (DD/MM/YYYY) ►

## PART 2 – PAYMENT

If your application is successful, your Silver LP invoice and payment details will be provided along with your approval notification.

Level of Approval	Cost
Silver Learning Partner	£115

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.

## PART 3 – BUSINESS PLAN TEMPLATE

### PROGRAMME OF STUDY

What information does/will your institution provide to allow students to prepare prior to a class if they wish? Do you provide a class by class breakdown?

What information does/will your institution provide to students regarding our Performance Objectives to allow student to link their studies with our Practical Experience Requirement? If you need further information on ACCA's Performance Objectives please visit ACCA's website [here](#).

What information does/will your institution provide to students regarding when a mock exam will be conducted to allow students to plan revision?

Failure to provide detailed answers to all of the above questions will result in your application being returned to you.

### PREMISES

Please provide information about your institution's facilities that you currently/will use to provide tuition to students.

#### *Face-to-face tuition*

Please provide details of ownership or lease agreements for the premises.

How will/does your institution ensure the premises enhance a student's learning?

#### *Online or blended learning*

Please provide details of your online platform and how teaching is delivered to students.

Please provide details of recovery plan and backup procedures.

How will/does your institution ensure students are supported remotely?

*If you offer both face-to-face tuition and online learning/blended learning please provide information for all of the above.*

Failure to provide detailed answers to all of the above questions will result in your application being returned to you.

Please be aware that we reserve the right to conduct a site visit at our discretion.

## FINANCIAL VIABILITY

We must ensure that your institution has a healthy financial position to operate while our students are attending your institution.

What financial information does your institution record for the institution as a whole and how do you monitor and analyse this?

What measures are/will be in place if you identify your institution is making a loss?

How can you assure us that you will put business practices and controls in place to protect students and ensure your institution continues to operate as a going concern?

Failure to provide detailed answers to all of the above questions will result in your application being returned to you.

## TUTORS

What level of professional qualification do you look for?

What level and subject area of qualification is needed?

What practical experience requirements are needed?

What teaching experience requirements are needed?

How will you monitor the performance of your tutors?

How will the monitoring be recorded and any resulting actions be logged?

Failure to provide detailed answers to all of the above questions will result in your application being returned to you.

## PROMOTIONAL MATERIAL

As part of our assessment, your promotional material (website, social media pages) will be reviewed to ensure that you are not using ACCA's corporate/Think Ahead logo or making any unsubstantiated claims.

What marketing material does your institute use to advertise your courses?

What online presence do you have?

Which social media channels do you use to promote your courses?

Failure to provide detailed answers to all of the above questions will result in your application being returned to you.

**Please also include any other details that you feel relevant to your application for Silver Learning Partner approval.**

## PART 4 – TERMS AND CONDITIONS

We confirm that our institution complies with all local regulatory requirements for learning 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 confirm that our course enrolment forms include a clause asking students to consent to the disclosure of their results to the institution by ACCA. We will only request examination results from ACCA for those students that have consented to this disclosure.

We agree to adhere to the terms of the programme as explained in the Silver Learning Partner Pre-approval Guide. We understand that at this time we do not meet all requirements for Gold approval.

We understand this approval does not constitute full approval on the Approved Learning Partner programme. We agree to adhere to ACCA's advertising regulations and use of the ACCA logo in the production of all promotional and advertising materials for our institution.

Our Silver Learning Partner approval is wholly dependent on our institution starting to teach within six months of approval and working towards becoming a Gold ALP within the next

18 months. We are committed to working towards meeting all requirements of Gold approval.

We accept that ACCA reserves the right to decline our request for listing on ACCA's Tuition Provider Directory as a Silver 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 Tuition Provider 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 Tuition Provider 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 Approved Learning Partner status may be effected in the event of breaching any of our other obligations to ACCA.

As a learning provider, we agree to adhere to The International Ethics Standards Board for Accountants (IESBA) Code of Ethics for Professional Accountants.

We understand that ACCA will review these terms and conditions on a regular basis and may make amendments without prior notice and/or 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 to:

Professional Qualifications Approvals Team  
ACCA 110 Queen Street Glasgow G1 3BX United Kingdom  
email: [PQApprovals@accaglobal.com](mailto:PQApprovals@accaglobal.com) [www.accaglobal.com](https://www.accaglobal.com)

The Association of Chartered Certified Accountants



**Professional Qualifications Approvals team**

ACCA  
110 Queen Street  
Glasgow G1 3BX  
United Kingdom

**PQApprovals@accaglobal.com**  
**www.accaglobal.com**

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THINK AHEAD

