GOLD APPROVED LEARNING PARTNER (ALP)

PRE-APPROVAL GUIDE

Think Ahead

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What is the Approved Learning Partner programme?

Our Approved Learning Partner (ALP) programme gives formal recognition to leading learning providers offering quality tuition and support to students taking the ACCA Qualification and/or Foundation Level qualification. It is the platform from which we can develop a mutually beneficial relationship, increasing the global availability of effective and innovative ACCA course delivery and first-class student support. The Approved Learning Partner programme has three levels of approval:

APPROVAL LEVEL	ACCA DELIVERY
Silver Learning Partner	Suitable for learning providers teaching any of ACCA's qualifications – ACCA Qualification, Foundation Level qualifications. Available to learning providers new to teaching or unable to demonstrate our performance targets for Gold approval.
Gold Approved Learning Partner	Suitable for learning providers teaching any of ACCA's qualifications – ACCA Qualification, Foundation Level qualifications. To be eligible for approval at this level, learning providers must meet a range of challenging performance targets covering the institution's overall operation.
Platinum Approved Learning Partner	Invitation only. Only available to learning providers which teach the ACCA Qualification as part of their course delivery. In addition to the criteria which must be satisfied for gold approval, providers must meet further best practice statements and also meet specific pass rate targets. We will contact you if you become eligible to apply for Platinum Approved Learning Partner status.

You do not need to be an Approved Learning Partner to teach the ACCA or Foundation level qualification; non-accredited organisations may teach our qualification to students, but will not be recognised as an Approved Learning Partner.

Learning providers that solely provide text books and study materials to students are not eligible to be approved under the ALP programme. The ALP programme recognises centres that provide tuition and support to students as well as text books and study materials.

If you're not teaching the ACCA Qualification or Foundation Level qualification then you cannot apply for approval under the ALP programme. Depending on the qualifications that you do teach then you may be eligible for the Registered Learning Partner programme. We recognise learning providers offering quality tuition and support to students studying one or all of ACCA's certificates and diplomas. More information can be found on the ACCA website here.

Gold Approved Learning Partner

Our Gold programme recognises Learning Providers who are currently delivering the ACCA and/or Foundation level qualification, and meet our 12 performance targets.

As a Gold Approved Learning Partner, you can take advantage of the following exclusive benefits that will provide you with a competitive edge over non-approved providers.

BENEFIT	DESCRIPTION
Listing on our Tuition Provider directory	To determine if learning providers are recognised by ACCA, students can refer to the online Tuition Provider Directory. Upon approval as a Gold Approved Learning Partner, the PQ Approvals team will add an entry for your institution to the directory and students will be able to contact your institution. Gold Approved Learning Partners can also add up to 100 words of promotional text. To add or amend your promotional text, please send an email to tuition@accaglobal.com
Use of the ALP approval logo and certificate of approval	Upon initial approval as a Gold Approved Learning Partner, the PQ Approvals team will provide you with a certificate and logo to use as a promotional and quality assurance tool.
Access to our Results Service analysis	Approved Learning Partners are required to use ACCA's result service before each examination session. Results listing and analysis reports will be provided at each examination session and these can be used to monitor pass rates. These can be downloaded from your dedicated *myACCA* portal. Furthermore, Gold and Platinum Approved Learning Partners receive exam performance analysis reports every exam session. Access to the *myACCA* portal will be provided upon approval as a Gold Approved Learning Partner.
Access to our online Education Hub	The Education Hub is an online toolkit for ACCA tutors and learning partners. The Education Hub includes: • Learning support materials and resources • Business development guidance • Promotional materials • Practice tests to use with your students • Ethics and Professional Skills module. The Education Hub can be accessed from here: https://educationhub.accaglobal.com/login/index.php To set up access or if you have any questions on the Education Hub, please contact the Professional Education team on learningsupport@accaglobal.com
Listing on our Learning Community channel	Upon your approval as a Gold Approved Learning Partner, ACCA will update the ACCA Learning Community to ensure that your institution is listed. The ACCA Learning Community provides students with 24/7 support with lots of key resources and knowledge – sharing from all over the world to help students through their journey. Visit ACCA's Learning Community here for further information: https://learningcommunity.accaglobal.com/browser
Marketing support to promote your institution to ACCA students	Upon your approval as a Gold Approved Learning Partner, you can access our marketing materials which include downloadable online banner advertisements and a video for use on your website and promotional posters. We are keen to support ALPs in joint local marketing initiatives (eg, joint advertising activity). If you'd like to explore the opportunity of joint marketing initiatives with us please contact the Re-accreditation team at tuition@accaglobal.com
Media opportunities	Upon your approval as a Gold Approved Learning Partner, the following advertising options are available through our partner, Educate: • Ability to advertise in ACCA specialist publications • Advertising on our website • Access to our targeted direct mail services • Access to our targeted email services • Learning support events. To enquire about ACCA advertising opportunities and relevant fees, please refer to the list of contacts on https://www.accaglobal.com/gb/en/footertoolbar/advertising.html
Invitations to our Learning Providers' conferences	Upon your approval as a Gold Approved Learning Partner, you will be invited to ACCA's Learning Provider's Conference. This event gives our ALPs the invaluable opportunity to meet ACCA examiners and understand their approach to our exams, and hear about the latest exciting developments to the qualification. It also gives delegates the chance to network with peers from around the globe, as well as our staff. A member of ACCA's Professional Education team will contact you with details on how to join any upcoming conferences.

How to apply

Please visit the Approved Learning Partner section of our website here to download the relevant application pack. Using the following descriptions, please select the relevant application for your mode of delivery. Your application pack should be sent by email to the PQ Approvals team at PQApprovals@accaglobal.com

- **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 the ACCA's examinations, learning the syllabus and applying the knowledge acquired through question practice and mastering examination techniques.

- **Online delivery**

    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 delivery**

    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.

Each mode of delivery you support requires its own separate approval; separate applications should be made to request this. If you currently hold any of the above delivery methods at Gold or Platinum level approval you will be required to make a Gold application for any additional streams of delivery.

Once you have selected the correct application form for your mode of delivery, you'll be required to complete all the necessary details about your institution, as well as contact details for any potential enquiries. This includes the ACCA exams you teach and variants delivered for each of our taxation, audit and law examinations. Along with your application, you are required to provide evidence that meets each of our 12 performance targets. These are:

ASSESSMENT AREA PERFORMANCE TARGET	
STUDENT EXPECTATIONS AND POLICY	
1.1 Pre-enrolment information	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.
1.2 Complaints	Students should be clear on how to make a complaint about your institution. There should be a transparent complaints procedure in place and accessible to students. Complaints should be investigated thoroughly and promptly, within specified time frames.
1.3 Contact details and information on ACCA	Students should be provided with up-to-date information on ACCA and how to contact your institution.
1.4 Promotional material	All promotional material should adhere to ACCA's advertising regulations.
1.5 Programme of study	Students should know in advance, when and how their course will be structured.
STUDENT EXPERIENCE AND CONTINUOUS IMPROVEMENT	
2.1 Course review	Your institution should review their courses regularly to determine if improvements could be made to the student experience and performance.
2.2 Mode of study	Face to face: Students should be taught in premises that are conducive to study. Online/blended learning: Students should have access to an appropriate learning platform.
2.3 Financial viability	Your institution should be financial 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.
2.4 Tutors	Students should be assured that tutors are in a position to teach ACCA examinations trough obtaining a relevant qualification and experience.
2.5 Course completion	Your institution should review if students are completing their study for each ACCA paper paid for.
2.6 Mock examinations	Students should be supported with their ACCA studies through the use of mock examinations. The delivery of mock examinations should be appropriate to the method of study, for example, a full online learning platform should provide online mock examinations.
2.7 Student feedback	You should regularly gather feedback from your students. The feedback should be collated, analysed and acted upon where appropriate.

A full description of the targets and required evidence will be included within your application pack. Please note that all evidence must be translated into English in order to be reviewed.

Once your application and evidence is received, we will assess this and provide confirmation of the next steps. You may be required to submit further evidence in support of a performance targets.

Once your application has passed our desk based review stage, it will be forwarded to a local ACCA representative who will contact you directly to arrange a site visit.

What happens after approval?

Once this has been completed, and if your application is successful, we will provide you with your ACCA Gold Approved Learning Partner certificate and logo. Also provided will be your Approved Learning Partner invoice, charged at 650 GBP (exclusive of sales tax, if any) for a full approval period.

Within your approval letter, you will be provided with an access to your own *myACCA* account. Within your portal you can update your current teaching sessions, exams delivered and contact details. You will be subject to further performance measures after your approval has been confirmed.

As an ALP, you will be expected to abide by The International Ethics Standards Board for Accountants (IESBA) Code of Ethics for Professional Accountants. The code of ethics is designed to guide accounting tuition providers by underlining their responsibilities in this field. Visit the IESBA website at www.ethicsboard.org/iesba-code to see the Code of Ethics in full.

How much does it cost?

If your application is successful, your Gold ALP invoice and payment details will be provided along with your approval notification. An annual fee is payable every year thereafter. Providers with two or three modes of delivery may be eligible for a discount.

Level of approval	Annual fee	Mode of study discount
Gold – Single mode of delivery	£700	–
Gold – Two or more modes of delivery	£1,050	25%
Platinum – Single mode of delivery	£800	–
Platinum – Two or more modes of delivery	£1,200	25%

All amounts quoted are inclusive of sales taxes.

Payment must be made in Pounds Sterling (GBP) and can be made by:
• bank transfer
• bank draft/cheque payable to ACCA
• credit/debit card over the phone.
For details of the different modes recognised by ACCA, please refer to page 5 of this Pre-approval guide.

Monitoring, renewal and results service

All ALPs must complete an annual renewal in which you are required to:

- Verify your contact details and the details displayed on our Tuition Provider directory and amend if necessary.

- Complete and return the annual renewal form advising us of changes and new developments within your institution, with supporting documentation where necessary.

- Pay the appropriate annual fee.

At the beginning of each calendar year we will send you an email to let you know that the annual renewal process has begun. It's important to keep to the closing date given in order to make sure renewals are confirmed to all ALPs by 31 March. When the renewal process is successfully completed we will issue an approval certificate and ALP logo to you.

Areas of continued quality assurance of ALPs are annual renewals, student feedback and review of pass rates. Details of which are provided to all ALPs on approval.

Before exams take place during each exam session, we ask you to upload the details of the students you have taught that session. You can do this through our Exam Results Service section of your *myACCA* account. We will tell you when the results service is open and the deadline for submission. After the exam results are published, we will give you access to two reports through your *myACCA* account:

- Results listing reports (on the day following the release)

- Results analysis report (approximately two weeks after the results release) Gold ALPs are targeted on pass rates as below:

- You must teach a sufficient number of students and have a minimum of 20 candidates sitting exams over a period of six months.

- You must meet/exceed global pass rate targets for at least 50% of exams sat (for exams with five or more candidates) over a period of six months.

Platinum approval

Gold ALPs can progress to Platinum level approval if they:

- Are able to demonstrate excellence in student expectation and policy, student experience and continuous improvement

- Have met Platinum pass rate targets over at least two consecutive combined exam sessions (ie considering all four sessions within a 12 month period)

- Continuously receive positive student feedback.

Teaching ACCA is a pre-requisite of Platinum approval. Platinum level approval is by invite only. You cannot apply for Platinum approval before being invited to do so.

In addition to the benefits included as a Gold Approved Learning Partner, Platinum Approved Learning Partners can access the following benefits.

BENEFIT	DESCRIPTION
Access to our market information package	Platinum Approved Learning Partners are provided with ACCA market information packages. In February, May, August and November each year, the Re-accreditations team will provide you with details of registered student numbers and numbers of students entered to sit ACCA exams, analysed by exam centre and number of CBE exams taken for their country of operation. Market information is provided four times per year for the sole use of the Platinum Approved Learning Partners and should be treated as confidential.
Access to 'Ask the examiner'	We're incredibly proud of the subject-specific resources that we provide to support you in your teaching of our qualifications. We think you'll be able to find the answer to most questions you might have in those resources but on the rare occasions that you can't, then why not 'Ask the examiner', a facility available exclusively to ACCA's Platinum Approved Learning Partners. If you wish to submit a question to our examining team, please email examiner.enquiries@accaglobal.com and include the name of the exam in the subject line, so we can direct it appropriately.
Tutor exam feedback	Platinum Approved Learning Partners are given the opportunity to comment on ACCA exams by providing written representation at our Examination Review Board. ACCA will contact you shortly before each exam session and invite you to participate in this process. If you choose, you will be sent Q&As throughout the exam session which can be distributed to tutors for their feedback.

Contact

For queries regarding Gold Approved Learning Partner accreditation, please contact ACCA's Professional Qualifications Approvals team on +44 (0)141 534 4199 or by emailing PQApprovals@accaglobal.com

For queries regarding Gold renewal, monitoring or any aspect of Platinum, please contact ACCA's Re-accreditation team on +44 (0)141 534 4540 or by emailing tuition@accaglobal.com

ACCA

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