



ACCA

Silver Learning Partner

# Application pack

Think Ahead



# 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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applied Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strategic Essentials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Options: AAA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AFM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
APM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ATX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Do you offer mentoring for the Oxford Brookes Research and Analysis Project?  Yes  No

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

### Adapted exams

ACCA Foundations in Accountancy syllabus offers students the opportunity to take auditing exam Foundations in Audit – 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)

### 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 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.

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/practisingcertificates-and-licences/apply-for-an-acca-practising-certificate-and-audit-qualification.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)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACCA Diploma in Financial and Management Accounting (RQF Level 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ACCA Diploma in Accounting and Business (RQF Level 4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foundations in Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foundations in Financial Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foundations in Taxation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 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)

### 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 – 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 3 – DECLARATION

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

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 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 recognise that ACCA's Professional Qualifications Approvals team is solely responsible for all decisions regarding the awarding and removal of approval.

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. 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 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 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.

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 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.

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

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 suppliers, our auditors, relevant regulators and law enforcement authorities where authorised 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 EU and may be accessed by ACCA's local office in your country of residence. ACCA processes information within the EU, but may also transfer data outside of 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  
tel: +44 (0)141 534 4199 email: [PQApprovals@accaglobal.com](mailto:PQApprovals@accaglobal.com)  
[www.accaglobal.com](http://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](mailto:PQApprovals@accaglobal.com)**

+44 (0)141 534 4199

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

The information contained in this publication is provided for general purposes only. While every effort has been made to ensure that the information is accurate and up to date at the time of going to press, ACCA accepts no responsibility for any loss which may arise from information contained in this publication. No part of this publication may be reproduced, in any format, without prior written permission of ACCA.

© ACCA September 2019