

ACCA

REGISTERED LEARNING PARTNER (RLP)

PRE-APPROVAL GUIDE



Think Ahead

What is the Registered Learning Partner (RLP) programme?

ACCA's Registered Learning Partner programme gives formal recognition to leading learning providers offering quality tuition and support to students taking our non-core qualifications. 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.

Please find a list of ACCA's non-core certificates and diplomas below:

- 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.

You do not need to be a Registered Learning Partner to teach the above qualifications; non-accredited organisations may teach our students, but will not be recognised as a Registered Learning Partner.

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

If you provide tuition towards the ACCA or Foundation level qualifications, please see the relevant section of ACCA's website [here](#). You may be accredited under both ACCA's ALP and RLP programmes if you teach towards the ACCA or Foundation level qualification and any of the non-core qualifications noted above. Please note that you will be required to complete a separate application form and will be subject to additional fees.

As a Registered Learning Partner you can take advantage of the following benefits that will provide you with a competitive edge over non-accredited providers:

- ACCA members can see you are quality assured.
- Members will know you have been assessed against ACCA's widely recognised and highly regarded global best practice benchmarks. They have our assurance that your tuition is high quality and that you have efficient support frameworks in place.
- Enhance your brand.
- By becoming a Registered Learning Partner you not only show members and their employers that you are committed to providing high quality tuition and support, you enhance your own reputation by association with ACCA.

As a Registered 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 Registered Learning Partner directory	To determine if learning providers are recognised by ACCA, students and members can refer to the online Registered Learning Partner directory. Upon approval as a Registered Learning Partner, the PQ Approvals team will add an entry for your institution to the directory and students and members will be able to contact your institution.
Use of the ALP approval logo and certificate of approval	Upon initial approval as a Registered Learning Partner, the PQ Approvals team will provide you with a certificate and logo to use as a promotional and quality assurance tool.

How to apply

Please visit the Registered Learning Partner section of our website [here](#) to download the relevant application pack. Using the following descriptions, please select the relevant application for to 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 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 prerecorded 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.

Along with your application, we would expect evidence that meets each of our seven 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 Promotional materia	All promotional material should adhere to ACCA's advertising regulations.
1.4 Programme of study	Students should know in advance, when and how their course will be structured.
STUDENT EXPERIENCE AND CONTINUOUS IMPROVEMENT	
2.1 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
2.2 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.
2.3 Tutors	Students should be assured that tutors are in a position to teach ACCA examinations through obtaining a relevant qualification and experience.

A full description of the target 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 the performance targets.

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. Providers with two or three modes of delivery may be eligible for a discount.

Level of approval	Annual fee	Mode of study discount
Single mode of delivery	£260	–
Two or more modes of delivery	£400	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.

What if I don't meet the requirements?

We reserve the right to decline approval to institutions that have submitted unsuitable applications. It is the responsibility of the institution to demonstrate that it has met all requirements. If your application is unsuccessful, you will receive confirmation from the Professional Qualifications Approvals team detailing recommendations for improvement. There is no appeals process and our decision is final.

Renewal

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

- Verify your contact details and the details displayed on our Registered Learning Partner 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.

Each 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 completed promptly.

When the renewal process is successfully completed we will issue an approval certificate and RLP logo to you.

Contact

For queries regarding your application for Registered Learning Partner accreditation, please contact ACCA's Professional Qualifications Approvals team on:

Tel: +44 (0)141 534 4199 or

Email: PQApprovals@accaglobal.com

For queries regarding existing Registered Learning Partner such as renewals, please contact ACCA's Re-accreditation team on:

Tel: +44 (0)141 534 4540 or

Email: tuition@accaglobal.com



Professional Qualifications Approvals Team

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