

The ACCA logo is a red square with the letters 'ACCA' in white, bold, sans-serif font.

ACCA

The background of the entire page is a photograph of a lavender field at sunset. The rows of purple lavender plants are in the foreground, leading towards a dirt path that winds through the field. In the distance, there are rolling hills and a prominent mountain peak under a sky with soft, colorful clouds in shades of orange, pink, and purple.

SILVER LEARNING PARTNER

# PRE-APPROVAL GUIDE

Think Ahead

# Contents

---

What is the Approved Learning Partner programme?	3
Silver Learning Partner	4
Silver Learning Partner lifecycle	5
How to apply	5
How much does it cost?	6
What if I don't meet the requirements?	6
What happens after approval?	7
Contacts	7

# 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 about the Registered Learning Partner programme can be found on the ACCA website [here](#).

# Silver Learning Partner

---

Silver Learning Partner approval is for tuition providers who intend to start teaching, or are currently teaching the ACCA or Foundations in Accountancy (FIA) qualification but do not meet our 12 Gold Performance targets. These targets can be found on the ACCA website [here](#).

Part of Silver approval is an agreement that the learning provider will strive towards obtaining Gold approval within 18 months of their application being processed. You do not need

to be currently teaching the ACCA or FIA qualification, but must commence within the first six months of your approval period.

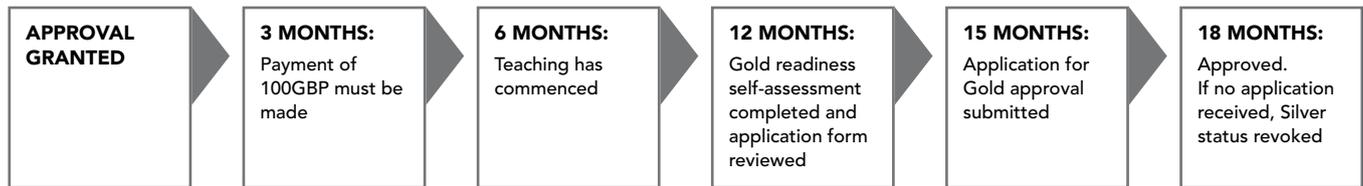
As a Silver Learning Partner, you can take advantage of the following benefits that will provide you with a competitive edge over non-approved providers.

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 Silver 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.  Silver Learning Partners can also add up to 100 words of promotional text. To add or amend your promotional text, please send an email to <a href="mailto:PQApprovals@accaglobal.com">PQApprovals@accaglobal.com</a>
Use of the SLP approval logo and certificate of approval	Upon initial approval as a Silver 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	Silver Learning Partners have the option to use ACCA's Result Service before each examination session. Results listing reports will be provided at each examination session and these can be used to monitor pass rates. These can be downloaded from your dedicated <i>myACCA</i> portal.  Access to the <i>myACCA</i> portal will be provided upon approval as a Silver 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: <ul style="list-style-type: none"> <li>• Learning support materials and resources</li> <li>• Business development guidance</li> <li>• Promotional materials</li> <li>• Practice tests to use with your students.</li> </ul> The Education Hub can be accessed from here: <a href="https://educationhub.accaglobal.com/login/index.php">https://educationhub.accaglobal.com/login/index.php</a> To set up access or if you have any questions on the Education Hub, please contact the Professional Education team at <a href="mailto:learningsupport@accaglobal.com">learningsupport@accaglobal.com</a>
Supported progression to Gold Approved Learning Partner	To help Silver Learning Partners make the transition to become a Gold Approved Learning Partner, ACCA has created a Gold Readiness Toolkit that fully explains each Gold performance target. The PQ Approvals team will provide details on how to access the toolkit upon your initial approval as a Silver Learning Partner.
Invitations to our Learning Providers' conferences	This event gives our Silver Learning Partners the invaluable opportunity to meet our 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 ACCA staff.  A member of ACCA's Professional Education team will contact you with details on how to join any upcoming conferences.

# Silver Learning Partner lifecycle

---

Before you submit your application to ACCA for approval, you must consider the following deadlines.



It is important to remember that Silver Learning Partner status is not continuous; it is a commitment to build towards becoming a Gold Approved Learning Partner. The maximum period of time that Silver approval can be granted and recognised is 18 months. Your specific deadlines will be provided to you upon your approval.

If you fail any of the above steps then you will be at risk of having your Silver Learning Partner status revoked. We will contact you directly with timely reminders of the actions to be taken. You are not eligible to re-apply for Silver Learning Partner approval until 12 months has passed from the date of your removal.

Please note that Silver Learning Partner approval is granted to a single site only. Should you wish to apply for accreditation of multiple sites, you must complete an application form for each site and this will incur additional fees.

## How to apply

---

Please visit the Approved Learning Partner section of our website [here](#) to download the Silver Learning Partner application pack. Your application pack should be sent by email to the PQ Approvals team at [PQApprovals@accaglobal.com](mailto:PQApprovals@accaglobal.com)

Within the application pack you'll be required to provide details about your institution, and contact details for any potential enquiries. Within the application you will be asked to outline your current policies and practices in the below areas:

- Programme of study
- Premises (both face to face and online delivery, if applicable)
- Financial viability

- Tutors
- Promotional material (including online presence, social media and printed marketing materials).

Once your application has been received, the PQ Approvals team will review this and provide confirmation of the next steps. You may be required to clarify any statements made within your application pack.

As a learning provider, 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](http://www.ethicsboard.org/iesba-code) to see the Code of Ethics in full.

## How much does it cost?

---

To become accredited as a Silver Learning Partner the fee is £100. Please note that this is payable upon approval and must be paid in Pounds Stirling.

When you apply to become a Gold Approved Learning Partner, you should be aware that there will be additional fees if you offer multiple modes of study. For details of the different modes recognised by ACCA, please refer to page 7 of this Pre-approval guide.

## 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.

## What happens after approval?

---

Once our review has been completed, and if your application is successful, we will provide you with your ACCA Silver Learning Partner certificate and logo. Also provided will be your Silver Learning Partner invoice, charged at 100 GBP (exclusive of sales tax, if any) for a full approval period. Payments must be made in Pounds Sterling.

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.

During your time as a Silver Learning Partner, you must apply for approval at Gold within 18 months. Full details of the requirements for Gold approval can be found on the ACCA website [here](#).

In preparation for your application for Gold approval please note that you will be required to complete a separate application form for each mode of study that you wish to have accredited as part of the ALP programme. ACCA recognises the following modes:

- **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 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.

## Contacts

---

Please contact ACCA's Professional Qualifications Approvals team on +44 (0)141 534 4199 or email [POApprovals@accaglobal.com](mailto:POApprovals@accaglobal.com)



**Professional Qualifications Approvals Team**

ACCA

110 Queen Street

Glasgow G1 3BX

United Kingdom

+44 (0)141 534 4199

[PQApprovals@accaglobal.com](mailto:PQApprovals@accaglobal.com)

[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 April 2020

**Think Ahead**