



ACCA



Silver Learning Partner

# Application pack

Think Ahead



## Silver Learning Partner application

Complete this application form and attach your supporting evidence to apply for Silver approval as part of our Approved Learning Partner (ALP) programme. Send your application by email to [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 18 months from initial approval. Full details on Silver Learning Partner approval as part of the ALP programme can be found with the accompanying Pre-approval guide.

Please can you indicate below if your institution is currently/or has ever held the below approvals:

- Registered Learning Partner
- Silver Learning Partner
- Gold/Platinum Approved Learning Partner

**Note:** All supporting materials in relation to an application for Silver Learning Partner are required to be translated into English.

### PART 1 – INSTITUTION AND COURSE DETAILS

#### INSTITUTION DETAILS

Institution name ▶

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Address ▶

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Town/City ▶

County/State ▶

Country ▶

Postcode ▶

Website address (if applicable) ▶

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Date of establishment of the institution ▶

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Name of holding company or group, where appropriate ▶

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#### 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 at [www.accaglobal.com](http://www.accaglobal.com)

#### Main contact for ACCA

Name ▶

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Position ▶

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Telephone number (including full country code and area codes) ▶

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Email address (mandatory) ▶

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#### Contact for student enquiries (if different from above)

Name ▶

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Position ▶

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Telephone number (including full country code and area codes) ▶

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Email address (mandatory) ▶

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## FACILITIES AND COURSES OFFERED

### a Mode of learning

- Face to face – when students and tutors come together to the same facility for face-to-face sessions.
- Distance learning/e-learning – when students take academic courses by accessing information and communicating with the instructor over a computer network.
- Blended learning – when students are taught by methods that combine face-to-face sessions with learning opportunities created online.

### b Facilities (not applicable to distance 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? ►

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

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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	Distance Learning	E-Learning	Blended Learning
Applied Knowledge	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
Strategic Essentials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Options: AFM	<input type="checkbox"/>	<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"/>	<input type="checkbox"/>
ATX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AAA	<input type="checkbox"/>	<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

- UK (SBR, AAA)  IRL (SBR, AAA)  INT (SBR, AAA)  HKG (SBR, AAA)
- SGP (SBL, SBR, AAA)

#### Variants (Tax and Law exams)

- 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)  UK (TX, ATX)  VNM (LW, TX)
- ZAF (LW, TX, ATX)  ZWE (LW, TX, ATX)

**d Courses – Foundation level qualification**

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

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

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

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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	Distance Learning	E-Learning	Blended Learning
Introductory Certificate in Financial and Management Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intermediate Certificate in Financial and Management Accounting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Diploma in Accounting and Business	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foundations in Accountancy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Specialist exams: FAU	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FTX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FFM	<input type="checkbox"/>	<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 (FTX). 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)  Ireland (IRL)  Lesotho (LSO)  Malaysia (MYS)  Singapore (SGP)

**Adapted exams**

ACCA Foundations in Accountancy syllabus offers students the opportunity to take auditing exam Foundations in Auditing (FAU) – 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.

United Kingdom (UK)  International (INT)  Singapore (SGP)

**e Teaching sessions**

Please indicate which sessions your institution teaches towards

March  Yes  No

If Yes, please indicate approximate course start date

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June  Yes  No

If Yes, please indicate approximate course start date

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September  Yes  No

If Yes, please indicate approximate course start date

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December  Yes  No

If Yes, please indicate approximate course start date

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## PART 2 – BUSINESS PLAN AREAS KEY TARGETS

Our Approved Learning Partner programme is a quality assurance programme that aims to recognise high-quality learning providers that can prove that they meet our performance targets, representing global best practice in the provision of ACCA course tuition and support.

To start on this journey and become a Silver Learning Partner, you must submit a business plan demonstrating your institution's plans.

As part of the process of determining a learning provider's eligibility for Silver Learning Partner, the learning provider has full flexibility but the below headings must be included as a minimum in order to be eligible for this level of approval.

Please tick to indicate that your Business Plan includes information relating to the below.

<b>Programme of study</b>	Students are provided with guidance on their programme of study, including a detailed breakdown of their course into modules or study sessions. There must be appropriate PER references relevant to various subject areas, as well as advice on timings of mock examinations.	<input type="checkbox"/>
<b>Premises</b>	Study environment must be appropriate for mode of delivery, course type and be conducive to study	<input type="checkbox"/>
<b>Financial viability</b>	Learning provider is financially viable.	<input type="checkbox"/>
<b>Tutors</b>	Tutors are knowledgeable and experienced in their chosen field and hold qualifications appropriate to the subjects they teach. Tutor performance is monitored and development opportunities provided.	<input type="checkbox"/>

We will also review your online promotional material to ensure it meets with the relevant advertising regulations. Please note that ACCA's corporate logo and Think Ahead logo should not be used.

If your institution currently has a business plan, which includes the above areas, that can be submitted for review we would welcome that along with the application form.

If your institution does not have a suitable document that contains information on the above areas please complete Part 3 of this form.

Your completed application form and business plan should be submitted by email to the Professional Qualifications Approvals team at [PQApprovals@accaglobal.com](mailto:PQApprovals@accaglobal.com)

**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?

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?

*Distance learning/e-learning/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 distance learning/e-learning/blended learning please provide information for both.*

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

## **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 control 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.

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

## PART 4 – DECLARATION

This declaration must be signed and included with your application.

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 wish to obtain Silver status as part of ACCA's Approved Learning Partner programme and we have submitted an application and business plan for consideration. We understand that at this time we do not meet all requirements for Gold approval.

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

We understand the administration fee of £100 applies for the processing of applications for listing on ACCA's Tuition Provider Directory as Silver Learning Partner. All amounts quoted are exclusive of sales taxes, if any.

We confirm that our course enrolment forms include a clause asking students to consent to disclosure of their results to us by ACCA. We will only request examination results from ACCA for those students that have consented to this disclosure, if we use ACCA's results service to regularly monitor performance of our students.

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 be bound by the terms of the programme, including its handbook. We accept that ACCA reserves the right to request additional information relating to matters included in this application, both prior to granting Silver Learning Partner status and during the period of holding this status. We recognise that ACCA's Professional Qualifications Approvals team is solely responsible for all decisions regarding the awarding, renewal and removal of Silver Learning Partner status.

We understand that acceptance of our application as a Silver Learning Partner is wholly dependent on our institution working towards becoming fully approved within the next 18 months and we must start teaching within six months of approval..

This acceptance does not constitute full approval on the Approved Learning Partner programme. We will abide by the terms of ACCA's advertising regulations and use of the ACCA logo in the production of all promotional and advertising materials for our institution.

We accept that ACCA reserves the right to request additional information relating to matters included in this application, both prior to inclusion in the Tuition Provider Directory and during the period of listing, and that ACCA's Professional Qualifications Approvals team is solely responsible for all decisions regarding the inclusion and removal of the listings.

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 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 appeal. No refund of fees paid will be available in such circumstances.

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 and business plan 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