

APPLICATION FOR APPOINTMENT AS AN ACCREDITED TRAINING PROVIDER 2012/13

**PART B
COURSE ACCREDITATION**

Part B – Course Accreditation

This application form is intended to provide the ICB assessors with a broad understanding of the organisation's courses that are being submitted for accreditation to enable ICB to make an informed decision. ICB reserves the right to ask additional questions, either directly or in writing, if it feels that further information or clarification is necessary. ICB's decision is final; although accreditation will not normally be withheld provided that the applying organisation can demonstrate competence in, and the requisite resources for, the provision of bookkeeping training. Applications should be completed clearly and in as much detail as possible. Additional support material that may assist the application must be submitted at the time of the application.

APPLICATION GUIDANCE

1. This application form is to be used by ICB Accredited Training Providers
2. If you are not already ICB accredited you will need to complete and submit the ICB Part A – Organisation Accreditation form before applying for course accreditation
3. Accreditation will be granted for an initial period of one year with annual reviews being carried out thereafter
4. ICB reserves the right to suspend or terminate an accreditation if the organisation fails to meet the standards required of an ICB Accredited Training Provider
5. Organisations that have their accreditation suspended or terminated shall have the right to challenge the decision by making representation to the ICB Centre Review Group
6. The Part B Accreditation Fee is €300 (three hundred euro) per course and must be submitted upon application. This is a non-refundable fee irrespective of the outcome of the application. Funds should be remitted by GBP cheque, bankers draft or bank transfer to the ICB account. Please contact ICB for these details.

Please ensure that the name of the organisation is used as a reference by the originating bank.

APPLYING FOR COURSE ACCREDITATION

HOW TO APPLY

PART B - COURSE ACCREDITATION PROCESS

1. The Accredited Training Provider should submit the Part B application form and requisite fee for course(s) to be accredited, together with all relevant supporting material.
2. ICB sends acknowledgement for receipt of course material and application.
3. ICB checks CV of course tutor(s) against required criteria.
4. ICB arranges for course tutor to sit ICB exams (if required).
5. ICB sends course material for external review and proof reading.
6. Following initial review and feedback, the Accredited Training Provider will be required to action any changes or recommendations and resubmit the revised course material as necessary.
7. Upon successful review, ICB will issue a Course Accreditation certificate and update the Accredited Training Provider's listing on www.icbireland.ie/trainingproviders

Please contact ICB Head of Qualifications if you have any questions regarding the Part B - Course Accreditation Process.

ABOUT YOUR COURSES

Please answer the following questions about the courses that you are submitting for ICB accreditation. Where numbers of students are requested, please indicate if these figures are built on experience from previous years, on market intelligence, or are an educated guess.

Name of Accredited Training Provider applying for course accreditation

ICB Accredited Training Provider number

Main contact person

Position/Job title

Telephone number

Email address

Is bookkeeping a new subject for your organisation?

Yes

No

If no, how many years has your organisation been running bookkeeping courses?

Please indicate how your organisation publicises or intends to publicise ICB course(s):

Please indicate how your bookkeeping courses will be delivered:

Classroom based

Open learning

Distance learning

Other (please specify)

COURSE DELIVERY

Please indicate which ICB qualifications your course(s) lead to/ will lead to?

<input type="checkbox"/>	Level I Certificate in Basic Bookkeeping
<input type="checkbox"/>	Level II Certificate in Manual Bookkeeping
<input type="checkbox"/>	Level II Certificate in Computerised Bookkeeping
<input type="checkbox"/>	Level III Diploma in Manual Bookkeeping
<input type="checkbox"/>	Level III Diploma in Computerised Bookkeeping
<input type="checkbox"/>	Level III Diploma in Payroll Compliance
<input type="checkbox"/>	Level IV Diploma in Self-Assessment tax returns
<input type="checkbox"/>	Level IV Diploma in Small Business Control

Please state the intended start date of course(s)

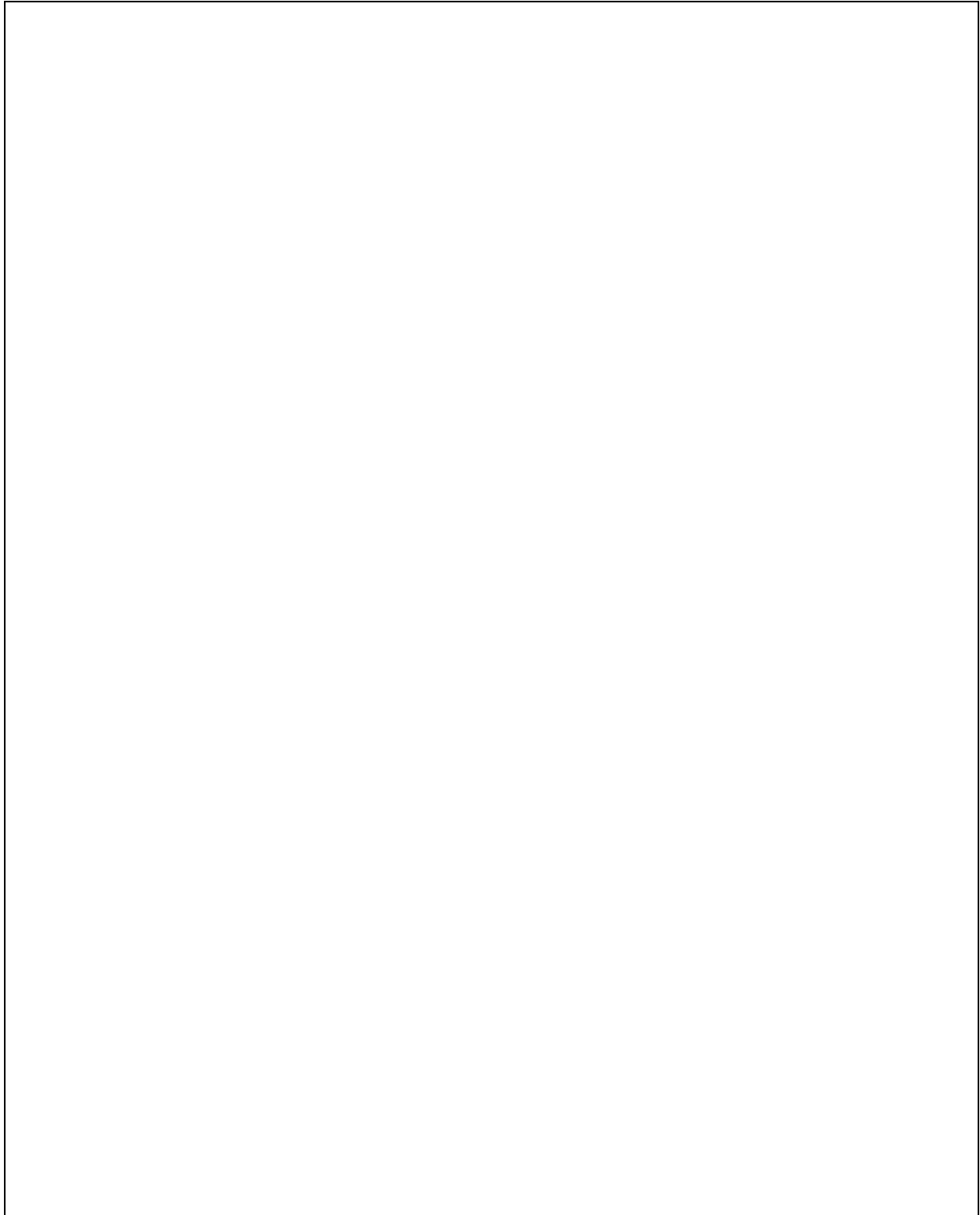
Course.....	Month.....	Year.....	Estimated no of students
Course.....	Month.....	Year.....	Estimated no of students
Course.....	Month.....	Year.....	Estimated no of students
Course.....	Month.....	Year.....	Estimated no of students
Course.....	Month.....	Year.....	Estimated no of students
Course.....	Month.....	Year.....	Estimated no of students
Course.....	Month.....	Year.....	Estimated no of students
Course.....	Month.....	Year.....	Estimated no of students
Course.....	Month.....	Year.....	Estimated no of students

Please provide details of the tutors who will be delivering your bookkeeping courses leading to ICB qualifications

Name of tutor	Tutor's email address	Course	Full or part time

Please attach up-to-date CVs detailing teaching/bookkeeping experience and qualifications if not already submitted in Part A.

Please provide details on the structure of the bookkeeping courses you intend to or currently deliver i.e. length of course, full or part time, study materials used, number and frequency of assignments (use separate sheet if required), number, frequency and nature of contact with the student.



Will your bookkeeping course fees include?

ICB registration fee only (compulsory)

ICB registration fee and examination fee/s

Please note: ALL students must be registered with ICB within 6 weeks of enrolment on the bookkeeping course, not upon becoming ready for an examination. All students must be registered using the ICB Accredited Training Provider Excel spreadsheet template.

Please provide any additional information you wish to include as part of this application (please use additional paper as required)

Please ensure you submit your course material along with all supporting material i.e. what the student will receive (enrolment form, welcome letter / pack, study plan etc.). All material should be submitted with the Part B application form.

Declaration and Payment

This section should be completed by the head of centre/training provider. By submitting this form the signatory confirms and agrees that:

- he / she is duly authorised to sign this form on behalf of the centre / training provider;
- the information provided is complete, up-to-date and accurate; and
- he / she will advise the ICB of any changes of circumstances relating to information provided in this form

Enclosed is a cheque for €300 (three hundred euro) per course for Part B - Course Accreditation Fee

The €300 (three hundred euro) per course fee for the Part B - Course Accreditation has been paid by bankers draft or bank transfer to the ICB account

We agree to attend at least one ICB Training Provider meeting per annum and abide by ICB Accredited Training Provider Rules and Regulations and Quality Standards.

Note: Please ensure the following items accompany this application form:

- Part B – Course Accreditation fee (as indicated above)
- CVs for all tutors who will be delivering training courses leading to ICB qualifications if not already submitted in Part A
- All course material including supporting material i.e. student pack

Print name

Head of Centre / Training Provider

Signature

Head of Centre / Training Provider

Date