



THE INSTITUTE OF CERTIFIED BOOKKEEPERS

**APPLICATION FOR APPOINTMENT AS AN
ACCREDITED TRAINING PROVIDER
10/11**

This application form is intended to provide the Institute's assessors with a very broad understanding of the organisation that is applying for accreditation to enable them to make an informed decision. The Institute reserves the right to ask additional questions, either directly or in writing, if it feels that further information or clarification is necessary. The Institute's decision is final; although accreditation will not normally be withheld provided that the organisation can demonstrate competence in the subject of bookkeeping and that it has the facilities to provide teaching for students in a professional manner. 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 including links to web sites.

GENERAL RULES ON COMPLETION OF THIS APPLICATION FORM

1. This application form is to be used by organisations that wish to offer courses that will lead to the qualifications of The Institute of Certified Bookkeepers
2. Organisations that wish to offer the Institute's qualifications at more than one centre need complete only one application form, provided that each additional centre is under the direct control of the applying organisation
3. Where additional centres are franchised or do not come under the direct control of the applying organisation, additional forms may be required
4. The certificate of accreditation will normally be made out in the name of the organisation that applies for accreditation
5. Where an organisation uses a trading name this must be clearly stated on the application if this name is to appear on the certificate
6. Accreditation will be granted for an initial period of one year
7. Once a centre has successfully completed the first year, accreditation will normally be extended for a period of a further five years
8. The Institute reserves the right to suspend or terminate an accreditation if the organisation fails to meet the required standards
9. Organisations that have their accreditation suspended or terminated shall have the right to challenge the decision by making representation to the Board of Advisors of the Institute
10. The first year's accreditation fee of £1000.00 (one thousand pounds sterling) must accompany the application. In the event that the application is declined, the Institute shall retain a £50 administration fee. Funds should be remitted by sterling cheque, bankers draft or transferred to the Institute's account as follows:

NatWest Bank, Cavell House, Charing Cross Road, London, WC2H 0PD
A/c 30516536 Sort code 60-40-05

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

ABOUT YOUR ORGANISATION

Please answer the following questions about your organisation in as much detail as possible. Please use additional paper if you need more space, clearly indicating which question the material refers to. Please also provide any promotional material or additional documentation that you feel may support your application

Name of organisation applying for accreditation

Name as you wish it to appear on the certificate of accreditation (if different to above)

Main Address

Web address

Main contact person

Position/Job title

Telephone number

E-mail address

Other centres (if applicable)

Type of organisation (i.e. college, private provider, charity, etc)

What type of training do you provide:

Centre based

Distance Training

Date of incorporation/commencement of business

Company registration number (if appropriate)

Management of Quality Assurance

Main contact responsible for quality assurance and management of qualifications

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Please tick all policies you have in place and provide copies of these policies with your application. Please give a brief description, on a separate piece of paper to accompany this application, the procedures you have in place for each policy and how these are monitored or reviewed. The policies required are in relation to your students.

Equal Opportunity Policy

Health and Safety Policy

Complaints and Appeals Policy

Special Considerations (disabilities) Policy

Criminal Convictions and Bankruptcy Policy

Teaching Staff Qualifications

How many teaching staff are employed by your organisation?

Full time

Part time

Sub contracted tutors
(if applicable)

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Please list on a separate piece of paper (to accompany this application) the name of all teaching staff, their qualifications and up to date Curriculum Vitae. Please verify the qualifications of any sub contracted tutors if applicable.

How many management and administrative staff are employed by your organisation?

Full time

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Part time

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What procedures do you have in place to monitor the quality of tutor support and student satisfaction?

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Qualifications you wish to offer

Which of the Institute’s qualifications will your course(s) lead to?

- The Level I Certificate in Basic Bookkeeping
- The Level II Certificate in Manual Bookkeeping
- The Level II Certificate in Computerised Bookkeeping
- The Level III Diploma in Manual Bookkeeping
- The Level III Diploma in Computerised Bookkeeping
- The Level II Certificate in Farm Administration
- The Level III Certificate in Farm Administration
- The Level III Diploma in Payroll Management
- The Level II Certificate in Small Business Control
- The Level III Diploma in Small Business Control

How many students did your organisation enrol in total last year?

How many bookkeeping students did your organisation enrol last year?

Full time	
Part time	
Open learning	
Distance learning	
Other (please specify)	

Accreditations

Which other organisations or Examination Boards (if any) is your organisation accredited by (please indicate year accreditation achieved) please provide copies of accreditation documents

Is bookkeeping a new subject for your organisation? Yes/No

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

What type of bookkeeping courses do you run/propose running? Please give duration, (part-time, full-time, distance learning, etc) and topic areas covered

What are the main aims and objectives of the company? Please provide a copy of your current marketing materials used to promote the ICB qualifications

What non-bookkeeping subjects (if any) does your organisation offer?

Teaching Facilities

Please give a brief description of your teaching facilities, tutor to student ratio (this also applies to distance learning students), equipment etc.

COURSE DELIVERY

Please answer the following questions as fully as possible. Please provide copies of any additional material that will support your application.

Who will deliver the courses you propose to offer - name of Tutor/Lecturer

How do you propose to publicise the courses you propose to offer

Do you have former students registered on your courses prior to the Institute's accreditation who would wish to register retrospectively.

Additional information you may wish to include as part of this application (please use additional paper if required)

Money Laundering Regulations

In December 2007 the government introduced new legislation which made it a legal requirement for all self-employed people offering bookkeeping, accountancy or payroll services to be registered with an HM Treasury appointed supervisory body. It is now illegal for anyone to trade who is not registered and any person found guilty of trading without being registered is liable to public prosecution and unlimited fine and/or a custodial sentence.

The good news is that in the primary legislation HM Treasury appointed the Institute of Certified Bookkeepers as a supervisory body. This means that any of your students who pass the Institute's examinations can apply for the Institute's practising certificate and then be legally allowed to trade. The Institute will be responsible for instructing members on how to comply with the legislation and for monitoring them on an on-going basis.

As a training provider you will now need to make sure that your existing students and any potential students are aware of this new legal requirement. You will be able to inform them that by completing your course followed by ICB examinations they can then apply to become a self-employed bookkeeper, hold a practising certificate and be compliant under the new money laundering regulations. This should be a good selling point for your courses as there will be an increased demand for qualified bookkeepers. The new regulations can also be used to motivate your students into completing their courses, as it means that students can no longer finish their course half-way through and just set up a business. This will obviously be good for completion and achievement.

Please can you briefly outline below how you intend to make your students aware of the new regulations.

Authorised signature

Please print name

Date of application

Checklist

Quality Assurance

Equal Opportunities Policy	
Health and Safety Policy	
Complaints and Appeals Policy	
Special Considerations Policy	
Criminal convictions and Bankruptcy Policy	

Teaching Staff

List of Teaching staff including all subcontractors, plus curriculum vitae for each person	
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Guidance or Inductions Materials

Copy of any guidance or induction materials provided to students	
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Other examining or awarding body accreditations achieved

Copy of accreditation documents clearly showing year awarded to organisation	
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Marketing Materials

Copy of current marketing materials promoting ICB qualifications	
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**THE INSTITUTE
OF CERTIFIED
BOOKKEEPERS**

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