

Application to become a Registered CPD Provider



THE PURPOSE OF THIS APPLICATION FORM IS TO PROVIDE INFORMATION NECESSARY FOR AN ASSESSMENT TO BE UNDERTAKEN BY ACCA'S TRAINING AND DEVELOPMENT DEPARTMENT.

PLEASE COMPLETE ALL PARTS OF THIS FORM IN BLOCK CAPITALS

Organisation name ▶

Main address ▶

Town/City ▶

County/State ▶

Country ▶

Postcode/Zipcode ▶

Name of person acting as ACCA's main contact ▶

Job title ▶

Telephone number (including country code) ▶

Fax number (including country code) ▶

E-mail* ▶

Website address ▶

* Disclaimer: By supplying your e-mail address above, you are consenting to ACCA e-mailing you at your primary address. It is your responsibility to ensure that your e-mail address is kept up to date. ACCA will not be held responsible for any information sent to e-mail addresses which are no longer used, which are incorrectly formatted or which are publicly available.

1. Please indicate in which of the areas below you are able to provide CPD opportunities (✓ where appropriate).

- | | | |
|---|---|--|
| <input type="checkbox"/> ◀ Auditing | <input type="checkbox"/> ◀ Human Resources | <input type="checkbox"/> ◀ Problem Solving |
| <input type="checkbox"/> ◀ Change Management | <input type="checkbox"/> ◀ Information Technology | <input type="checkbox"/> ◀ Professional Ethics |
| <input type="checkbox"/> ◀ Communication Skills | <input type="checkbox"/> ◀ Insolvency | <input type="checkbox"/> ◀ Project Management |
| <input type="checkbox"/> ◀ Company Secretarial | <input type="checkbox"/> ◀ Insurance | <input type="checkbox"/> ◀ Purchasing and Supply |
| <input type="checkbox"/> ◀ Consulting | <input type="checkbox"/> ◀ Law | <input type="checkbox"/> ◀ Risk Management |
| <input type="checkbox"/> ◀ Corporate Finance | <input type="checkbox"/> ◀ Learning and Development | <input type="checkbox"/> ◀ Small Business Management |
| <input type="checkbox"/> ◀ Cost and Management Accounting | <input type="checkbox"/> ◀ Marketing | <input type="checkbox"/> ◀ Strategic Management |
| <input type="checkbox"/> ◀ Corporate Governance | <input type="checkbox"/> ◀ Negotiation Skills | <input type="checkbox"/> ◀ Sustainability |
| <input type="checkbox"/> ◀ Financial Reporting | <input type="checkbox"/> ◀ Operational Management | <input type="checkbox"/> ◀ Taxation |
| <input type="checkbox"/> ◀ Financial Services | <input type="checkbox"/> ◀ Pensions | <input type="checkbox"/> ◀ Treasury |
| <input type="checkbox"/> ◀ Global Business Environment | <input type="checkbox"/> ◀ Practice Management | |

2. Please give details of classroom delivery session options offered (✓ where appropriate).

- | | | |
|---|------------------------------------|---------------------------------------|
| <input type="checkbox"/> ◀ Full day | <input type="checkbox"/> ◀ Weekend | <input type="checkbox"/> ◀ In-company |
| <input type="checkbox"/> ◀ Morning / afternoon only | <input type="checkbox"/> ◀ Evening | |

3. Please give details of available facilities (✓ where appropriate).

- | | | |
|---|--|---|
| <input type="checkbox"/> ◀ Car parking | <input type="checkbox"/> ◀ Computer availability | <input type="checkbox"/> ◀ Private study facilities |
| <input type="checkbox"/> ◀ Canteen facilities | <input type="checkbox"/> ◀ Disabled access | |

4. Please confirm that your organisation meets the following minimum requirements to be eligible for Registered CPD Provider status.

- | | |
|--|--|
| (✓)
<input type="checkbox"/> ◀ You have permanent premises for administration and appropriate premises for the delivery of training. | (✓)
<input type="checkbox"/> ◀ Proof of attendance is supplied at the end of each course** |
| <input type="checkbox"/> ◀ Training rooms are of an appropriate size for the number of learners in a group. | <input type="checkbox"/> ◀ Feedback questionnaires are distributed at the end of each course and learners are actively encouraged to complete them |
| <input type="checkbox"/> ◀ Group sizes are consistent with claims made in promotional materials. | <input type="checkbox"/> ◀ Feedback from questionnaires is used to monitor and enhance course provision and learning effectiveness. |
| <input type="checkbox"/> ◀ Expert and experienced trainers are used to design and deliver courses. | <input type="checkbox"/> ◀ A formal complaints procedure is in place and learners are made aware that such a procedure exists. |
| <input type="checkbox"/> ◀ Handouts, workbooks and/or other materials are distributed to support learning. | <input type="checkbox"/> ◀ Promotional materials comply with ACCA Advertising guidelines. |
| <input type="checkbox"/> ◀ All courses are delivered according to clear course notes. | <input type="checkbox"/> ◀ Your organisation is financially viable. |
| <input type="checkbox"/> ◀ Course costs are charged at a standard market rate or, where there is a significant difference, justified to ACCA's satisfaction. | |
| <input type="checkbox"/> ◀ Course booking and cancellation policies are made available/provided to learners. | |

5. The following items MUST be included with your submission. This list is not exhaustive and organisations are invited to include other relevant documentation should they feel it will support their application. Please indicate that the following documentation is attached as part of the submission. Do not submit documentation in lever arch/ring/comb-bound files.

NB If your organisation is currently a Registered CPD Provider and you are seeking to re-register, you need only submit documentation for new courses you plan to offer ACCA members.

(✓)

- | | |
|---|--|
| <input type="checkbox"/> ◀ Copies of the most recent promotional material/draft promotional material. | <input type="checkbox"/> ◀ Qualifications and Experience Summary for senior trainers. |
| <input type="checkbox"/> ◀ Course notes for at least one course for each category indicated in section 1. | <input type="checkbox"/> ◀ A representative selection of course material provided to learners. |
| <input type="checkbox"/> ◀ Course booking and cancellation policy. | <input type="checkbox"/> ◀ Example of feedback questionnaire and average scores or equivalent. |
| <input type="checkbox"/> ◀ An outline of the formal complaints procedure. | <input type="checkbox"/> ◀ Organisation's most recent financial statements. |

6. Please ensure that the appropriate fee is included with your documentation.

Payment should be made by a crossed Sterling cheque made payable in the UK, a crossed British postal order or a Sterling bank draft drawn on a UK bank, made payable to 'Certified Accountants Educational Projects Ltd'.

(✓)

- ◀ Fee included

The fee is £1,000 plus VAT per site. (The current rate of UK VAT is 17.5% making a total cost of £1,175).
The fee is refundable if the application is unsuccessful.

7. This declaration must be signed and included with your submission.

- I declare that the information provided in this submission is, to the best of my knowledge, correct and I hereby apply to become an ACCA Registered CPD Provider.
- I am authorised to sign this declaration on behalf of the organisation.
- I understand that Registered CPD Provider status applies solely to classroom-based provision.
- I understand that it is our responsibility to ensure that ACCA is kept informed of any changes to any details supplied previously and in this form.
- I also recognise that the organisation named below is responsible for ensuring that course enrolment forms include a clause granting the organisation permission to release learners' names and membership numbers to ACCA.
- I agree to be bound by the terms set out by ACCA and accept that ACCA reserves the right to request additional information relating to matters included in this submission, both prior to granting Registered status and during the period of registration, and that ACCA's Training and Development Department is solely responsible for all decisions regarding the granting of renewal, and removal of Registered CPD Provider status.

Name ▶

Position ▶

On behalf of (organisation name) ▶

Signature ▶

Date ▶

The registration fee and submission should be sent to: Registered CPD Provider Applications, Training and Development Department, ACCA, 29 Lincoln's Inn Fields, London WC2A 3EE, United Kingdom.

** If your organisation provides events other than courses for which you do not provide attendance certificates, you may still be eligible to apply for Registered CPD Provider status. However, an explanation for this must be included with your application.

