



Chartered Institute of  
Internal Auditors

# Chartered by Learning **Accreditation**

## Guidance for applying organisations

---

For the provision of tuition support to members of the  
Chartered Institute of Internal Auditors

# Contents

	Page
<a href="#">Introduction and background</a> .....	1
<a href="#">Application</a> .....	10
• <a href="#">Part 1: Nature of the accreditation</a> .....	12
• <a href="#">Part 2: Methodology, pedagogy and delivery</a> .....	14
• <a href="#">Part 3: Criteria for application</a> .....	15
• <a href="#">Part 4: Undertaking</a> .....	18
<a href="#">Terms</a> .....	19
<a href="#">Process</a> .....	21
<a href="#">Fees</a> .....	27

# Introduction & Background

## Introduction

The Chartered IIA was established under Royal Charter to promote the profession of internal audit as a matter of public interest. Association with the Chartered IIA demonstrates a commitment to the advancement of the profession and we develop the skills and competencies of our members by providing a qualifications framework that is in line with the International Professional Practices Framework and supports our members on every step of their career journey.

Chartered by Learning has been developed as a programme for aspiring internal auditors with little or no management experience to achieve the CMIIA designation, and so providing a steppingstone into the senior management of the organisation.

The Chartered by Learning syllabus has been developed in response to the needs of our members and the demands of the profession and seeks to emulate experiential learning by providing a solid structure supplemented by the individual learning of our members.

The tuition programme therefor provides facilitated learning in which formative and summative elements collaborate to provide a rounded and competent chartered member. It is this pedagogical ethos that underpins this document.

## Aims

This document sets out the different ways in which applying organisations can work with the Chartered IIA to support the professional development of our members in the UK and Ireland.

In the context of this document, an accredited organisation is one that has met, and continues to meet, the Chartered IIA's criteria as detailed below.

The Chartered IIA continues to appraise the quality of tuition provision to enhance and promote the effectiveness of candidate learning and success, but don't accept any liability for the day-to-day quality and operation of individual applying organisations.

## Professional development within the profession

Internal audit is not a regulated profession, and although the Chartered IIA has established an excellent reputation within the profession, the Chartered by Learning or CMIIA designation is not a requirement to work as a senior manager.

The Chartered IIA continue to work closely with many private, corporate, public and higher education institutions to deliver our qualifications framework, including several partnerships to deliver apprenticeships.

Our expertise and experience also sees us partnering with other international bodies or institutions to deliver training to internal auditors outside the UK and Ireland, most notably in the EU, North America, the Middle East, and Asia.

Having established a proud heritage of partnering with other organisations, the Chartered IIA would welcome the opportunity to work with other likeminded organisations in order to better support the profession and our members. Those organisations who would like to work with the Chartered IIA to offer our Chartered by Learning programme can either support the full syllabus or elements thereof. The applying organisation will reflect the values of the Chartered IIA, foster an open and collaborative relationship, and support the strategic objectives of Chartered IIA.

## The programme under accreditation

Please ensure that you are familiar with the candidate handbook, in particular the policies regarding eligibility and assessments.

The delivery of the Chartered by Learning programme under the accreditation arrangements provides some flexibility, while there are other requirements the applying organisation must meet.

## Assessments

For purposes of standardisation and consistency, candidates will be assessed by the Chartered IIA.

Candidates will complete three assignments focussing on the first three Domains, as well as a Case Study exam. The pass mark is 50% for all the assessed areas. Each of the three assignments count 10% towards the final mark, and the

remaining 70% is the exam itself. To pass the programme, candidates must pass each of the assignments and the exam.

The final mark will be used to identify merits and distinctions.

The timeline below shows the deadlines in orange mapped against the Chartered IIA’s programme and processes in green. These deadlines are fixed and the applying organisation should structure the programme in such a way that these deadlines are adhered to. Failing to do so will result in the candidate not being able to sit the exam.

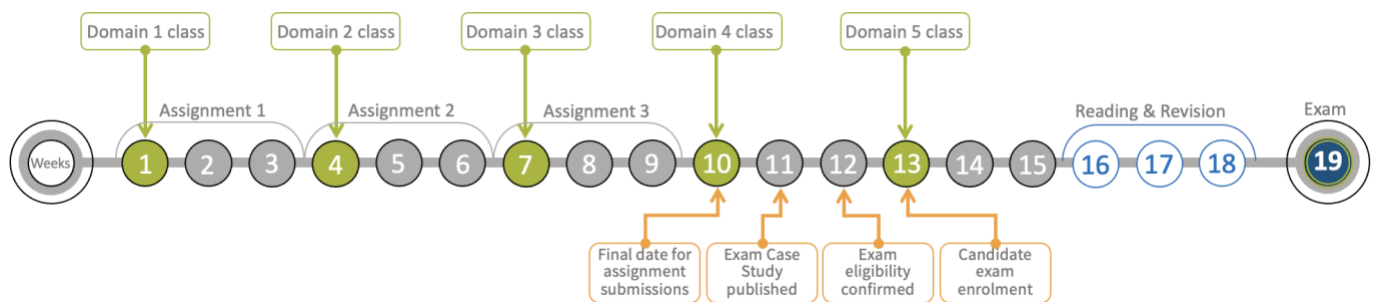


Figure 1 Timeline of the Chartered IIA programme showing assessment deadlines

## Terminology

Chartered IIA	The Chartered Institute of Internal Auditors UK and Ireland and our employees.
Applying organisation	The organisation submitting the application and who is seeking to be accredited or recognised by the Chartered IIA.
Accredited organisation	An organisation who has successfully applied to be accredited.
Tuition programme Course	The programme of learning undertaken by the candidates.
Candidate	Any individual taking part in the tuition.
Member	Any member of the Chartered IIA, irrespective of membership class.

## Objectives of this document

The aims of this document are to:

- Explain the policies around accreditation clearly to applying organisations
- Clarify the application process
- Define the quality criteria when considering applications
- Set out the selection criteria
- Define the standards to be maintained in offering the tuition support
- Define the application processes
- Allow for transparency across the entire process
- Establish an effective working partnership between the Chartered IIA and the applying organisation to ensure the continued high level of support.

## Assessment Criteria

The Chartered IIA will apply the following criteria to review the application:

1. Alignment	The programme is reviewed to assess whether it is in line with the International Professional Practices Framework and the internal audit competency framework and therefore reflects the career pathway of an internal auditor, aligning to the key messaging of the Chartered IIA.
2. Learner experience	Learners have access to a range of support including study and tuition support, extracurricular support for the development of soft skills, and support to encourage wellbeing.
3. Performance indicators and Quality assurance	<p>Quality of the programme will be assessed against qualitative and quantitative performance indicators and will include:</p> <ul style="list-style-type: none"> <li>• Assessment and feedback by the learners</li> <li>• Self-assessment and reflection by the applying organisation</li> <li>• Assessment by the Chartered IIA</li> </ul> <p>Any programmes supporting apprentices should comply with regulation.</p>
4. Formative assessment	The applying organisation must carry out suitable formative assessment to ensure the learners are progressing at the suitable pace and working to the required level needed to successfully complete the programme. Assessment must be appropriate to the level of the learning to be undertaken, starting off as directed learning for the lower level programmes and being offered as self-directed learning at the higher levels to encourage independent work.

5. Staffing	Trainer, tutors and facilitators must be appropriately qualified and experienced. In most cases this would mean they hold the designation being completed by the candidates, preferably CMIIA in addition to other professional and academic certifications. Recruitment processes must reflect the requirements of the course. Staff must be quality controlled at all stages to ensure appropriate support and developed as necessary.
6. Resources	Learners must have access to a wide range of curricular and extracurricular resources, including networking opportunities.
7. Relevance	The support being offered must reflect the practices of the profession and the requirements of the Chartered by Learning programme.
8. Market	The support being offered must be in demand and appropriately priced.
9. Diversity and inclusion	The applying organisation should ensure that inclusion and diversity are embedded in all curricular and extra-curricular elements and be fully part of the ethos of the organisation.
10. Ethics	A strong emphasis on ethics needs to be present throughout the entire course, and as members the candidates should consider the work they are undertaking to be an extension of the code of ethics agreed with the institute.

## Application process

Applying organisations need to submit a full and detailed application and receive written confirmation that the application has been successful before promoting the programme or recruiting or enrolling candidates. As such it is important to consult with the Chartered IIA to understand the requirements and how those requirements will be enforced. If any information in this document is unclear, please contact Jan Olivier, Learning Manager at [jan.olivier@iia.org.uk](mailto:jan.olivier@iia.org.uk).

Upon submitting the application form, it will be sent to the office of the CEO ([ceo@iia.org.uk](mailto:ceo@iia.org.uk)). The Chartered IIA will

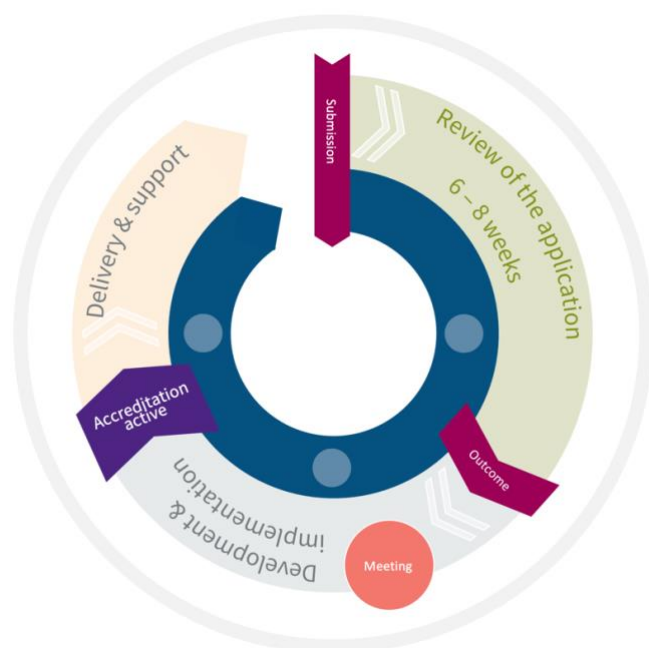


Figure 2 Overview of the application timeline

confirm receipt of the application in writing. The application will then be forwarded to an independent reviewer.

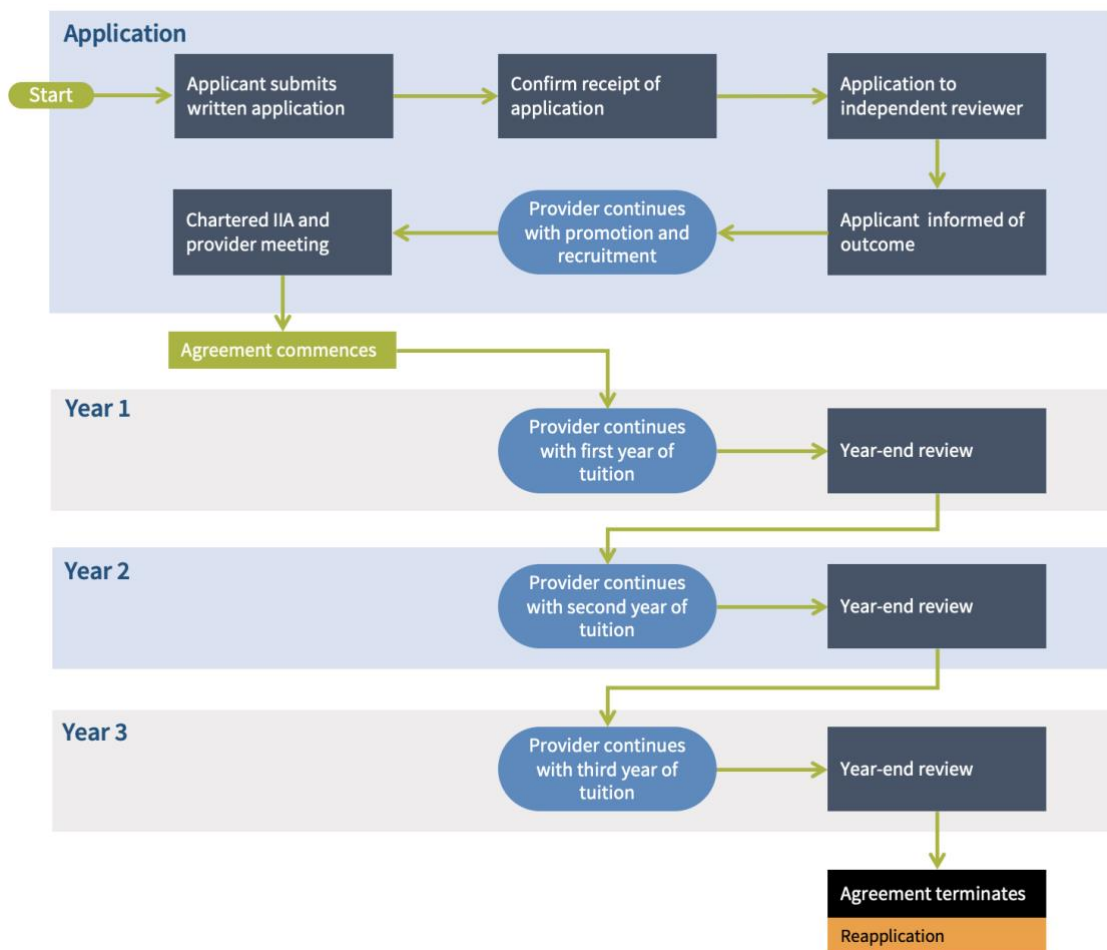


Figure 3 The application process

All applications will be assessed by an independent reviewer and will take, on average, between six to eight weeks to approve. Upon receiving written confirmation that the application was successful, the accredited organisation will be invoiced the fee of £1,000 for the first year’s annual accreditation fee and can proceed with the development and promotion of the programme, and the recruitment and enrolment of candidates. At this point the accredited organisation will be invited to meet with the Chartered IIA, and the purpose of this meeting is given below. The programme start date (the date when the candidates start with the course) will be the start of the accreditation agreement and from this date the agreement will remain in place for a period of three years.

Unsuccessful applications can be resubmitted with no cost, however upon the second resubmission the Chartered IIA would require a non-refundable £1,000 payment prior to the application being passed to the independent reviewer. If the application is successful, then this will be the first year’s annual accreditation fee.



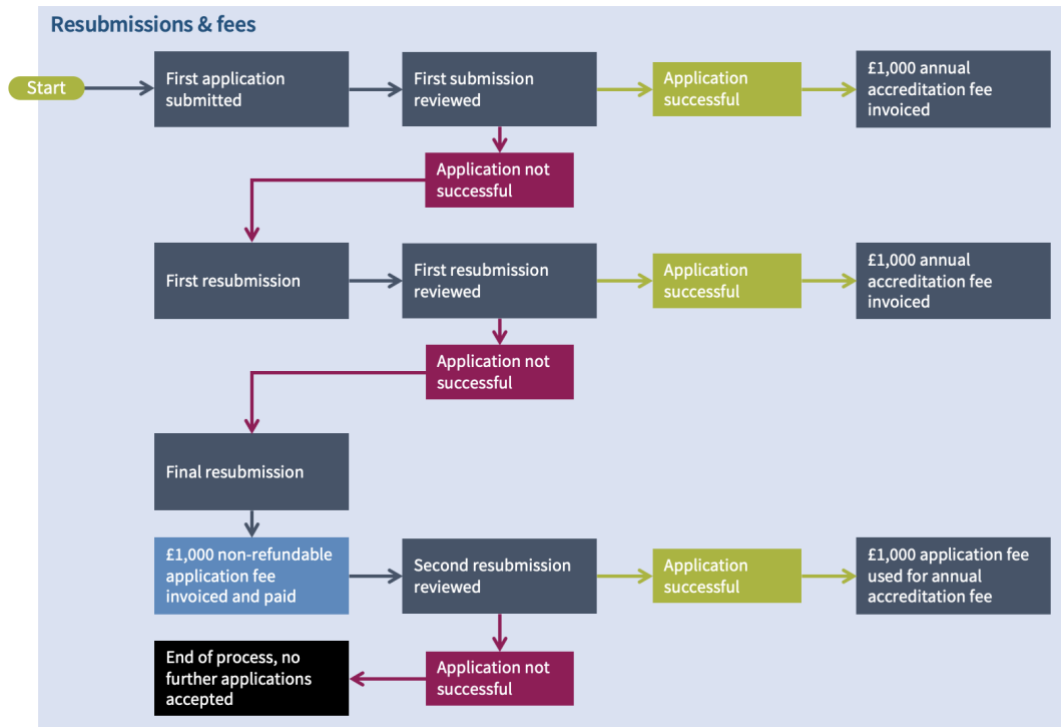


Figure 4 The resubmissions and fees payable

The Chartered IIA recognises that some of the documentation requested will be commercially sensitive in nature. You can be assured that all information will be treated in confidence.

## Meeting with the Chartered IIA

Upon receiving notification of a successful application, the accredited provider will be invited to meet with the Chartered IIA. The purpose of this meeting will be to:

- establish a close working partnership between the Chartered IIA and the accredited organisation;
- provide assurance to the Chartered IIA that the accredited organisation has the best interests of the members, the profession, the employers, and the Chartered IIA at heart;
- provide assurance that the applying organisation reflect the ethics and the ethos demanded of the profession;
- clarify how the applying organisation will contribute to the profession other than the commercial interests associated with this application;
- agree the Key Performance Indicators to be reported on at the end of the first year;
- agree the commencement date for accreditation;
- provide an overview of the programme that will be offered.

## Guiding principles

When considering an application, the Chartered IIA will seek to establish that the following guiding principles are reflected in the ethos of the programme planning, delivery and support.

### The purpose of tuition

The purpose of tuition is to develop the skills and competence of the candidates and not simply to pass an exam. The professional designations are designed to develop individuals for the challenges of delivering and managing internal audit services, and to engender reflective practitioners. The Chartered IIA expects that the emphasis of tuition is on professional development and the acquisition of professional competence. Preparing candidates for the purposes of examination undermines the spirit of the accreditation arrangements.

### The role of employers

The Chartered IIA regard employers as a key stakeholder and therefore essential in the development of our members and the profession. If the application is successful, much of the engagement (especially regarding the day-to-day activity) is likely to be between the applying organisation and the employer. It is therefore critical that the applying organisation facilitates interaction between the Chartered IIA and the employers. It is for the applying organisation to determine exactly what this would be, but could be for example annual employer meetings, or written reports.

### The duration of tuition

The Chartered by Learning program represents a minimum of 400 notional hours and any tuition programme must reflect this.

Module 1: Strategy	180 notional hours
Module 2: Leadership	180 notional hours
Professional conferral	40 notional hours

Notional learning hours are the total time spent, including time spent in contact with a tutor, learning materials and other study activities as well as reflection and application. These notional hours are indicative and provides a benchmark against which candidates can measure and track their learning, and indicate that candidates require an appropriate period of time for assimilation and acquisition. It would therefore not be appropriate for tuition

programmes to attempt to deliver the content through intensive cramming sessions. When considering an application from an applying organisation for accreditation, consideration will be given to the duration of the programme and whether sufficient time is allowed for acquisition and assimilation of knowledge and theory.

## **The level of tuition**

The Chartered by Learning programme is considered a postgraduate level designation. This is a measure of the challenge of the syllabus and of the cognitive skills candidates need to be successful. These skills are the same as those required to be successful as internal auditors. Therefore, the Chartered IIA expects that tuition programmes will seek to develop capabilities in independent study and research, evaluation, critical analysis, problem solving, planning, synthesis and innovation.

## **Continuity of tuition**

Although it is not always possible to guarantee that planned tuition sessions will run, it is of high importance to candidates that they can book on programmes with reasonable confidence. In the event of it being necessary to postpone or cancel tuition, it is the responsibility of the applying organisation to identify alternative support for candidates. If no alternative can be identified, the applying organisation should run the programme even if it is not commercially viable. Chartered IIA expects applying organisations take this responsibility seriously when planning delivery, to give candidates plenty of notice in the event of cancellations.

Should a programme be cancelled, for whatever reason, candidates should receive a full refund within 24 hours of the cancellation being announced.

The applying organisation should discuss the possibility of cancellation with the Chartered IIA prior to informing the candidates and their employers in an effort to identify an alternative provider. The Chartered IIA will make every effort to support the candidates should this situation arise, but the overall responsibility for implementing an alternative will reside with the applying organisation.

## **Candidate support**

The process of learning is an extended one, requiring time for assimilation and application. During this period candidates will require support, the opportunity to raise questions and seek feedback. The Chartered IIA expects

applying organisations to provide guidance and direction to candidates through the delivery of tuition as well as by offering information and support in addition to formal curricular delivery.

## Styles of learning

It is well known that individuals vary in their preferred styles of learning. There are a number of models characterising these differences (such as auditory, visual and kinaesthetic learning styles) and the Chartered IIA expects applying organisations to cater for and respond to divergent learning preferences among candidates.

## Professionalism

It is understood that each applying organisation is an independent, autonomous organisation seeking to achieve its strategic objectives. Accredited organisations will deliver tuition for the Chartered IIA's programmes and are naturally regarded as representing the Chartered IIA to candidates and employers. The Chartered IIA expects accredited organisations to act with appropriate professionalism and integrity.

## Venues and locations

The application must include details about the venues being utilised to run the courses, whether this would be internal or external to the applying organisation's facilities. Please include clear guidelines showing the number of candidates per square meter, ratio of candidates to admin staff / training staff, ratio of candidates to other facilities, and health and safety arrangements.

Please include photos and/or video of the venues and facilities with your application to be used as part of the review.

# Application

## Sections for completion

The application process is set out below, and all subsequent accreditations will have a lifespan of three years.

All organisations are required to submit an application in order to be considered for accreditation:

	Part 1	Part 2	Part 3	Part 4
For applying organisations applying for the first time, all sections must be completed. <i>i.e. those who are not yet accredited</i>	●	●	●	●
For accredited organisations seeking amendments or extensions to existing approvals, then parts 2, 3 and 4 need to be completed by highlighting any differences or changes to the programme. Information that hasn't changed from the initial application does not need to be repeated.		●	●	●

## Application and eligibility criteria

Before enrolling on a tuition course, the candidate must be registered on the Chartered by Learning programme and received confirmation, from the Chartered IIA, that they met the eligibility criteria:

- Current members of the Chartered IIA, holding either the CIA or PIIA designation, can enrol on the Chartered by Learning programme at no cost and without providing any further supporting documentation.
- Non-members will join the Chartered IIA as student members, make payment of the £200 exemption fee for direct entrants, and:
  - provide a copy of their certificate for any of the recognised accountancy qualifications and valid membership, and a CV or similar documentation confirming that they have been working in internal audit for at least two years; or
  - provide a copy of their MBA or similar advanced degree, and a CV or similar documentation confirming that they have been working in internal audit for at least five years.

- Candidates who do not fulfil the above criteria will not be eligible for the programme and will forfeit any fees paid.
- Candidates who have completed the CIA exams, but who do not yet meet the exit criteria to claim the CIA designation, will not be eligible.
- Candidates are able to enrol on one module at a time, completing Module 1 before continuing to Module 2.

Applying organisations should apply the following requirements when recruiting or identifying tutors or trainers:

Essential	Desirable
Current CMIIA designation	CAE/HIA experience
Significant (10 + years) internal audit experience, with some management experience	Recognised teaching / training certification
Experienced tutor/trainer	Proven and demonstrable CPE activity on L&D

## Part 1

# Nature of the accreditation

This part should be completed by all organisations who do not have an existing accreditation agreement in place.

Please provide a brief summary of the accreditation arrangements sought and the envisaged relationship between the Chartered IIA and the applying organisation. This should include a brief motivation outlining why you should be successful in this application, and the reasons why you would like to enter into this arrangement with the Chartered IIA. Please be clear about the benefits of this programme to members, the profession, and the Chartered IIA.

## Background information

Please provide detailed information on the applying organisation, including:

- Historical information (including brief history, size, location, significant other partnerships and mission/vision).
- Information regarding other courses provided, nature of the agreement, success rates.
- Overview of organisational structure.
- Evidence of financial sustainability.
- Any association with the Chartered IIA and other professional bodies.
- Testimonials from two organisations that currently work with the applying organisation.
- Testimonials from two current candidates / students.
- Evidence of candidate / employer survey results, including the data on which the assessment is based.
- The form also requests that all applying organisations include a motivation clearly showing how the members, the profession, and the Chartered IIA will benefit from the arrangement.

## Rationale

Please provide details about your business plan for the delivery of this programme, including

- Explanation of how the provision will support your existing activity.
- Details how this arrangement will benefit the members and the Chartered IIA.

- Expected number of applications and further anticipated demand per year for three years. Please include letters of support from individuals or employers to support your claim.
- Planned methods of marketing and recruitment.
- Course viability including any circumstances that may limit or alter the way in which provision is made.
- Examples of promotional material.

## Administration

Please provide full details about how the course will be managed and administered, including:

- Management structure responsible for the course delivery.
- Details of management staff who will be involved in the delivery (with CV attached).
- Details of administrative staff who will be involved in the delivery (with CV attached).
- Quality assurance policies and procedures.



## Part 2

# Methodology, pedagogy & delivery

This part should be completed by all organisations.

## Didactics

Please provide full details about the programme to be delivered and the system of instruction, including:

- Course objectives.
- Teaching methods and approaches.
- Mode of delivery.
- Timetabling.
- Total hours of study, broken down to show:
  - Pre-course, on-course and post-course work.
  - Self-study and directed study.
  - Synchronous and asynchronous learning.
  - Groupwork and independent learning.
- Expected group sizes, and justification for this.
- Formative assessment of candidate progress, feedback and remedial action.
- How the programme will support the pedagogic requirements of the Chartered IIA.

## Part 3

# Criteria for application

This part should be completed by all organisations.

## Alignment

Please provide full details about how the programme will align to support existing frameworks, policies, regulations and standards, including:

- IIA internal audit competency framework.
- The International Professional Practices Framework.
- The syllabus for the programme seeking accreditation.
- Qualifications framework and the career pathway for internal auditors.

## Learner experience

Supporting members' professional development is more than preparing them for the exams, and it is important that candidates have access to opportunities to develop teamwork, communication skills, leadership and of course professional competence. Please provide full details about how the learner experience will be enhanced, including:

- Details of services to develop soft skills.
- Details of support on wellbeing, counselling and pastoral care.
- Details on career advancement.
- Details outlining support available to those candidates who attended the course but don't successfully complete the Chartered IIA's formative or summative assessment.
- Details outlining support available to support the employers of those candidates who don't successfully complete the Chartered IIA's formative or summative assessment.
- Details outlining support available to support those members and employees who require financial assistance.
- Details outlining support for those who cannot complete the programme for whatever reason, for example financial constraints, health or disability, etc.

- Details showing how candidates with disabilities and other special requirements will be supported.

## Quality assurance

Please provide full details about how you will ensure that the level of provision remains consistent, and that you consistently reach the standards set by the Chartered IIA, including:

- Quality assurance for events / workshops / seminars.
- Quality assurance for online course and support.
- Quality assurance for materials.
- Obtaining and responding to candidate feedback.

## Formative assessment

Please provide full details about how you will ensure that candidates maintain their studies at an appropriate pace and at a suitable level to maximise their success on the programme. To be clear, these are activities to be presented in addition to the formal assessments to be undertaken by the Chartered IIA as part of the programme, including:

- Policies and procedures for formative assessment including moderation and marking metrics and guidelines.
- Examples of formative assessments to be undertaken by the candidates.
- Feedback to candidates and remedial action.

## Staffing

Please provide full details about the academic staff, trainers and tutors who will be supporting the candidates on the programme, including:

- Evidence showing that the trainer holds the certification / membership class being taught, or a qualification considered by the Chartered IIA to be similar.
- Other roles the member of staff will be responsible for.
- Time commitment and availability of tutor / trainers for this and other programmes they support.
- Experience supporting similar programmes.
- CPE relating to internal audit.
- CPE relating to education and training.

## Resources

Please provide full details of the resources that the candidates will have access to while engaging with the course and coursework, including:

- Details of a wide range of curricular and extracurricular resources including networking opportunities.
- Details showing how the quality of the resources are assessed and administered to ensure that the candidates are not disadvantaged.
- Details about online resources, facilities and other physical spaces.
- Details about additional seminars and networking opportunities to ensure candidates are well rounded and ready for the challenges of the workplace.

## Relevance

Please provide full details of the support being offered, and how this is reflective of the practices of the profession and the requirements of the Chartered IIA, including:

- Details outlining how you will ensure the course reflects the profession.
- Details of any advisory / industry group of external stakeholders to provide insight and expertise.

## Market

Please provide full details of the market you will be targeting in your recruitment and promotion of services, including:

- Details of market research undertaken to support the application, including direct competitors.
- Target audience, location and demographics.
- Details of any collaboration arrangements in place with other applying organisations.
- Details showing that the support being offered is in demand and appropriately priced.

## Diversity and inclusion

Please provide details demonstrating how inclusion and diversity will be embedded within the programme curriculum and the wider ethos of the organisation, including:

- Details mapped to specific competencies and learning outcomes that will support inclusion and diversity.
- Policies and processes that will ensure inclusion and diversity within the coursework and wider extracurricular support.

## Part 4

# Undertaking

This part should be completed by all organisations.

## Declaration

Name of signatory

Organisation

Date

hereby confirm that the information provided herein is accurate, correct, and complete and that the documents submitted along with this application form are genuine. I undertake to inform the Chartered Institute of Internal Auditors in writing of any changes to the information already provided and to update the information in this submission whenever requested to do so.

I/We confirm that the information supplied as part of this application provides a full and complete picture of the affairs and position of the applying organisation, and that by withholding information, editing, or altering information, fabricating or falsifying information, or in any other way attempt to deceive or misconstrue the truth in an attempt to determine the outcome of the review, will be regarded as unlawful and will immediately result in the application being rejected.

I/We hereby declare that we undertake to be in full compliance with the requirements stated in this document, as well as the spirit of mutual cooperation and collaboration on which this document and any subsequent arrangement depends.

I/we I understand and acknowledge that this declaration is with respect to all of the Chartered IIA's products and services, and as the legal owners of said products and services remain the final decision makers on any decision impacting on any of its members or the profession in general.

I understand and agree that this declaration is final and irrevocable.

# Terms

These terms apply to all applications.

1. Any organisation seeking work with the Chartered IIA under this document is required to submit an application. After careful consideration the outcome will be communicated in writing.
2. Each application will be reviewed and approved or rejected based on its own merit and applying organisations should not attempt to compare the outcome of their application with that of other organisations.
3. The submission must be accompanied by material evidence against which the validation criteria can be assessed.
4. Applying organisations are required to provide full and detailed evidence to allow for an informed decision based on the information presented.
5. The final decision will be taken based only on the information provided by the applying organisation.
6. The Chartered IIA understands that some organisations may not want to divulge commercially sensitive information to be considered in the application process, but we can assure you that your information will be treated confidentially.
7. It is ultimately the decision of the applying organisation to divulge information that they feel comfortable with and understand the final decision will be dependent on the evidence included in the application.
8. The review process will be contracted to independent reviewers and will not be conducted by the Chartered IIA.
9. It is expected that the applying organisation will make reasonable efforts and attempts to foster a close and cooperative relationship with the Chartered IIA.

10. None of the Chartered IIA's intellectual or copyright materials will be made available to the applying organisation. It is the responsibility of the applying organisation to develop their own.
11. Every possible effort must be made by the organisation to ensure that the support and guidance offered to members will in no way be inferior to that offered by the Chartered IIA.
12. The Chartered IIA will investigate every complaint or concern raised regarding the applying organisation. Depending on severity of the claim, the Chartered IIA may temporarily withdraw any agreement reached under this policy until the matter has been thoroughly investigated and upon which time the Chartered IIA may choose to reinstate the agreement, withdraw it completely, or introduce additional requirements. In situations that warrant the withdrawal of accreditation (be it temporarily or permanently) it will be the responsibility of the applying organisation to make alternative arrangements for candidates currently enrolled on the programme to continue their studies.
13. The accredited organisation will be issued with a logo which can be used on all marketing materials promoting the programme.
14. Other than the services outlined in this policy, the applying organisation will not have any access to operational processes, policies, data, personnel, staff, resources, infrastructure or systems that are the owned or used by the Chartered IIA.

# Process

The process set out applies to all applications.

This section sets out the detailed application process to be adhered to. A process map providing an overview of the process is included on page 6.

## Process

1. The application will be submitted to the office of the CEO ([ceo@iia.org.uk](mailto:ceo@iia.org.uk)).
2. The Learning Manager will be informed of the submission and will confirm receipt. The Learning Manager will serve as the key contact throughout the process and can be contacted by email: [jan.olivier@iia.org.uk](mailto:jan.olivier@iia.org.uk).
3. The CEO's office will forward the application to an independent reviewer who will be briefed on the nature of this document and the aims and objectives of the applying organisation.
4. The independent reviewer reviews the application against the criteria set out in this document.
5. If the application is found to be in order, the independent reviewer will inform the Learning Manager, who will in turn communicate the agreement to the applying organisation and issue an invitation to meet with the Chartered IIA to better understand the provider's vision. Alternatively, if the application is deemed to be unsuccessful, the outcome will be communicated in writing to the applying organisation.
6. At the meeting with the Chartered IIA, the accredited organisation will inform the Chartered IIA of the commencement date, ensuring sufficient time to develop study materials and other resources, the infrastructure to support the candidates, marketing and promotions of the support, set up the quality control mechanisms, implement operational processes, and other policies and processes necessary to support the candidates.



7. If the venues to be used by the applying organisation raises any concerns, the Chartered IIA may request additional photos or video, a virtual tour of the premises, or an in person visit.
8. After meeting with the Chartered IIA, the accredited organisation will receive an agreement and an invoice for the first year's accreditation fee.
9. At the end of each of the three years that this agreement will be in place, the applying organisation will meet with the Chartered IIA to provide feedback on the Key Performance Indicators, and to discuss the programme in general.
10. This agreement will be in place for three years from the point at which the course commences.
11. The applying organisation may choose to reapply for accreditation by submitting details of those areas that have changed since the initial application. The reapplication will be reviewed by an independent reviewer and the Chartered IIA will invite the applying organisation to meet with the Chartered IIA and reflect on the last 3 years of the programme.
12. The Chartered IIA reserves the right to amend any part of this application process without the prior notification or approval of applying organisations.

## Appeals

1. At each of the decision points above the decision of the Chartered IIA will support and respect the view of the independent reviewer.
2. Neither the applying organisation, nor the Chartered IIA, can appeal the decision of the independent reviewer and disagreeing with the outcome will not be considered grounds for appeal.
3. The applying organisation may appeal the outcome based on procedural or administrative grounds. The grounds for the appeal will need to be established, shown to be the case and communicated to the independent reviewer and the Chartered IIA before the appeal will be considered.
4. The Chartered IIA can appeal the outcome based on procedural or administrative grounds, or should it come to light that the applying organisation didn't fully disclose information to the independent reviewer.

## Format of application

The following formatting requirements should be met when applying. Failure to keep to these requirements will result in the application being rejected.

1. Submissions are done online and the applying organisation should request access to an online form Jan Olivier (jan.olivier@iia.org.uk).
2. Final submissions should include those elements highlighted under the Applications section above.
3. Applications should include all relevant parts and provide sufficient detail for the Chartered IIA to be convinced that the application criteria have been met.
4. Documents supporting the application should be clearly laid out and easy to follow.
5. The information and supporting documentation required is clearly stipulated on the form and the applying organisation should provide sufficient information to allow for an informed decision by the independent reviewer.

## Withdrawal of accreditation

The accreditation agreement will be voided should any of the following situations materialise:

1. Should the accredited organisation not acting in the best interests of members.
2. Non-compliance with Chartered IIA policies.
3. Bringing the Chartered IIA into disrepute.
4. Repeated failure to achieve reasonable pass success rates or other agreed performance indicators.
5. Failure to maintain the accreditation criteria.
6. Obstructing, or trying to obstruct, the processes set out in this document.
7. Amendments to the communicated and agreed criteria after the programme launches without the expressed approval of the Chartered IIA.
8. Copyright infringements.

9. Any deliberate action to cast the Chartered IIA in a negative light.
10. Non-payment of the annual registration fee.

In the event of accreditation being withdrawn, it would be the responsibility of the applying organisation to source alternatively support for the candidates enrolled on the programme.

## Withdrawal of application by applying organisation

The applying organisation can withdraw the application at any stage by informing the Chartered IIA in writing. If candidates are already enrolled on the programme, then terms highlighted elsewhere in this document will need to be abided by and the applying organisation will be responsible for arranging and funding the alternative tuition arrangements.

## Candidate feedback

Accredited organisations are required to monitor the attitude of candidates towards tuition and the services being provided and to use this feedback towards the continuing development of the courses they provide.

As part of their submission, applying organisations will be required to include a sample of a candidate questionnaire and provide details of how such feedback is collected from candidates and how any valid issues raised are dealt with.

Candidates should be allowed to submit their questionnaires anonymously and to comment on the following:

- pre-enrolment procedures
- facilities
- tutors and tuition
- candidate material (if provided)
- course structure
- candidate support, including administration.

In addition, all accredited organisations are required to have a transparent and effective procedure in place to resolve candidate complaints.

The Chartered IIA may choose, at any stage, to engage directly with the candidates of the accredited organisation to gain feedback on the programme. The Chartered IIA would not need to authorise this with the accredited organisation and is under no obligation to share such feedback with the provider.

## Supporting the profession

The accredited organisation needs to continually demonstrate how they are supporting the values of the Chartered IIA and supporting the profession. This includes hosting conferences and events at no cost to the members of the Chartered IIA and the wider profession, support to the student community, support to the regions, or support to candidates not enrolled with the provider.

## Liaison with the Chartered IIA

All accredited organisations will form a close partnership with the Chartered IIA and should update the Chartered IIA of any changes to the programme. This should be achieved by arranging regular meetings to enhance mutual cooperation and support.

The Chartered IIA may also call on the accredited organisation to support possible changes to programmes, identify priority developments, support with market research, facilitate conversations with employers or candidates, etc.

# Fees

The following annual fees apply for all applications

## Application fee

There is no fee for the initial application.

## Annual accreditation fee: £1,000 per annum

Upon signing the agreement, the accredited organisation will be liable to paying an annual license fee of £1,000. The accredited organisation will be invoiced in advance at the beginning each year. The annual accreditation fee is payable per accreditation agreement.

## Candidate assessment fee: £575

For each candidate enrolled with the accredited organisation on the Chartered by Learning programme, the applying accredited organisation will be invoiced the sum of £575 per candidate per modular programme. This fee will address the marking of the three assignments and the exam. Candidate who are eligible for the resit exam will register and pay the Chartered IIA directly.

The accredited organisation will be invoiced at the beginning of the study term and will have 30 days in which to pay the invoice in full, or to pay the invoice prior to the candidates being enrolled on the exam- whichever happens first. If the accredited organisation has not settled the invoice in full, candidates will be refused entry to the exam, or will not receive their exam results.

End of the document