

# Becoming a CISI Accredited Training Partner



## Guidance on applying for approval

Thank you for your interest in becoming a CISI Accredited Training Partner. This guide contains all the information you need to know about the process and the approval criteria.

### 1. INTRODUCTION

The process to become an Accredited Training Partner of the Chartered Institute for Securities & Investment is a key feature of quality assurance arrangements. The purpose of this process is to enable partners to demonstrate that they can comply with these requirements.

In the event that the application form contains significant omissions, every effort will be made to work collaboratively and in partnership with the partner to enable it to meet the requirements.

In the event of any enquiry, partners are encouraged to discuss any issues with their contact at the CISI.

### Principles of Accreditation

#### 1. There are certain mandatory requirements:

- all tutors must sit at least one exam for the subjects for which they intend to become accredited. This should happen within six months of accreditation;
  - at least one member of the partner's permanent staff must become a member (either Affiliate, ACSI, Chartered MCSI or Chartered FCSI) of the CISI within one year of the partner's application. The aim is to underpin the CISI's core values of professional excellence and integrity;
  - if the partner is relying primarily on 'distance' or self-managed learning methods supplemented by workshops, distance learning material must be submitted for review to ensure appropriate coverage of the syllabus.
- #### 2. The completed application form and supporting documents will enable the CISI to make a preliminary decision as to whether:
- tutoring and learning resources are appropriate;
  - there is support at senior level in the potential Accredited Training Partner;
  - there are clear policies and procedures that apply across the organisation.

#### 3. Subject to the outcome of the preliminary review, the CISI may carry out an approval visit (see below for further details).

#### 4. The final outcome of the accreditation process will result in either:

##### A. Approval

- This will be for up to 12 months initially, depending on the date of approval;
- All Accredited Training Partners will be required to undergo an annual re-assessment, which will take place in September of each year;
- Approval as an Accredited Training Partner will be renewed annually, following successful completion of the re-assessment exercise.

##### B. Rejection

- In the case of an application being rejected, CISI will provide detailed reasons;
- If the applicant wishes the CISI to reconsider its decision, it must provide additional evidence that did not form part of the original application;
- If the decision to reject the application is upheld there will be no right of appeal.

#### 5. The accreditation process is strictly confidential. Documents will be held securely within the CISI.

#### 6. Successful completion of the accreditation process entitles the partner to formal accreditation based on the following conditions being satisfied:

- the partner completes the annual re-assessment successfully;
- candidate attainment and feedback continues to be satisfactory overall;
- tutors attending and sitting CISI examinations comply with examination regulations;
- the partner works co-operatively with the CISI in the resolution of any problems and complaints;
- the partner maintains satisfactory records.

#### 7. Existing Partners wishing to expand the range of qualifications offered must apply to do so in writing, and may not advertise or offer new courses until their application has been approved by CISI in writing.

## Approval Visit

8. The CISI reserves the right to conduct an approval visit as part of the application process.
9. If an approval visit is required, it will be carried out by an employee, or representative, of the CISI.
10. The agenda for the visit will be discussed with the applicant in advance but will focus on the quality of learning and training, the facilities available for candidates, including learning resource and support, the commitment of the partner to the core values of the CISI for professionalism and integrity.

11. The CISI will decide the appropriate accreditation outcome within two weeks of the approval visit.

## 2. FEES

If your application to become an Accredited Training Partner is successful, the following fee will be payable at time of acceptance.

UK	£1000
Ireland and Channel Islands	£1000
Overseas	£1000

## 3. HOW TO APPLY

To apply to become an Accredited Training Partner you need to send a completed Application Form and supporting documents to [accreditation@cisi.org](mailto:accreditation@cisi.org)

You will receive a response within 20 working days of receipt detailing the next stage of the application process, which may involve an approval visit. **Please make a copy of your application for your own records.**

If your application is approved, it will last until 31 December of the approval year. Subject to successful completion of the annual re-assessment, approval will be renewed for the next 12 months. The annual re-assessment exercise takes place in September each year.

The following information is detailed in the application form and must be provided in support of your application. **Failure to include any piece of required information will result in your application being returned.**

If you have any questions about the application process, we encourage you to discuss them with your local CISI contact.

Requirement	Guidance
Quality assurance policies and procedures	This should include, but is not restricted to, how you ensure that teaching materials are fit for purpose, the maintenance and security of candidate records, support for tutors and provision for unexpected absence of teaching staff.  CISI will look for a clear policy statement with regard to continuous improvement and why quality assurance is important.  Policies and procedures should apply to all staff, whether employed by the organisation on a permanent or freelance basis, and should be reviewed and updated regularly.
Staff CISI membership details	This should include the names, grades of membership and membership numbers for any staff who are already CISI members.  If you do not yet have staff who are CISI members, it will be helpful to include an indication of when you intend for them to apply.
Full CVs for all tutors	CVs should include, as a minimum, details of all relevant work experience, qualifications achieved (including the CISI qualification(s) for which the tutor will be preparing students), professional memberships, examples of CPD activities undertaken.
Tutor recruitment policy and procedures	This should include, but is not restricted to, how you ensure tutors have appropriate subject knowledge, commercial experience and tutoring skills.
Tutor monitoring and appraisal policies and procedures	This should include, but is not limited to, how you manage staff performance and ensure currency of subject knowledge.
Organisation's CPD policy for staff	CISI has a strong commitment to Continuing Professional Development and expects the same of Accredited Training Partners. The policy should apply to all staff and should include details of how CPD is monitored, and how opportunities are made available to staff.
Course evaluation policy and procedures	This should include, but is not restricted to, methods used to evaluate each course and each tutor. CISI will expect to see a clear commitment to continuous improvement, and details of how the information captured is used to make improvements for the benefit of candidates.
Customer Service Statement (if applicable)	This should include, but is not restricted to, why the organisation is committed to delivering excellent customer service and should give details of service standards.
Complaints' policy and procedures	This should include, but is not restricted to, how you deal with complaints about courses and/or tutors. It should include timescales for response, method of responding, escalation and appeals procedures, and methods of redress if required.
Cyber security arrangements	This should detail all the arrangements that are in place to protect information gathered and stored electronically. This should include, but is not restricted to, candidates' personal details, assignments, communication between tutors and candidates etc.