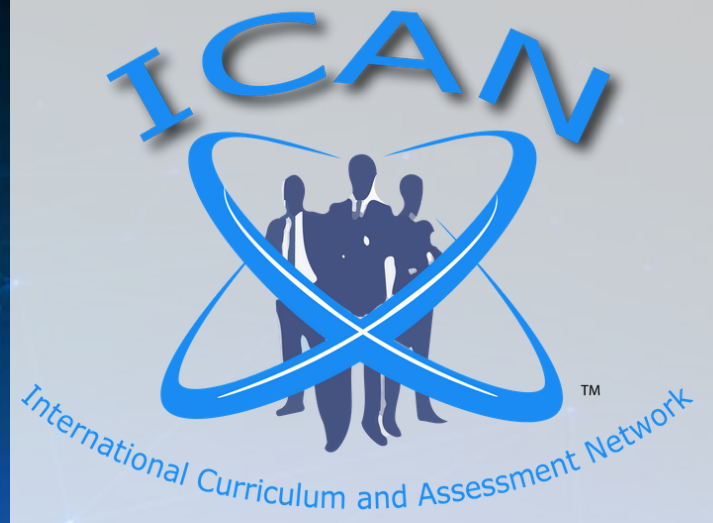


# QUALITY MARK



## INTERNATIONAL CURRICULUM AND ASSESSMENT NETWORK ICAN

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# WHO WE ARE

## **The International Curriculum and Assessment Network (ICAN) is a(n)**

- Accreditation partner of the Manipur International University, the University of Excellence;
- Member of the Association of Employment and Learning Providers (AELP);
- Member of the British Quality Foundation (BQF);
- Member of the Skills for Life Network;
- Registered with the UK Register of Learning Providers (UKRLP);
- Quality network partner of the Agency for Quality Assurance called the International Network for Quality Assurance Agencies in Higher Education;
- Member of the Information Commissioner's Office for data protection (ICO); and
- Institutional Member of the European Distance and E-Learning network (EDEN)
- Member of UK Awarding body, OCN

## **The International Curriculum and Assessment Network (ICAN)**

has been setup for the accreditation of institutions, training programmes and CPD programmes. ICAN works with the Academy for International Science and Research (AISR), which is a Private UK College and constituent Polytechnic College of the Manipur International University (MIU), the University of Excellence in India.

ICAN is the Quality Control Regulatory Body for AISR programmes, while MIU accredits AISR Diplomas, Degrees, Masters, PhD programmes, Professional Doctorates and Post Doctoral Qualifications.

ICAN works with those institutions who wish to offer AISR programmes and ICAN accredited programmes, therefore become an ICAN accredited Centre.

ICAN and MIU ensure that AISR's academic and training programmes are recognised as being to the highest standards.

ICAN strives for high quality education and therefore, we have a thorough accreditation process and we are confident that any organisation, which undergoes this process will be in a prime position to offer our high quality educational programmes and conduct research at an international level. The accreditation will give your organisation a high degree of international confidence.



## EXTENSIVE EXPERIENCE

Our staff has a combined experience of over 100 years in:

- International education,
- Industry and
- Teaching STEM subjects in UK and internationally based Further and Higher Education Colleges and Universities.

We are very proud of our dedicated and extremely experienced staff. Our CEO and Chairman is an OFQUAL UK accredited external expert in STEM at UK level 6 (Honours degree level) and in SCIENCE at UK level 7 (Postgraduate level).

ICAN recognises that effective student recruitment is a key to educational institutions in order to succeed in an increasingly competitive and complex global market for higher education. Such strategy will enable institutions to:

- Realise their strategic ambitions;
- Have a global reach and
- Offer students a high quality and engaging experience, that will prepare them for their future.

## WHAT WE DO

### ACCREDIT INSTITUTIONS

ICAN accreditation is the symbol of trust in educational services offered by institutions. It will strengthen the profile of your institution and will reassure students, that you provide the highest quality of educational experience to them. The ICAN Accreditation is not a one off process, it is about developing a long-lasting working relationship with your institution to ensure that consistent quality procedures are in place.

### Continuing Professional Development (CPD) Accreditation Packages

ICAN's panel of experts consists of accomplished academics, awarding bodies, industry and professional organisations. We will help you benchmark your training activities in order to provide you with the highest CPD standards, giving you a competitive edge. Our Bronze, Gold and Platinum accreditation packages offer fantastic benefits to suit your institution's requirements.

# WHAT WE DO

## PROFESSIONAL MEMBERSHIP

Individuals or organisations wishing to embrace high standards of training can display their commitment through membership of the International Curriculum and Assessment Network.

There is an increasing expectation for professionals to undertake Continuing Professional Development regardless of industry sector, career level, job role and responsibilities. ICAN helps individuals and organisations to keep up to date with the current changes in the EU, UK and international qualification frameworks.

## BENEFITS OF PROFESSIONAL MEMBERSHIP

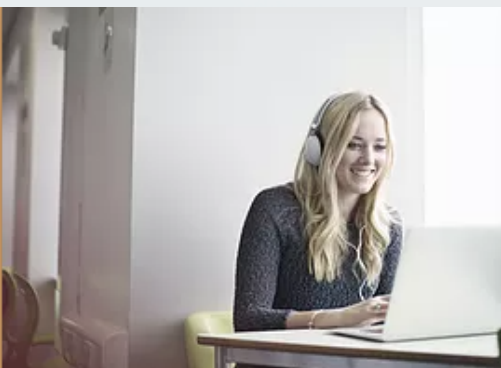
Join ICAN to become part of a dynamically developing community of experts and practitioners of education. Whether you have an individual or institutional membership, you have access to the following services:

- Publish news in the monthly ICAN newsletter
- Participate in our events at a discounted rate
- Use of ICAN logo as reference on your websites, blogs, brochures, electronic correspondence etc.
- Support for career development

Additionally, with your Organisational membership, you will also benefit from:

- Being able to register up to 5 of your employees free of charge
- Advice on your organisational CPD requirements (upon request)
- Access to membership directory

For each category of membership, in which the applicant is qualified to apply for, the appropriate post-nominal letters can be used as a mark of distinction of your expertise.



### **ASSOCIATE MEMBERSHIP FOR STUDENTS**

£50 per year

You are entitled to use the post-nominal letters AICAN.



### **FULL MEMBERSHIP FOR QUALIFIED TEACHERS/EDUCATIONAL PRACTITIONERS**

£100 per year

If you have a degree (Level 6) or postgraduate certificate (Level 7) in education with 5 years of teaching and assessment experience. For those who have Level 4 and 5 qualifications in teaching/training must have 10 years teaching and assessment experience to qualify for full membership. You are entitled to use the post-nominal letters MICAN.



### **FELLOW MEMBERSHIP**

£150 per year

You must fulfil all the criteria outlined in the Full membership section, plus have a full masters and/or PhD in Education and have significantly contributed to the field of education within your chosen vocational area. You are entitled to use the post-nominal letters FICAN.



### **ORGANISATIONAL MEMBERSHIP**

£300 per year

Any type of organisation can become a ICAN member.



# WHAT WE DO

## ISO 9001 : 2015 CERTIFICATION CONSULTANCY

The ISO 9001 standard outlines requirements for organisations to establish, implement, maintain, and improve a Quality Management System. With over a million organisations certified to ISO 9001 worldwide, the ISO 9001 standard is the largest of all ISO standards in terms of number of certificates issued, and has become the international indicator for quality and consistency.

Using a process-based approach, the ISO 9001 standard lays out tools for companies to assess, and improve their day-to-day processes that make them operate more efficiently. Conforming to the ISO 9001 standard can help organisations to ensure that their services and products meet the requirements of their customers and are to a high quality. ICAN provides ISO certification consultancy to organisations and institutions seeking to implement ISO 9001 standards, Quality Management Systems. By considering ISO 9001 certification, your organisation is demonstrating an interest in achieving more than just the minimum customer requirements. This is a commitment towards quality improvement, greater operational efficiency, increased profitability, and a purposeful customer focus.

### ICAN has 100% ISO 9001:2015 certification success rate!

There are 3 phases to the process and therefore 3 types of costs associated with the overall ISO 9001 accreditation process:

- Consultancy
- Audit
- Certification



## CONSULTANCY - Phase 1

The consultancy fee covers:

- Sending of the Pre-Assessment Pack of Quality Management System documents for you to complete prior to the gap analysis and assessment
- Your appointed Assessor will review the Pre-Assessment Documentation and will confirm the date of the audit

## AUDIT - Phase 2

- Our first visit to your place of business\*
- Audit of your current procedures and working practices
- Issue of assessment report detailing the findings and areas to be addressed to achieve certification to ISO 9001
- Assistance with the preparation of documentation required to meet the requirements of the Standard
- Your ISO 9001 Assessment Report will detail actions required in order for you to meet the requirements of the Standard
- You must implement these actions in the timeframe between your Assessment and your Certification Audit

\*Please note that additional charges are applicable for visits outside of the UK, including flights and accommodation.

## CERTIFICATION - Phase 3

ISO certificates are issued for a period of three years and your business will have to undergo annual surveillance audits to determine ongoing conformity to the standards. Phase 3 involves:

- Further Audit of your quality procedures and working practices to confirm that you have rectified the areas highlighted in your Phase 1 & 2 Assessment
- Discussion to confirm your understanding of commitment required to maintain your certification
- Certificate and logo will be issued upon successful completion of your Audit and full payment of the certificate fee.



The total cost of ISO 9001 certification depends on various factors specific to each organisation and involves the following factors:

- Number of offices
- Annual turnover
- Number of employees
- Number of operational sites
- Level of risk associated with the product or service you provide.

Large organisations may have multiple offices and sites, that all require an audit visit, therefore increasing the cost of certification over small businesses, that only operate from one location. Please note, that some industry sectors have specific requirements that may add additional costs when looking for ISO certification,

For a quote specific to your organisation, please contact [admin@ican-edu-eu](mailto:admin@ican-edu-eu).

ICAN does not issue ISO 9001 certificates, however we do partner with certifying bodies who will issue the ISO 9001:2015 certificate after ICAN submits all relevant paperwork to the body. Certificate and logo will be issued upon successful completion of your Audit and full payment of the certificate fee.

## **KEY BENEFITS OF ISO 9001 CERTIFICATION**

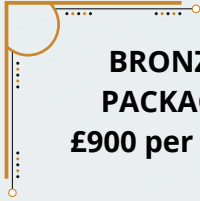
- Increase revenue and business from new customers
- Meet customer requirements
- Improve company and product quality
- Increase customer satisfaction
- Develop a professional culture and better employee moral
- Improve efficiency, reduce waste, and save money
- Achieve international quality recognition

# WHAT WE DO

## CONTINUING PROFESSIONAL DEVELOPMENT (CPD) ACCREDITATION

CPD accreditation offers a great opportunity for training and education providers, employers and organisations to help individuals enhance their professional careers by offering ICAN CPD accredited training. By having a formal CPD accreditation, your training activities will have a much greater weight and offer more credibility.

There are three different CPD packages available, Bronze, Gold and Platinum.



### **BRONZE PACKAGE**

**£900 per year**


- Evaluation of 5 CPD Activities leading to Accreditation
- CPD Accreditation of your activities
- Licence to use ICAN CPD logo for your company marketing



### **GOLD PACKAGE**

**£1400 per year**

- Evaluation of 10 CPD Activities leading to Accreditation
- CPD Accreditation of your activities
- Licence to use ICAN CPD logo for your company marketing
- Authorisation to make public CPD accredited events calendar
- Third party verification of CPD activities



### **PLATINUM PACKAGE**

**£1900 per year**

- Evaluation of 20 CPD Activities leading to Accreditation
- CPD Accreditation of your activities
- Licence to use ICAN CPD logo for your company marketing
- Authorisation to make public CPD accredited events calendar
- Third party verification of CPD activities
- Free limited access to 5 of our CPD courses
- Consultation regarding your organisational CPD requirements
- Inclusion on our CPD Directory of member for user validation
- Consultation regarding your CPD curriculum development

# WHAT WE DO

## ICAN ACCREDITATION OF INSTITUTIONS

ICAN accreditation is the symbol of trust in educational services offered by institutions. It will strengthen the profile of your institution and will reassure your students that you provide the highest quality of educational experience to them. The ICAN Accreditation is not a one off process, it is about developing a long-lasting working relationship with institutions to ensure that consistent quality procedures are in place. Further benefits:

- External quality control of your systems and resources that support learning to give students confidence in your institution.
- Your procedures and practices will be further developed, so that they are more robust, allowing a better time management and more efficient use of your resources in the future.
- You will be able to use the ICAN and AISR (if you are delivering an AISR qualification) logo when promoting learning provision to prospective learners, volunteers or employees.
- Publish news in the monthly ICAN newsletter
- Participate in our conferences and events at a discounted rate
- Use of ICAN logo as reference on your websites, blogs, brochures, electronic correspondence etc.
- Certificate of Accreditation,
- Advice on agent contracts with sample agreements, code of ethics for agents and student satisfaction surveys.
- Guidance on the drafting of policies and procedures for quality assurance, including internal auditing systems course review, classroom observation, staff appraisal and development, and student assessment.
- Visits by ICAN, during which we will provide advice, guidance and consultancy services.
- Training for your staff on internal verification and course specification
- Support, help and advice on using our qualifications and systems
- Access to our online registration and awarding system



# THE ACCREDITATION CYCLE

The Centre accreditation process includes three phases, Phase 1, Phase 2 and Phase 3:

## **Phase 1:** Pre-Accreditation Visit of your institution

Pre-Accreditation Visit - We offer two options, either virtual or face-to-face inspection of your institution. After receiving the Centre Accreditation fee, the centre accreditation application form along with all the supporting documents indicated in the form, ICAN's Chief Inspector will check the documents and may ask for further details.

## **Phase 2:** Review of Documentation

After assessing the documents, the Quality and Accreditation Committee will review the Chief inspectors report, and if the information provided is assessed as acceptable, the process moves to Phase 3. ICAN will then contact the institution to organise the Phase 3 face to face inspection visit. If Phase 1 and Phase 2 are successfully completed, the institution will gain provisional accreditation at Phase 2.

If the application process for new applicants cannot be completed within six months as a result of a failure to submit the necessary documentation, ICAN reserves the right to request the organisation to start the process again, and an additional application fee will be due.

## **Phase 3:** Inspection

Inspection is usually a one day visit by an ICAN Inspector, who will focus on the institution's compliance with statutory and immigration requirements (if applicable), premises and health and safety, management, the adequacy of the teaching resources for the advertised or planned courses, and staff and student records. A check-list of the documents which need to be prepared for the visit will be forwarded to the institution in advance. Please note, that the length of the visit is dependent on the size and location of the institution.

The accreditation is valid for 3 years subject to yearly accreditation membership fee.

## PROVISIONAL ACCREDITATION

Once the accreditation report has been reviewed by the ICAN's Accreditation and Quality Committee (AQC) as part of Phase 2, the following outcomes will be considered:

- Provisional Accreditation for a maximum of 12 months, during which a Phase 3 visit must be arranged.
- If it is perceived that there are some weaknesses in the institution's provision, which could be rectified in a period not normally exceeding three months, then typically, the institution will be given a number of conditions to meet and when it is evidenced that these conditions have been met, provisional accreditation will be awarded. The conditions may be evidenced by additional documentation and/or photographs/video. In some cases, the AQC may decide that there will need to be a further visit to the institution to confirm that this is the case. There will be a charge for this visit.
- Provisional accreditation can be refused on the grounds that the Inspectors believe that there are serious shortcomings in provision. In this case the institution has the right of appeal. Appeal procedures are set out on page 22.

## ICAN ACCREDITATION COMMITTEE

### Accreditation and Quality Committee

The Accreditation and Quality Committee (AQC) moderates reports from inspectors, and recommends to the Board of Governors, that accreditation should be awarded, continued or withdrawn. Members of the Committee include experts in the fields of higher and further education, student welfare, educational evaluation. and developing curriculum in line with industrial norms with regards to skills development.

### Inspectors

Inspectors are senior professionals, appointed to the panel of inspectors by ICAN. These inspectors would normally have applied and hold ICAN professional memberships.

# ICAN ACCREDITATION STANDARDS

The accreditation process assesses the following areas:

## **Governance, Management and Staff Resources**

The management of the provision operates to the benefit of the students, and in accordance with the provider's stated goals and values. There is an appropriate governance structure in place with an effective and efficient Governing Body. The promotional material of the college is also inspected to make sure, that the claims made in such material are factual and realistic.

## **Premises, and Health and Safety**

The premises provide students and staff with a comfortable and professional environment for work and relaxation. A range of learning resources is available, appropriate to the age and needs of the students. Guidance on the use of these resources is provided for staff and students.

## **Teaching, Learning and Research Activity**

The academic staff team has a professional profile (qualifications, experience and continuing professional development) appropriate to the context. Teachers receive sufficient guidance to ensure that they support students effectively in their learning. Courses are structured and managed to provide the maximum possible benefit to students. The teaching observed meets the requirements of ICAN standards. Research activity provides a valid opportunity for the learning of specific skills.

## **Welfare and student services and Safeguarding of under 18s**

The provision meets the needs of the students for security, pastoral care, information and leisure activities. Students benefit from well-managed student services, including, where offered, out-of-class activities and suitable accommodation. There is appropriate provision for the safeguarding of students under the age of 18 within the organisation and in any leisure activities or accommodation provided.



**Quality Assurance and Enhancement**

Quality Assurance and Enhancement is a top priority of the provider, ensuring that their teaching practices are at a high standard and continually improving. There are mechanisms in place for assuring the quality of teaching and learning and there are further processes in place in which staff and students contribute to improving practice.

**Qualifications and Courses**

Whether the provider offers qualifications that were approved by an awarding body or qualifications/courses that were revised by the provider and validated/approved by an awarding body/university, evidence will be assessed regarding curriculum, assessment schedule, centre recognition and other administrative processes.

**Marketing and Recruitment of Students**

The provider implements a successful, ethical and strategic student recruitment strategy and implements marketing campaigns to help prospective students make an informed choice about studying at the provider.

**Student and Staff Management Information System (if applicable: Compliance with Immigration Regulations)**

The provider operates an acceptable manual or electronic system for monitoring and recording key data concerning admissions, student/staff attendance and student/staff performance. If relevant, there are processes in place to report to local immigration offices in regards to students requiring a visa to enter the provider's country.

## GENERAL REQUIREMENTS

The award of accreditation is subject to an organisation meeting the standards that ICAN has established and periodically reviews. The accreditation process involves a pre-accreditation visit (face-to-face or virtual), documentation review and a rigorous on-site inspection that focuses on the quality assurance processes of the organisation in a number of distinct areas including management, staffing, administration, teaching, learning, assessment, student welfare, marketing, premises and facilities.

Details of the minimum standards for each of these areas are detailed in the ICAN Accreditation Application form and in the checklist provided for Phase 3 inspection.

Before accreditation is awarded, an organisation must meet and continue to meet the specific minimum standards listed for each of the inspection areas, additionally, the inspection report must also indicate that the overall standard of provision in each area is satisfactory.

Once accredited, your organisation will submit to a regular monitoring process involving annual data returns and provisional, supplementary, and spot-check inspections. You must also pay all applicable fees and maintain a transparent and constructive relationship with ICAN by notifying us of any changes, responding to any requests for information, and cooperating with ICAN's procedures for investigating student complaints.

## SCOPE OF ACCREDITATION

To gain accreditation, institutions must satisfy all of the criteria set out for Phase 1, Phase 2 (Pre-Accreditation Visit and review of documentation) and Phase 3 Inspection.

## END OF ACCREDITATION

Six months prior to the cycle expiry date, ICAN will contact the organisation and invite them to apply for re-accreditation. Organisations applying for re-accreditation will be set a submission deadline, which they must adhere to in order to ensure a smooth continuation of accreditation.

Failure to meet the application submission deadline or to respond to ICAN requests for any missing or additional information may lead to accreditation being withdrawn.

All organisations applying for re-accreditation must undergo a full inspection. In considering an inspection report on an accredited organisation, the Accreditation and Quality Committee may:

- Award re-accreditation for another three years
- Award provisional accreditation between 3 and twelve months
- Defer a decision pending the resolution of important issues
- Withdraw accreditation from the organisation should it have failed to maintain the standards required





# INSTITUTIONAL ACREDITATION FEE

Our centre accreditation fee provides you with numerous additional benefits. Specifically, the Centre Accreditation Fee includes access to our comprehensive support package, which includes:

- External quality control of your systems and resources that support learning to give students confidence in your institution.
- Your procedures and practices will be further developed, so that they are more robust, allowing a better time management and more efficient use of your resources in the future.
- You will be able to use the ICAN and AISR (if you are delivering an AISR qualification) logo when promoting learning provision to prospective learners, volunteers or employees.
- Publish news in the monthly ICAN newsletter
- Participate in our conferences and events at a discounted rate
- Use of ICAN logo as reference on your websites, blogs, brochures, electronic correspondence etc.
- Certificate of Accreditation,
- Advice on agent contracts with sample agreements, code of ethics for agents and student satisfaction surveys.
- Guidance on the drafting of policies and procedures for quality assurance, including internal auditing systems course review, classroom observation, staff appraisal and development, and student assessment.
- Visits by ICAN, during which we will provide advice, guidance and consultancy services.
- Training for your staff on internal verification and course specification
- Support, help and advice on using our qualifications and systems
- Access to our online registration and awarding system

ICAN strives for high quality education and therefore, we have a thorough accreditation process and we are confident that any organisation, which undergoes this process will be in a prime position to offer our high quality educational programmes and conduct research at an international level. The accreditation will give your organisation a high degree of international confidence.

ICAN services are competitively priced offering value for money.

## WHAT WE CHARGE FOR

- Accreditation fee
- An Annual Accreditation Membership Fee.
- Inspection fee

If you are delivering an ICAN accredited course, the following fees are also applicable:

- Registration fee (Indexing fee), Certification fee, Examination fee, E-library fee for each learner registered for ICAN courses (these fees vary depending on the course), and Exemption of examination fee if applicable

The following charges are avoidable, but we also charge:

- A fee for additional quality monitoring visits
- A Replacement Certificate fee – if the student loses his/her certificate and requires a new one.
- Late fee charges for late registration, indexing and entry of examination by either students or the school

## Accreditation fee

- School, College, Monotechnic, NCE Providers, Training School, Short Course Provider and Online, Blended and Distance Learning Institutions: £1998
- Independent Higher Education, University, Polytechnic, Professional Institutions: £2500

## Inspection fee

- Phase 1 face-to-face inspection for School, College, Monotechnic, NCE Providers, Training School, Short Course Provider and Online, Blended and Distance Learning Institutions: £250 per inspector per day. Please note that additional charges will be payable by the provider for inspectors' accommodation, local transport and if applicable flights. If you opt for the virtual inspection of Phase 1, the inspection fee is £150 per inspector per day.
- Phase 1 face-to-face inspection for Independent Higher Education Institutions, University, Polytechnic, Professional Institutions: £290 per inspector per day. Please note that additional charges will be payable by the provider for inspectors' accommodation, local transport and if applicable flights. If you opt for the virtual inspection of Phase 1, the inspection fee is £190 per inspector per day.
- Phase 3 or reaccreditation inspection for School, College, Monotechnic, NCE Providers, Training School, Short Course Provider and Online, Blended and Distance Learning Institutions: This is a variable fee depending on the number of days and inspectors required: £250 per inspector per day. Please note that additional charges will be payable by the provider for inspectors' accommodation, local transport and flights.
- Phase 3 or reaccreditation inspections for Independent Higher Education Institutions, University, Polytechnic, Professional Institutions. This is a variable fee depending on the number of days and inspectors required: £290 per inspector per day. Please note that additional charges will be payable by the provider for inspectors' accommodation, local transport and flights.

## Other ICAN fees

- Supplementary inspection (full day): £250 per inspector plus travel, accommodation expenses and if applicable flights
- Provisional inspection: £250 per inspector plus travel, accommodation expenses and if applicable flights
- Spot check: £250 per inspector plus travel, accommodation expenses and if applicable flights (no fee if institution selected at random for routine monitoring)
- Probation review inspection, mid-way and end of probation (full day): £250 per inspector plus travel, accommodation expenses and if applicable flights



- Cancellation of inspection visit with less than four weeks' notice: £100 per inspector per day (plus any expenses already incurred)
- Appeal hearing: £1000 (to be refunded if appeal is not dismissed)

**Notes on fees:**

- The annual accreditation fee is payable by all accredited institutions and approved candidates for accreditation.
- A pro-rata accreditation fee is payable by institutions awarded accreditation or approved as candidates for accreditation during the year.
- There is a nominal fee for replacement of certificates.
- Fees are subject to possible change every September

**Annual accreditation membership fee:**

- Band 1 (between 1 - 2,000 student weeks per year) £900
- Band 2 (between 2,001 – 5,000 student weeks per year) £950
- Band 3 (over 5,001 student weeks per year) £1000

The definition of a student week is for invoicing purposes and it is as follows:

One (1) student undergoing at least ten (10) hours (equivalent of 600 minutes) of tuition per week. For the avoidance of doubt, any week in which a student undergoes less than ten (10) hours shall be disregarded.

Use this definition to indicate to the Accreditation Committee whether you are:

- Band 1 (less than 2,000 student weeks per year)
- Band 2 (between 2,001 – 5,000 student weeks per year)
- Band 3 (over 5,001 student weeks per year)

If you are still unclear on your banding, the following example may help:

Course A: 10 students x 15 hours per week for 5 weeks.  $10 \times 5 = 50$  student weeks.

Course B: 20 students x 12 hours per week for 9 weeks.  $20 \times 9 = 180$  student weeks.

Course C: 5 students x 7 hours per week for 4 weeks = No student weeks.

Course D: 5 students x 10 hours per week for 3 weeks =  $5 \times 3 = 15$  student weeks.

TOTAL STUDENT WEEKS FOR THIS PERIOD = 245 (Therefore, this institution would belong to Band 1)

Additional notes:

- If a student is on two or more consecutive courses (perhaps with a gap between studies) the total student weeks are calculated (i.e. the student should be counted separately for each course). However, for any weeks in which courses are concurrent then the student should only be counted once).
- Off-site work placements can be excluded from the student week calculation.

## DEPARTMENTAL ACREDITATION FEE

This type of accreditation normally applies to departments, faculty or schools (another name for department in UK) that are part of an educational institution. The accredited unit may be a large school within a college or university or a small department within an educational institution. The department must adhere to the same processes and quality standards as if it was going through a Centre Accreditation (page 12), just on a smaller scale.

### Departmental Accreditation fee

School, College, Monotechnic, NCE Providers, Training School, Short Course Provider and Online, Blended and Distance Learning Institutions: £1200

Independent Higher Education, University, Polytechnic, Professional Institutions: £2000

Please note that the above fees are subject to change in regards to the size of your department and all other fees described on page 18 and 19 are also applicable, namely:

- inspection fees
- other ICAN fees
- annual accreditation membership fee



## COURSE ACREDITATION FEE

The following fees apply for accreditation of one course:

School, College, Monotechnic, NCE Providers, Training School, Short Course Provider and Online, Blended and Distance Learning Institutions:

- £250 (1 year course)
- £498 (2 year course)

Independent Higher Education, University, Polytechnic, Professional Institutions:

- £300 (1 year course)
- £598 (2 year course)

Please note that the following fees vary depending on the course:

- desktop audit fee
- student registration
- curriculum material fee (if applicable)
- examination fee (if applicable)
- certification fee

# APPEALS AND COMPLAINTS PROCEDURES

## Complaints about inspectors or the conduct of the inspection

An inspection evaluation questionnaire will be emailed to the educational provider after the inspection. Please use this to submit any comments that you may have about the inspectors or the conduct of the inspection. The Accreditation and Quality Committee (AQC) may contact the educational provider to investigate any negative feedback. Please note that feedback on an inspection is passed on to the inspectors concerned only after the inspection report has been submitted to the AQC. Where relevant, any response from the inspectors or AQC will be communicated to the educational provider.

## Appeals

An educational provider that is refused accreditation after Phase 2 or 3 inspection or has accreditation placed under review has the right to appeal against the decision. The appeals procedure should not be used concerning decisions other than withdrawal or withholding of accreditation. Complaints about other inspection results or the report cannot be appealed.

The appeals process is time-consuming and expensive. Providers should consider the findings of the inspection report very carefully before beginning the process. A provider wishing to appeal must have sent the Director of Memberships and Operations UK, a written notice of this intention within five working days of receiving the report that confirms refusal of accreditation. If the report is withheld because of non-payment, the provider will lose the right to appeal.

An accredited provider submitting an appeal will continue to be accredited, and an unaccredited provider will continue to be unaccredited, until after the hearing and determination of its appeal.

In the case of an accredited provider where accreditation has been withdrawn or placed under review, any publication of the inspection report will be delayed until after the hearing and determination of the appeal.

If the appeal is not upheld, the ICAN website will indicate that accreditation was withdrawn or refused.

The role of the Appeal Committee is to assess all information relevant to the AQC recommendation to withdraw or withhold accreditation or place accreditation under review and to decide whether to uphold or reject the appeal. It is not the role of the Appeal Committee to assess the validity of complaints made against the ICAN accreditation process in general.

The Appeal Committee will focus on the appellant's provision at the time of the relevant inspection(s). Changes made to the appellant's provision since inspection will not be considered. The responsibility lies with the appellant to demonstrate that the recommendation made by AQC based on evidence presented in the inspection report(s), is unsound.

The notice of appeal must be accompanied by full payment of the appeal fee.



# PAYMENT

## PAYMENT TO UK BANK ACCOUNT

This option allows organisations to make payments by bank transfer:

Payment can be made to International Curriculum and Assessment Network Ltd. using the details below:

**Account Number:** 34658784

**Sort Code:** 60-83-71

**IBAN:** GB60SRLG60837134658784

**SWIFT/BIC:** SRLGGB2L

**Account Name:** International Curriculum and Assessment Network Ltd.

**Bank Name:** Starling

**Bank Address:** London, UK

## PAYMENT TO NIGERIA BANK ACCOUNT

This option allows organisations to make payments in Naira by bank transfer:

**Please note, that the GBP - Naira exchange rate must be the daily official exchange rate as per Transferwise on the day of the payment.** Please go to <https://transferwise.com/gb/compare/hsbc-gbp-to-ngn> to check the daily exchange rate.

Payment can be made to International Curriculum and Assessment Network Ltd. using the details below:

**Account Number:** 1017602298

**Account Name:** AISR Curriculum Assessment Examinations and Accreditation Standards Office Ltd.

**Bank Name:** Zenith Bank PLC

**Bank Address:** Nigeria

# Contact Us

## MAILING ADDRESS

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