

Registered Tuition Provider Guidelines

Interested in becoming a Registered Tuition Provider for the CPA Program

Registered Tuition Provider Guidelines

The Registered Tuition Provider Guidelines (“Guidelines”) are governed by the Institute of Certified Public Accountants of Pakistan (ICPAP) Tuition Provider Agreement (“Agreement”) and in conjunction with the Agreement, set forth the terms and conditions under which you are authorised to participate and supply Tuition Services to Candidates. Terms which are defined in the Agreement have the same meaning when used in these Guidelines. In the event of a conflict between the Agreement and these Guidelines or any other Registered Tuition Provider literature, the terms of the Agreement will prevail.

The CPA Program

The CPA Program is delivered through a distance learning education model, which provides flexibility especially for those Candidates balancing full time work commitments. Offering exceptionally high standards, CPA Program is a rigorous and integrated education and practical experience program.

Interested in becoming a Registered Tuition Provider for the CPA Program?

ICPAP is looking to partner with suitably qualified, experienced and reputable suppliers around the world to expand the additional learning options and support to Candidates enrolled in the CPA Program. Registered Tuition Providers for the CPA Program can offer face to face or online study support for Candidates who are looking for the extra learning support to complete their CPA Program in order to gain their CPA designation. By choosing to receive tuition from a Registered Tuition Provider, Candidates can be assured the provider has been assessed against ICPAP’s strict criteria and quality assurance.

What resources will ICPAP provide to a Registered Tuition Provider?

As a Registered Tuition Provider you will receive courseware annually that includes tutor course notes, student support notes. The materials have been designed to provide the tutor with the necessary resources to deliver lessons directly aligned with the CPA Program. You will also receive a copy of the study materials provided to Candidates for your reference.

What resources does ICPAP provide to CPA Program Candidates?

The CPA Program is offered by a distance learning mode providing a flexible and accessible approach for Candidates. The study materials for each segment consist of a printed study guide.

What CPA Program can I register to provide tuition services for?

Interested parties can apply to register to deliver tuition for all of the segments.

What does it cost to register?

The proposed fee structure shall be finalized by the Registered Tuition Provider with the student vis-à-vis approval of ICPAP.

Intended Course Structure

As part of the application process to become a Registered Tuition Provider, parties must advise ICPAP in writing, of the provision of any Tuition Services and the program of study they intend to deliver to CPA Program Candidates.

This includes:

- which segments they choose to provide tuition for within each level;
- the method of delivery;
- campus/venue details;
- any extra support that might be offered; and
- staff resources (if any)

Any proposed changes to the tuition services approved for registration must be communicated in writing and approved by ICPAP.

Requirements of Applicants

Applicants must satisfy all the selection criteria outlined in their Application and submit all relevant supporting evidence against each criteria through the application process. ICPAP may request additional information in support of your application.

What are the selection criteria relevant to becoming a Registered Tuition Provider?

Institutional arrangements

Applicants must provide evidence of registration as a registered training organisation through the relevant government body for all proposed jurisdictions. A copy of the relevant certificate should be attached to your Application.

Evidence of continuous improvement in providing educational support through sound and proven teaching methodologies should be attached to the Application. Evidence of this could be by way of current courseware including unit outlines and lesson plans.

Evidence of existing policies and procedures should be attached to your Application or referenced via a link for download from your website.

Campus/venue facilities

Applicants should provide facilities that support the learning process, are comfortable, clean and adequately ventilated, adequately accommodate the expected number of students, and meet all relevant occupational health and safety (OH&S) standards.

Refer to the Application Form for further information.

Staffing

Teaching staff must be qualified and have a detailed knowledge of the material provided. Teaching staff must hold relevant teaching qualifications and/or qualifications in accounting/finance, and hold the designation of CPA and/or be members of another professional accounting body. Evidence of staff qualifications and professional membership should be attached to your Application.

Staff must be qualified in the subject area and accessible to Candidates. Staff must provide a supportive learning environment and respond to queries in a timely manner.

Policies and procedures

Applicants should have relevant policies and procedures as outlined in Application form.

Responsibilities of a Registered Tuition Provider

A Registered Tuition Provider must:

- Sign and comply at all times with the Agreement.
- Provide to ICPAP a list of Candidates enrolled with the Registered Tuition Provider at week (3) of each intake.
- Provide a high quality learning experience to CPA Program Candidates that aids the learning process of CPA Program distance education.
- Ensure that the Tuition Services marketed to Candidates are appropriate to the Candidate requirements.
- Maintain a Candidate report for each Candidate (each Candidate report to include the name and address of the Candidate,
- ICPAP membership number, dates of and segment enrolment in your Tuition Services and campus facilitator).
- Refrain from incurring any liability on behalf of ICPAP.

- Avoid deceptive, misleading or unethical practices which are or might be detrimental to us or our products or services.
- Refrain from making any false or misleading representations with regard to ICPAP or our products or services.
- Direct all enquiries in relation to tuition provision and any other ICPAP products or services to: cpaprogram@icpap.com.pk

How will ICPAP monitor the quality of Tuition Services offered to our Candidates?

Course evaluations and review

Registered Tuition Providers will be required to apply and register on a calendar year basis. Registered Tuition Providers should undertake a review for each Candidate intake that covers the following experience:

- Enrolment and retention
- Candidate feedback
- Learning materials
- Learning and teaching issues
- Candidate complaints

A summary of these must be documented and included in the application for re-registration.

Candidate feedback

Candidate feedback should be encouraged. Questionnaires should include questions regarding learning and teaching methods, delivery by lecturing staff and mode of delivery. Areas of weakness should be addressed and appropriate action to address issues raised. Summary findings of surveys conducted should be documented and forwarded to cpaprogram@icpap.com.pk.

Listed on ICPAP's Registered Tuition Providers webpage

As a Registered Tuition Provider you will appear on the Registered Tuition Providers webpage of ICPAP's website. Candidates are referred to the Registered Tuition Providers webpage through their many interactions with ICPAP staff and in the printed course materials provided through ICPAP as an additional source available to support their CPA Program studies. www.icpap.com.pk

Further questions?

ICPAP staffs are available to assist tuition providers with email or telephone queries:

Within Pakistan Call 051-2853-018

Outside Pakistan call +92 51 2853 018

Email: cpaprogram@icpap.com.pk