

International Entrepreneurs Association, UK



Certification Programmes

Operating Guidelines

1.0 Introduction

The operating guidelines for certification programmes are designed to ensure that there is consistency in procedures and practices by all providers. Naturally, with more IEA UK Approved Training Providers (ATC) being appointed and course providers' coming on stream it is important that the interests of the students are protected.

Quality of provision, control of the academic aspects of the programme will result in confidence in the system and more importantly to assure all potential students that they will be getting good value from their personal career investment.

It also follows that when programmes have been approved for Government funding then it is crucial that these guidelines become the modus operandi for all concerned.

No system however well designed and thought out will never work unless all of the parties in the process agree to it and are committed to follow it and to keep within the spirit of these guidelines. We therefore appeal for your cooperation in this process.

2.0 The Procedure

The following are the operating procedure to be adopted by all approved IEA UK Approved Training Centres (ATC) or course providers for IEA Certification of their specialised programmes and courses.

Please refer to Appendix 1 for a schematic of the process

The following are detailed requirements for the operation of the Certification programme and the responsibilities of all parties involved in the Certification process.

2.1. Submit curriculum – Provider responsibility

The submission requires the following information to be provided in full.

1. Course Title
2. Title of Certificate to be awarded
3. Number of Subjects within the course
4. Name of individual subjects for the award
5. Total number of hours for the Course
6. Detailed syllabus of EACH subject under the following headings to be completed in full:
 - a. Course Aims
 - b. Course Objectives
 - c. Syllabus
 - d. Recommended Reading list / books / workbooks / readings
7. Total number of hours required for EACH subject:
 - a. Classroom contact hours
 - b. Tutorials
 - c. Private Study
 - d. Assignments
 - e. Class presentation

- f. Others
- 8. Name of Course Director
- 9. CV of individual teacher / facilitator teaching the subject
- 10. Where possible submit sample assignments / examination questions.
- 11. Statement of quality procedures to be implemented for the course submitted.

2.2 Accreditation Fees – Provider Responsibility

An Annual Accreditation Professional Fees of UK£400 for each Programme proposed for each territory is to accompany this submission. *The cheque is to be made payable to “Brentford Academy Sdn Bhd”.*

2.3 Review by Academic Board member – IEA Responsibility

The IEA will nominate a member / course advisor to work directly with the provider for the delivery of this programme. He will be responsible for:

- 1. Reviewing the submission
- 2. Submitting amendments and alterations and recommendations to the provider for their approval and agreement
- 3. Review examination and assessment schedules
- 4. Conduct random assessments
- 5. Approve award of Certificate / Diploma to successful students
- 6. Advise provider on resitting of Exams for failed candidates

2.4 Register and Enrol students – Provider Responsibility

Completed application forms for each individual student to be submitted to IEA including:

- 1. Copy of highest qualification
- 2. Copy of current employment or immediate past employment
- 3. Two photographs
- 4. Name to appear on the issued certificate

2.5 Conduct Course Programme – Provider Responsibility

All providers must maintain the following on course documentation:

- 1. Lecturer Scheme of Work
- 2. Record of work / lectures undertaken arranged in date order
- 3. Record of assignments and assessments conducted and marks awarded to students (where it forms part of the overall assessment)
- 4. Student feedback form

2.6 Review of Ongoing Course Programme – IEA Responsibility

A review of the ongoing course programme will be conducted by the nominated coordinator. This may involve the following activities:

1. Review student feedback forms
2. Review delivery of the courses in terms of syllabus coverage, materials provided to students
3. Lecturer comments and views on the overall structure of the programme
4. Interviews with students (in presence of providers)

2.7 Examinations – Provider and IEA Joint Responsibility

1. Submit to IEA nominated co-ordinator examination questions or assignments for approval **including** marking scheme
2. Co-ordinator to liaise and work closely with provider to ensure consistency in examinations and consistency with approved syllabus.
3. Changes and alterations to be made by direct reference with providers.

2.8 Actual Examinations – Provider Responsibility

To be conducted and invigilated by the provider concerned on dates set.

At the end of the examination, a document should be signed and sent to IEA listing:

1. Date of examination
2. Start and end time of examination
3. Name of invigilators
4. Student Name
5. Student number
6. Signatures of all invigilators to confirm that examinations were conducted to the requirements of the IEA
7. Report of misfeasance and cheating and recommendations by Providers on action to be taken

2.9 Examination Script Marking – Provider Responsibility

All scripts to be marked with two weeks and submitted to IEA

Each script to contain the following data:

1. Course Title
2. Subject Title
3. Name of student
4. Student number
5. Questions Attempted
6. Marks allocated to each question by the marker
7. Total marks earned
8. Recommended grading: Distinction (>80%), Credit (>65%), Pass (>50%), Refer (<50%)
9. Brief assessment of candidate

2.10 Moderation – IEA Responsibility

All scripts to be moderated within ONE week

Submit to provider a listing showing the following data for each student:

1. Name of Student
2. Student Number
3. Course Title
4. Subject Title
5. Provider awarded marks
6. Moderator awarded marks
7. + or – change
8. Reason for change
9. Moderated Grading

2.11 Prepare Certificates – IEA Responsibility

Certificates and transcript will be awarded from our Wales & Cheshire UK office.

Certificates can be designed to incorporate both IEA and provider logos (this is optional) However all certificates will specify that it has been awarded from London.

2.12 Payment for Certification – Provider Responsibility

Student Registration Fee	£20 on enrolment (no further payment if student enrolls for further courses with the provider)
Examination Fee	£50 per entry (irrespective of the number of subjects taken)
Certificate Issue Fee	£10 per student

Note: All the above fees to be made payable to IEA HQ. Fees are non refundable.

2.13 Website Announcement – IEA Responsibility

Inclusion of names in IEA website – optional and subject to approval by the student concerned.

3.0 Submission of Application and Documentation

[For Further Information or Assistant, Please Contact :](#)

Holgrave House, 9 Holgrave Close,
High Legh, Knutsford, Cheshire,
WA16 6TX Wales,
United Kingdom
Email: enquiries@ibizea.co.uk; ibizea@yahoo.co.uk
Website: <http://www.ibizea.co.uk>

The application and relevant supporting documents must send to: (via email and post):

Academic & Business Development Centre - Asia Pacific Region

Brentford Academy (Malaysia)

Mr. Henry How (MBA, Bsc (Hons), MCSE, CCNA, CTD, SCM, FIEA, CIE)

53-2, Persiaran Bayan Indah,

Bayan Bay, Sungai Nibong,

11900, Penang, Malaysia.

Tel: (6-04) 6463100 Fax: (6-04) 6468110

E-Mail: brentford_ac@yahoo.com;

Website: <http://www.brentford-ac.com>

Upon receipt of the application form and the applicable fees (made payable to “Brentford Academy Sdn Bhd”), Mr. Henry How, our IEA UK’s Asia Pacific Regional Director & Academic Advisor, shall review with the IEA UK Academic Board and will subsequently advise the Approved Training Centre (ATC) of the outcome of the application and discuss all matters relating to the delivery of the said certificated IEA UK programme.

APPENDIX 1

