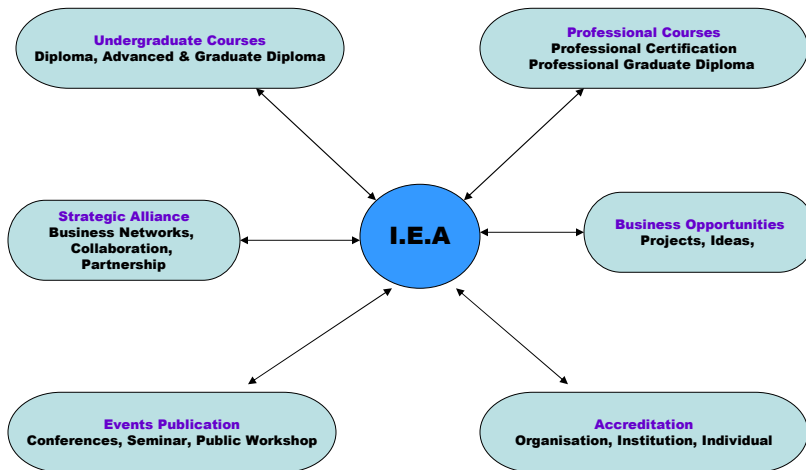




# INTERNATIONAL ENTREPRENEURS ASSOCIATION (IEA, UK)

## Operating & Collaboration Guideline Structure

### IEA Business Structure



## EXAMPLE OF IEA APPROACH GROUP

### IEA Business Categories

Undergraduate Courses

Professional Courses

Strategic Alliance

Business Opportunities

Events Publication

Accreditation

### Approach Categories

Private Institution, Colleges, University

Training Provider, High School, Private Institution, Colleges, University

Clubs, Company, Organisation, Society, Association, Colleges, University and etc.

Individual, Group or Company.

Open for Discussion

Colleges, Institution, Individual , Company

### How Do We Collaborate with International Entrepreneurs Association?



#### **Branch / Approved Center / Strategic Partner / Business Associate**

**Parties interested in providing the qualification and alliance from IEA may follow the steps to be highlighted in the following page or approach IEA Business Development Center for more information.**

## Steps to be IEA's Affiliation



1. ***Provide Letter of Intend or Letter of Endorsement regarding Collaboration interest with IEA.***
  2. ***Sign Up and Complete the Approval Application Form (A1).***
  3. ***Discuss the Modal of Collaboration that beneficial between both parties***
  4. ***Signing Standard T&C Agreement Contract (MOU) and become part of the IEA collaboration located around the world.***
- \* To Those who want to be only IEA Business Associate or Strategic Alliance Partners only Complete the A1 Forms + Certain Fees of Affiliation
- \*\* To Those who need to have long Terms Collaboration or Becomes Branch / Approval Center / Provider will continue with more detail application and steps

## -----> Procedure of Become IEA Providers

1. Fulfill with the step 1 and 2 of the Affiliation procedure.
2. Complete Accreditation Application (A2) for as Provider of IEA.
3. A trips of Two person from IEA Business Centre to visit and evaluated the Provider's Facilities and Placement of IEA courses being conduct.
  - \* Transportation, Accommodation & Foods will bare by the Application of IEA.
  - \*\* Non-Refundable of the costing for non-Approved Centers.
4. Discuss and Commitment as IEA provider + Commitment Fees of £500.
  - \* Full Refund is available for non-Approved Centers.
5. IEA Providers will process with their own marketing materials + Lecturers + Studying Materials.
  - \* All Marketing Material + Lecturers/ trainers Profile + Study Material must provide one copy to IEA Business Development Centre to get approval and evaluation.
6. Start Enrolment and recruiting students using our Enrolment Kit forms ( A3 ) and Operating Guideline for the Approved Center.

## 2 Major Courses Enrolment Procedure

→ **Enroll IEA Main Stream Diploma**

→ **Enroll In Customised & Specialised Programme**

## Curriculum Procedures – Provider Responsible

If Customised Courses need to provide the below information as well

- Courses Title
- Title of Academic Programme Awarded
- Total Credit Hours of the Courses
- Sub-title of the Modules in Courses
- Content Syllabus of each Module ( Description, Aims, & Outline)

Customisation and Main Stream Courses, both need to provide the below information

- Director who in-charge of the courses
- CV of Lecturer/Trainer/Facilitators for each Module
- Assessment and Examination Question
- Recommended Reading list / books / workbooks / readings
- Statement of quality procedures to be implemented for the course submitted.
- Credits Hours Requirement ( Classroom Contact Hours/ Tutorial/ Examination/ Assessment & Other )

### Registration/Enrollment of Student – Provider & Student Responsibility

- Copy of highest qualification
- Copy of current employment or immediate past employment
- Two photographs
- Name to appear on the issued certificate

### Conduct Course Programme – Provider Responsibility

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

### Review of Ongoing Course Programme – IEA Responsibility

- Reviewing the submission
- Submitting amendments and alterations and recommendations to the provider for their approval and agreement
- Review examination and assessment schedules
- Conduct random assessments
- Approve award of Certificate / Diploma to successful students
- Advise provider on Reseat of Exams for failed candidates
- Review student feedback forms
- Review delivery of the courses in terms of syllabus coverage, materials provided to students

## Reviewing & Examinations – Provider and IEA Joint Responsibility

- Lecturer comments and views on the overall structure of the programme
- Interviews with students (in presence of providers)
- Submit to IEA nominated co-ordinator examination questions or assignments for approval **including** marking scheme
- Co-ordinator to liaise and work closely with provider to ensure consistency in examinations and consistency with approved syllabus.
- Changes and alterations to be made by direct reference with providers.

## COSTING STRUCTURE OF IEA

## IEA Courses Costing

	Programme Categories	Actual Course Fees	Registration/Admin Fees	Affiliation Fees	Exemption Fees	Liberty Design Fees
A	Certification Level ( 2 Days )	£40	* £25	*	*	* £200
B	Professional Certified	£80	* £25	*	*	* £400
C	Diploma	£25 * ( Modules )	£25	* £500	* £15	* £400
D	Advanced Diploma	£30 * ( Modules )	£25	* £500	* £15	* £400
E	Graduate Diploma	£35 * ( Modules )	£25	* £500	* £15	* £400
F	Professional Graduate Diploma	£50 * ( Modules )	£25	*	*	* £400

\* **Optional Payment Fees**

\* **Note the above costing is for the End User means the student, the provider costing will be base on commitment and also discussion**

**Assumption charges fees**

## Suggestion Fees: Approve Center

Assume that there is 8 module in each Level of Diploma and every module have 60 credits hours.

	<u>FACILITIES FEES</u>		<u>ADMINISTRATION FEES</u>		<u>LECTURER FEES</u>		<u>TUITION FEES</u>
Diploma	£ 140	+	£ 30	+	£ 400	=	£ 570
Adv. Diploma	£ 140	+	£ 30	+	£ 458	=	£ 628
Grad. Diploma	£ 140	+	£ 30	+	£ 515	=	£ 685

**Note:** Centers are advised to reward Licensees are entitled up to £ 30 for introducing candidates or students to the diploma program.

**Note:** Centers are also allowed to stipulate their own tuition. The fee recommended above is almost 30% lower than the market rate for diploma program.

## Income

	<u>TUITION FEES</u>		<u>IEA FEES</u>		<u>STUDENT PAYMENT FEES</u>
Diploma	£ 570	+	£ 200	=	£ 770
Adv. Diploma	£ 628	+	£ 240	=	£ 868
Grad. Diploma	£ 685	+	£ 280	=	£ 965

**Centers earned the tuition fee as indicated above.**

**Profit Margin for 12 students in Diploma**

Revenue: £ 770 X 12 students = £ 9240

Cost:

a) Lecture = 60 hours per module X 8 module X £ 8.5 per hour lecture = £ 4080

**Your Gross Profit is £ 5160 !!**

Kindly reserve £ 30 /- commission for each student introduced



## More Income

### Profit Margin for 12 students in Advanced Diploma

Revenue: £ 868 X 12 students = £ 10416

Cost:

a) Lecture = 60 hours per module X 8 courses X £ 10 per hour lecture = £ 4800

**You will profit ANOTHER £ 5616!!**

### Profit Margin for 12 students in Graduate Diploma

Revenue: £ 965 X 12 students = £ 11580

Cost:

a) Lecture = 60 hours per module X 8 courses X £ 11.5 per hour lecture = £ 5520

**You will profit ANOTHER £ 6060!!**

## Membership Procedures

1. Provide letter of Intend why want to become IEA members.
2. **Sign Up and Complete the Membership Application Forms ( A4 ) + Membership Fees Annually**  
  
\* Full Refund is available for Non-Approval Members.
3. Provide a write up how to contributes to the society and IEA Association after you become Member.
4. Candidates must provide a detail background and CV.
5. Interviewing or Questionnaires with candidates after 1 weeks of submit application
6. Waiting for Board of IEA for Approval with 2 – 3 Weeks.
7. Application of Membership that approval will get an International Membership Card and Certification of Membership.