



**International Entrepreneurs
Association, UK**



Education Services Provider

Operating Guidelines

MEMORANDUM

To: IEA Representative and Provider

From: Henry How, Business Development Founding Dean

Approved By: M. Farrell, President of IEA, UK

January 2015

Constitution of International Entrepreneurs Association, UK

International Entrepreneurs Association (IEA) UK welcomes inquiries from educational institutions and recruiters (which may be individuals or organisations) interested in establishing a strategic students; membership alliance and academic affiliation with IEA.

IEA has been granted UK government's license and the authority to offer and conduct programmes at Professional Qualification and Undergraduate level. IEA is incorporated in England and Wales (United Kingdom) under the law of Companies ACT 1985 at the Companies House, Cardiff. Its Constitution allows IEA "To establish, carry on and offer any level of undergraduate recognition of education programmes".

For international accreditation and recognition, IEA programme is fully accredited and recognised by International Professional Body such as IPMA, British Council, AIA, SBP, ACCA and many more. It is also recognised by many conventional and international universities worldwide. Most importantly IEA is a reputable Association that is widely accepted by MNC, NGO, Entrepreneurs and Professionals from the working industry. Our learning centres and affiliated networking partners are expanding in which they are located in Australia, China, Taiwan, Malaysia, Indonesia and etc.

IEA, UK is regarded as Professional body under the Registration Act of UK. The Professional status enables IEA, UK to appoint international representatives in promoting memberships and continuous learning services to all IEA graduates who have already obtained certified recognition and designation from IEA. IEA, UK's board of founding members has acted upon the recommendation particularly from Mr. Henry How, that IEA should proactively engage in recruiting international IEA members and providing them a platform for networking; exchange ideas and services with the aim of cultivating international entrepreneurs. As a result, during the AGM Meeting in 2005, a final decision has been made where this professional body will offer new services to fulfil the demands of the business society. With this latest development, IEA is venturing into a new path of offering services beside Education, which is functioning as an NGO similar to Lion Group, Chamber of Commerce, JCI or other similar NGOs around the globe.

International Entrepreneurs Association (IEA) constantly welcomes all interested organizations, training or education institutions, and individual professionals to work with IEA as an Affiliated Institutions, Business Partners or Representatives in offering, adopt or to promote any of IEA's wide range of professionally developed programmes as well as membership services to adults, professional, entrepreneurs or students. IEA believed that with passion and commitment, all potential providers can be an integral part in the progressive escalation of a group of effective Leaders in the future.

IEA welcomes institutions or individuals who are able to cogitate beyond the commonly restrictive learning boundaries to become a part of IEA's global vision. A long list of benefits can be derived from the affiliation and partnership in which providers may choose to become an official Learning Centre with the freedom of continuing current business or work as usual.

There will be enormous opportunity for IEA's business partners or affiliated providers in enrolments; Alumni networking; active participation in forums; Open or Distance Learning; idea-sharing; as well as opportunities for achieve international exposure in IEA's website, prospectus, promotional leaflets, etc. There is considerable scope for co-operation between institutions and individuals from around the world where IEA encourages and champions the course of exploring of every possibility for integration among affiliated members from all level.

Institutions and individuals who are interested may be appointed as a local contact point on behalf of IEA in sharing information and services to any members. Furthermore, The IEA Credit Transfer Programme is a comprehensive academic system that reviews your training path to award credit points toward certificate and diploma programmes in IEA. This programme allows any member to earn university credits for successful completion of IEA's training courses and significantly reduce the amount of credits required to complete a program at IEA.

Or, potential providers may also act as our recruitment centre and control centre for students engaging in research exercise within your region; or act as our recruitment centre and examination centre for our external programmes. Institution may also want to set up a new department and/or programmes for IEA such as Alternative Therapy, etc. Opportunities are abundance in ways to work with IEA with the aim to benefit all parties involved: IEA, providers, students, business partners and our society.

Finally, any learning or educational institution may select the path on Joint-Recognition on educational awards if the above said systems are not suitable.

Interested parties who require further information may visit IEA Website at <http://www.ibizea.co.uk>

We welcome any qualified individuals or organisation that would like to act as our representatives in their respective regions to contact us now.

Representatives and Providers Partnership Involvement

International Entrepreneurs Association, UK warmly welcomes those who are interested to join IEA as partners, providers and also representative to read through the following section carefully.

There are various aspects for different form of involvement which entails different level of responsibilities. The main objective of these partnerships is in obtaining “Win-Win” condition for all parties involved and focusing on fulfilling what every party has committed. The partnership format is flexible and can be structured as to cater for different local needs and requirements. With all respect, the Diagram below shows the major services of the IEA Business Coverage Scheme.



How Do We Collaborate with International Entrepreneurs Association, UK? What are the criteria needed to become IEA Representatives or IEA Providers? What Are the Roles & Responsible of Each Level of Commitment?

Aimed with the prospects of providing PRACTICAL EXPERIENCES and programs which are deemed beneficial towards the upbringing of innovative and creative entrepreneurs among Youths, the IEA Youth Chapter is founded to strongly support “Experience-based” education and exposures, way beyond the formal tertiary education that is currently adopted in most learning institutions.

With the strong support and involvement from IEA, UK service coverage, many exciting fields are developed into the system. Therefore, every particular covers

different kind of services and exposure which will bring long term business expansion to those who intend to become IEA's service provider. Each level needed certain specialties and levels of commitment in order to succeed in the process of implementing and providing services to customers.

Any parties interested in providing the qualification and alliance from IEA may follow the steps to highlighted following this, or alternatively, approach IEA Business Development Center for detail information.

1. Provide Letter of Intent (LOI) or Letter of Endorsement (LOE) with regards to the Collaboration with IEA.

- ❖ Those who wish to be a Regional / National Representative of IEA, sound experience within the education industry or those with strong backgrounds and networking would be preferred. (Example: They hold high level position of some foundation /society /association. Or they are in the position of dealing and working with specific professional groups – Chamber of Commerce; Lion Club ; Education Network; etc)
- ❖ Those who wish to become an IEA Education Service Provider, please refer to the necessary document from IEA.
- ❖ Those who wish to become an IEA Network & Membership Provider, they must be experienced to handle work / services of this nature and innovative in creating and offering interesting services to all members. Those who hold high level positions such as president or vice president of any related professional associations would be given priorities. For further enquiries, please refer to the Membership services guidelines.

2. Sign Up and Complete the Approval Application Form (A1) (for those who wish to become representative or provider). As for Education services provider, interested parties must sign up and complete an additional application form, Accreditation (A2) Form.

- ❖ For IEA's Education Providers, please refer to IEA Programme Operation Procedures Guidelines (DOC file) from IEA, HQ / Business Development Center for more details.
- ❖ For IEA Education Provider, applicants must ensure that they fulfil the accreditation criteria of IEA External Campus. (Please request from IEA, HQ / Business Center).

3. Discuss the Model of Collaboration that is beneficial for both parties: IEA and Applicants.

Note:

- 1. All appointed providers in either education services or network membership services of IEA must prepare a proposal on how they intend to market; to promote; and to contribute on IEA services.**
- 2. An estimated number of students / members on "One year" period must also be submitted. In addition, appointed providers should clearly indicate the logical commitment numbers of students / members from either the representative or provider.**

4. Signing Standard T&C Agreement Contract (MOA) and become part of the IEA collaboration available around the world.

* Those who prefer to be either a IEA Business Associate or a Strategic Alliance Partner, please complete the A1 Form and pay the Standard Fees of Affiliation.

** Those that planning to embark into long-term collaboration with IEA or becoming a Branch / Approval Center / Provider of IEA, kindly proceed by filling a separate application form which is more detailed.

Standard Procedures to be IEA Providers

1. Fulfill with the step 1 and 2 of the Affiliation procedure.
2. Complete Accreditation Application (A2) as for Provider of IEA.
3. Two representatives from IEA Business Centre shall conduct a visit and evaluate the Provider's Facilities where IEA courses will be conducted.
 - ❖ Photographs will be accepted as part of evaluation and inspection on the venue of college or campus.
- * Applicant bare all costs in Transportation, Accommodation & Food of IEA's representatives during this visit.
4. Discussion and Setting Commitment / Objective as IEA provider + Commitment Fees of £2000 (Annually).
 - ** Half Refund will be given to all non-Approved Applications.
5. IEA Providers should prepare Marketing materials + Lecturers + Studying Materials in their own expense and effort.
 - ❖ On Mode of adopting "IEA Qualifications and Recognition", it will depends on the collaborative and affiliation on case-to-case basis.
 - ❖ Accreditation on the moderation and evaluation of the programme and conduction criteria will be carried out after fulfilling the provider' applicant process.
 - ❖ Document of Criteria on the Academic and Programme Moderation and Evaluation Operational Guidelines must be fulfill by the "Provider" in order to fulfill the moderation process to maintain the qualities and sustainable of the IEA Qualifications.
- * A complete copy of all information on Marketing Material + Lecturers / Trainer's Profile + Study Material must be sent to IEA Business Development Centre for evaluation and approval.
6. Approved Center should Start Enrolment and recruiting students using IEA's Enrolment Kit Form (A3) and following the Operating Guideline.

Roles, Responsibilities & Benefits

As a Representative:

Objective:

1. Strengthening the marketability of IEA's education and membership services worldwide
2. Improve on ways to cultivate an effective partnership
3. Providing advocacy on behalf of its partners at international level to promote, increased co-operation and enhance the visibility of IEA's on all aspects in global context.
4. Joint Research project among IEA and partners.
5. Issue Publication to promote IEA's programme and projects.
6. Fully responsible to all matters pertaining to IEA within the assigned Region.

Benefits:

- A percentage of fees collected will be allocated to partners as part of income.
- Partner will be awarded the designation of CIE and admission as one of the Faculty under IEA.
- Certificate of Appointment will be issued to every partner as a Representative of IEA.
- Partner's title, photo and brief information will be displayed in the Association website.
- Loyalty fees will be exempted for the first two years. A review will take place beginning from the third year.
- The International Standards and Recognition received by partners will help them to be unique from other similar associations or providers.
- International Exposures for partners as well as being a member of IEA's extensive Life-Long International Community.

As a Affiliated Institution/Center/Training Provider

Objective:

This is an excellent opportunity for collaboration between **International Entrepreneurs Association (IEA)** and any potential partners in creating a better and practical education to their respective customers. Partners under this special scheme will attain some of the key benefits listed below:

- (1) Allow partners to tap on IEA's specially developed system in offering professional and practical programs to potential students, such as the Professional Certificate, Diploma, Advanced Diploma or Graduate Diploma awarded by IEA.
- (2) Partner's learning institution will be eligible to jointly design programmes with IEA that requires special modification to meet any customer's needs.
- (3) Partners are allowed to utilise their own training resources to conduct IEA programmes with the condition that they are qualified to conduct such programmes.

- (4) Partners may conduct all IEA courses in English Language or any other language as long as it is approved by IEA.
- (5) When necessary, IEA may support partner's organisation by providing professional trainers or instructors to ensure that the partners provide quality education to their respective customers.
- (6) IEA programs are widely recognized by many reputable affiliated professional associations, institutions or universities/ colleges. This strongly adds value to the quality and image of partner's learning institution.

Benefits:

- Affordable Costs for a UK Professional Diploma Recognition
- Prestige/ Internationally Recognized
- Upgrading your institution's standards of learning
- Enhanced employment opportunities in career path for graduates

For Further Information or Assistant, Please Contact :

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Academic & Business Development Center - Asia Pacific Region

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