



The IRCA Training Organization Referral Scheme (TORS)

The IRCA Training Organization Referral Scheme (TORS) provides IRCA certified training organizations and their subcontractors/affiliates with an added value service for their students as well as a commission for each student who applies for IRCA auditor certification through the scheme.

How does TORS work?

IRCA offers you, the training provider, the opportunity to act as a facilitator for students to submit their IRCA certification. That means that you can assist your students who successfully pass your IRCA certified training courses to complete the IRCA application form accurately and completely and provide all needed supporting documents to apply for the IRCA Provisional Auditor grade.

What are the benefits?

Creating added value for your students

Being part of TORS means that you can provide your students with additional value to the training services that you run and, thus, further differentiate yourself from your competitors. You will be able to encourage and assist your students in continuing their professional development and getting their competence formally acknowledged by the largest and most influential auditor certification body in the world.

IRCA also publishes a quarterly electronic magazine, *IRCA INform*, which provides information and news about auditing, standards and accredited certification. We can provide free subscriptions for your students to help them keep up-to-date with industry information and to provide case studies and examples to support their professional development.

Discounted application fee

As we expect you to explain to your students the minimum certification requirements of IRCA certification and assist them with all questions related to completing the application form and making sure that all required additional documentation is included, we will offer you a discount on the application fee which you may choose to pass on to the student.

Account manager

We establish an efficient link between you, the training provider, and us by asking you to nominate a contact person at your end to deal directly with us. We will then provide training and support to that responsible person with regards to reviewing auditor certification applications for completeness and also assign you an account manager at IRCA to work specifically with your contact person. This way we ensure a good and speedy communication and remove any potential for confusion, duplication and inconsistency.

Keeping up-to-date

We work in an ever-changing industry and with these changes comes the need for auditors to update their knowledge and skills. This means that we change our auditor certification requirements from time to time and require auditors to complete specified professional development activities. As a training provider that is part of TORS we keep you up-to-date on these changes in requirements and work with you to ensure that your students are aware of the continuing professional development activities and requirements they need to further develop their auditing skills and upgrade to a higher auditor grade.

Are there any special requirements for joining TORS?

To join our training organization referral scheme you will need to be an IRCA certified training organization or an affiliate/subcontractor of an IRCA certified training organization, running IRCA certified courses.

In addition, we would recommend that you will be running at least 10 training courses per year or have at least 100 students attending your courses per year. However, we recognize that in certain cases TORS might also be suitable for training providers running fewer courses and/or having less than 100 students per year and that being part of TORS might provide you with some additional value and actually might even help you to attract more students to your courses.

Finally, you will need to operate an effective process for administering and managing your students.

Are there any costs to join TORS?

There will be a one-off set up fee of £150 for training providers signing up to TORS. However, this set up fee will be waived if the training provider is already an IRCA certified TO or an IRCA OEA.

How do I join TORS?

To join TORS, please contact Vincent Desmond at vdesmond@irca.org or alternatively irca@irca.org with the following information:

- Your training provider's name
- Your IRCA TO number if you are an IRCA certified training organization or alternatively the name of the IRCA certified training organization if you are a subcontractor/affiliate
- Your name and contact information
- The number of courses per country you are planning to run for the year and the average number of students per course
- The number of courses per country you run and number of students attending your courses in the previous year

For other contact details and to find out more about IRCA and our range of certification programmes and our training approval activities, visit our website; www.irca.org.

APPENDIX

Service Agreement Document

Main Training Provider Contact:

Main IRCA Contact:

Training Provider Correspondence Address:

Tel No.:

Fax No.:

Email:

Letters: Letters and certification cards are posted directly to the auditor.

Fee Notices: The training provider contact will send payment for the application with the applications at the agreed rate given in the contract. All other fees will be sent directly to the auditor.

Pending Files: The training provider contact is notified of any missing information via email. Pending information is noted in the Case Management and file details entered onto the TORS Pending Spreadsheet.

Other Correspondence: All emails and other correspondence between the IRCA contact and the training provider contact should be acknowledged within 1 working day of receipt.

Fee Payment: The annual fee becomes due on successful registration of the auditor. The auditor is responsible for the annual fee payment; if the auditor neglects to make payment they will become de-registered and must contact IRCA independently.