

Appendix B

Application form for Training Course Certification

Name of Training Organization:

Training Organization unique IRCA reference number (if known)

(**Not** the course certification reference number)

Course title:

Criteria document number: IRCA/

Has your organization had an application rejected or certification refused, withdrawn or suspended by another Training Certification Association? **If yes, please give details.**

Fee enclosed (amount):

Payment method: cheque / bank transfer / credit card

Notes:

1. Acceptance of the completed application and fee implies no obligation on the part of IRCA to certify any training course.
2. IRCA reserves the right to amend the certification requirements for auditor training courses as it considers appropriate. It is expected that amendments will be required from time to time, to reflect developments in the certification programmes and developments in management systems generally.
3. Please ensure you have submitted the following documents with your application and ticked them off on the list below:
 - Course programme.
 - Tutor session plans showing the content of each session together with start and finish times including scheduled breaks.
 - Course notes for students.
 - Course notes for tutors.
 - Exercise briefs, for students and tutors.
 - Hand-outs (including model answers for students and tutors).
 - Case study materials.
 - Continuous assessment (tutors model outputs and a marking scheme/guidance and student's continuous assessment record form)
 - Information on Tutor aids (e.g. OHP)
 - Any supplementary materials.
 - Proposed Certificates of Successful Completion and Certificates of Attendance.
 - Tutor competence/qualification information.
 - A document which cross references your course session plans with IRCA learning and enabling objectives.

NOTE: The application process will likely be delayed if any of the above is not submitted.

Authorised Signatory:

Name of applicant's authorised signatory:

Position of authorised signatory within the organization:

Signature of authorised signatory:

Date:
