

CIMA

CPD ACCREDITED 2009

CIMA CPD Product Accreditation Scheme guidelines and policy

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CIMA CPD Product Accreditation Scheme guidelines and policy

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Who we are

CIMA, the Chartered Institute of Management Accountants, is the only international accountancy body with a sole focus on business. It is a world leading professional institute that offers an internationally recognised qualification in management accountancy, focusing on accounting in business, in both the private and public sectors.

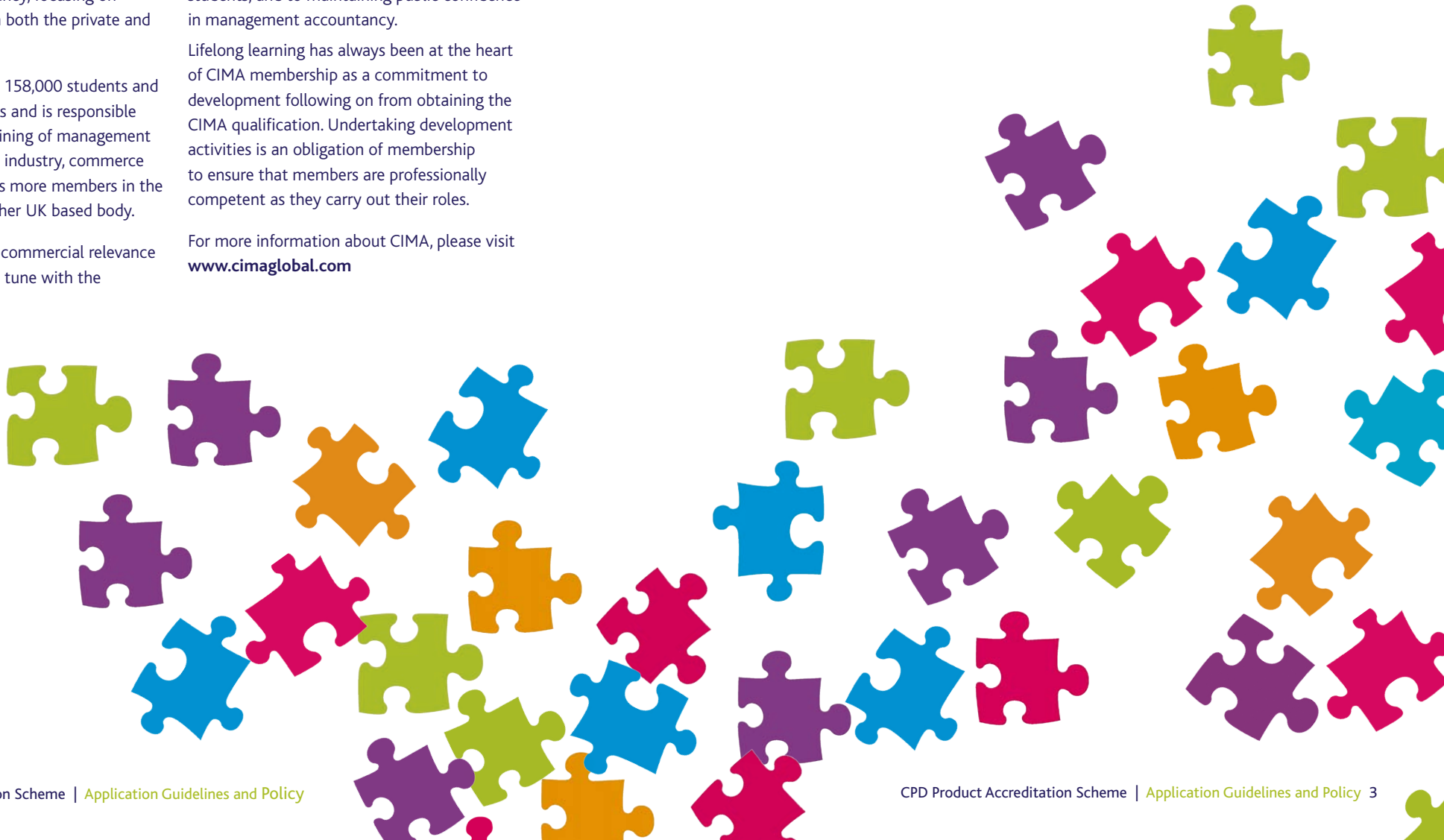
CIMA is the voice of over 158,000 students and members in 161 countries and is responsible for the education and training of management accountants who work in industry, commerce and not-for-profit and has more members in the public sector than any other UK based body.

CIMA prides itself on the commercial relevance of its syllabus, which is in tune with the

activities of high performance organisations, and evolves continually to reflect the latest developments in global business. It is committed to upholding the highest ethical and professional standards of members and students, and to maintaining public confidence in management accountancy.

Lifelong learning has always been at the heart of CIMA membership as a commitment to development following on from obtaining the CIMA qualification. Undertaking development activities is an obligation of membership to ensure that members are professionally competent as they carry out their roles.

For more information about CIMA, please visit www.cimaglobal.com



The CIMA CPD Product Accreditation Scheme recognises and promotes products and services that benefit CIMA members' mandatory requirement to engage in ongoing CPD. All accreditations are subject to an application process that requires applicants to submit and demonstrate evidence of the quality of the product or service.

Applicants may request a meeting regarding the application process with a CIMA representative should this be necessary.

Once an application has been received it will be assessed by CIMA's Centre of Excellence. When all the relevant documentation has been supplied, processing may take up to six weeks. However, if the application is in any way incomplete or missing information, delays may occur. CIMA will contact the name stated as the point of contact on the application form to obtain any missing details. CIMA cannot guarantee that accreditation will be granted in time for applications that are received less than six weeks before a product may be due to launch.

Any information forwarded to CIMA as part of the application will be treated as confidential.

If the application is approved, the organisation will receive an approval letter pertaining to the product or service along with an electronic copy of the accreditation logo and an accreditation certificate.

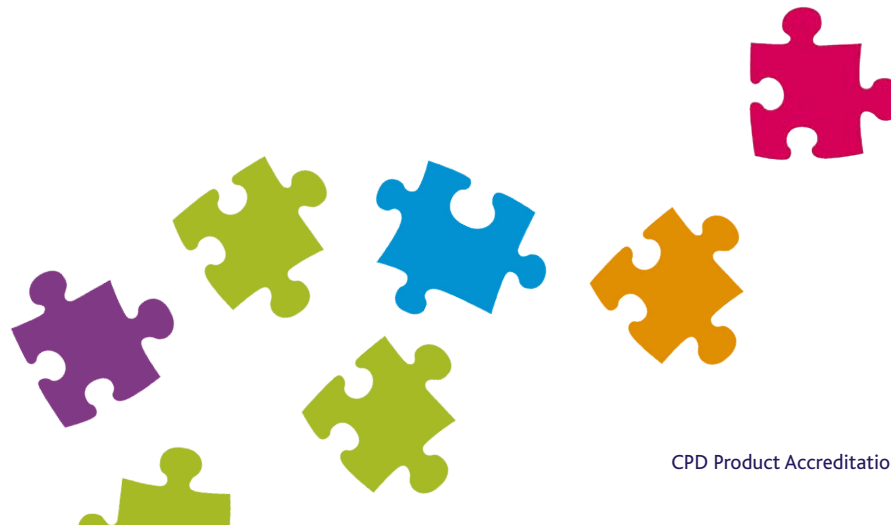
Entitlements and benefits of accreditation

- The CIMA CPD Product Accreditation Certificate.
- Permission to use the CPD Product Accreditation logo to promote the product or service.
- The opportunity to promote the product or service through select CIMA communication channels including the CIMA website.
- Third party assurance regarding the quality of the product or service.
- The opportunity to specifically target your product/service to CIMA's 70,000 members.
- Free access to CIMA's financial magazine, 'Financial Management'.
- Discounts on advertising and sponsorship opportunities.

Application requirements

In addition to completing the application form, applicants are required to provide CIMA with the following:

- access to business registration documents and core financial statements such as an annual review or similar – This will apply to any organisation claiming overall or part ownership of the product
- independent access to the product or service for quality assurance purposes
- evidence relating to the history of the product's operation, if applicable
- previous satisfaction survey results for the product or service (if such research exists)
- copies of advertisements and any other marketing literature used to support the product or service
- copies of any policies in place to support the product or service.



Additions for courses:

- provide CIMA with syllabi for courses
- provide CIMA with a brief into presenters professional background including biographies - CIMA will also require details of how any training and development will be conducted
- provide CIMA with evidence to demonstrate the suitability of any venue and/or location and that any premise complies with health and safety standards
- provide CIMA with samples of learning materials such as workbooks.

Additions for qualifications:

- provide CIMA with syllabi for qualifications
- provide CIMA with any pass levels and rates
- provide CIMA with details of grading structures
- provide CIMA with details of assessment and moderation process.

Application fees

Applications are subject to an initial application fee of £1,000 (plus VAT). Successful applications are thereafter eligible to enrol and benefit under the CPD Product Accreditation Scheme. The CIMA CPD Product Accreditation is awarded for a period of three years. Annual subscription following the first year is £800 (plus VAT) payable by 1 April each year. Where an accreditation is awarded between the annual accreditation period, accreditation fees will be pro-rata.

All payments should be made in Pound Sterling.

Organisations may apply to accredit more than one product or service. Group CPD product accreditations may qualify for discounts. For further information please contact the Centre of Excellence, CIMA, 26 Chapter Street, London, SW1P 4NP.

Unsuccessful applications are entitled to claim back 50% of the application fee.

After the three year accreditation period, organisations wishing to extend an accreditation for a further three year term may do so via the CIMA CPD Product Accreditation Scheme renewal form. The administrative fee for renewal is £1,000 (plus VAT).

CIMA reserves the right to charge an administration fee should any product or service require reassessment. Any fees that are quoted may be subject to change.

Code of practice

- All products and services should adhere to health and safety regulations for the country in which the product is delivered. This includes any outsourced services such as venues that are used to support accredited products/services.
- All examinations should have an objective moderation procedure to monitor the suitability of content for all exams.
- All examinations should be assessed professionally and objectively.
- Appropriate success/satisfaction evaluation procedures should be in place to monitor the progress and success of ongoing products and services. This should include an evaluation on whether the product meets its requirements to customers such as its learning objectives.
- All presenters and lecturers must be qualified to a level beyond that of which is being taught or presented.
- All materials used to market and communicate a product or service should be accurate and not misleading as to who the product or service is targeted towards and what it sets out to achieve.
- All products and services should adhere to the education standards and regulations for the country in which they are delivered.
- An accredited product or service should not infringe upon any copyrighted materials.

Obligations

- The product or service should set out to achieve its objectives in line with the statements made on the accreditation application form. CIMA should be informed of any changes relating to this.
- Application payments to CIMA should be made in full with the application.
- Annual subscriptions should be paid in full by 1 April of every year. Where an accreditation is awarded between the annual accreditation period, fees will be pro-rata.
- Any significant changes to the delivery of the product/service should be immediately reported to CIMA.
- Any significant changes to the operation or name of the organisation owning and/or producing the product/service should be immediately reported to CIMA.
- Any significant changes to the content and/or delivery of the product should be immediately reported to CIMA.
- The organisation of the accredited product or service should appoint an appropriate representative to liaise with and keep CIMA informed of any changes.
- The organisation of the accredited product or service should permit CIMA representatives free access to the product or service upon request within a one month period for monitoring purposes.
- The organisation of the accredited product or service should provide CIMA with an annual list of CIMA members who have purchased the product or service.

Use of the CIMA CPD Product Accreditation logo

- Only the CIMA CPD Product Accreditation logo can be used to support a product or service and not the CIMA logo.
- Any organisation obtaining accreditation is not permitted to use the CIMA CPD Product Accreditation logo for any other product or any other corporate purpose.
- The CIMA CPD Accreditation logo cannot be reproduced in any other colour other than the original colours.
- The logo must only be reproduced in the size 16mm x 29mm.
- When used online, the quality of the logo image should be no less than 72dpi.
- Only the logo relating to the current year should be used.
- CIMA does not permit the use of any logo that has been tampered with in any way. This includes cropping out any part of the logo or reshaping the logo.
- Any text accompanying the logo should only read: CPD Accredited <year>.
- Any website used to promote a product or service is prohibited from hosting a domain name that is deemed by CIMA to be similar and/or confusing with the CIMA domain name and website.
- The complete guidelines concerning the correct use of the logo will be sent to you upon your successful application.

Monitoring assessment

- CIMA is permitted to monitor and access all accredited products and services during the accreditation period and will require full and independent access to any accredited product or service upon giving one month's notice period.
- CIMA is entitled to request and obtain documentation detailing the content and operation of any product or service. This includes any documents that are required in the application process.
- CIMA is entitled access to satisfaction evaluations in order to monitor the progress and success of ongoing products and services.
- CIMA is entitled to investigate complaints from CIMA members that have used the product or service. CIMA will request details from the organisation of the accredited product into how a complaint was dealt with. A complaint that is upheld may provide grounds for withdrawal from the accreditation scheme.
- In the instance of a product or service failing to meet the description as set out in the application process, CIMA is entitled to withdraw accreditation.

CIMA CPD Product Accreditation logo



Restrictions

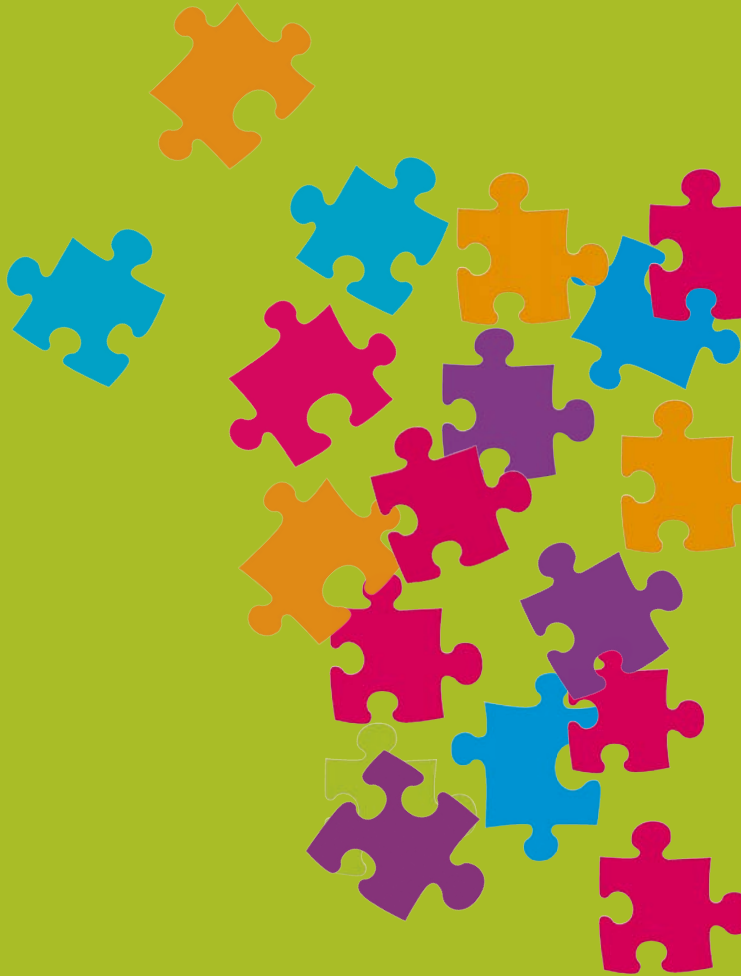
- It is the product that is accredited and entitled to the benefits associated to the accreditation scheme and not the organisation that owns or produces the product, or any other product or service.
- Refunds are not permitted to any accredited organisation wishing to withdraw from the scheme.
- Refunds are not permitted for products withdrawn from the scheme following a breach of the scheme guidelines and policy.
- CIMA reserves the right to re-assess and withdraw accreditations if valid complaints are upheld by CIMA members regarding the delivery of products/services.
- Accreditation does not constitute or involve a partnership with CIMA. CIMA does not therefore permit any statement to suggest any official or unofficial partnership or alliance.
- Accreditation can only be claimed once the accreditation certificate has been issued, not when the application form has been submitted.
- Successful accreditation is for a period of three years, after which, products and services are required to complete an accreditation renewal form in order to extend accreditation.

Withdrawal of accreditation

- CIMA reserves the right to withdraw the accreditation from any product or service that fails to meet or breaches any of the requirements within the guidelines and policy. Any decision to withdraw accreditation will be final and at the sole discretion of CIMA.
- CIMA may withdraw accreditation if voluntary bankruptcy is declared by any organisation owning or operating the product or service.
- CIMA may withdraw accreditation if CIMA considers that the continued delivery of the product or service would be detrimental to the interests of the profession or CIMA members.
- CIMA may withdraw accreditation if there is a poor standard of administration by the provider.
- CIMA may withdraw accreditation if there is evidence that the provision of a product or service is below a standard deemed acceptable by CIMA.
- CIMA may withdraw accreditation if fees are not paid.

Every effort has been made to ensure that the information contained within the application form and guidelines and policy is as accurate and as up to date as possible. However, CIMA accepts no responsibility for any loss which may arise from the information contained in the scheme documents.

CIMA reserves the right to change the criteria for accreditation by giving a two month notice period.



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