



# Partner in Learning: Registration

## Tuition provider declaration

To apply for recognition as an ICAG Partner in Learning please:

1. tick the box below to confirm that you have read and understood the PiL T&C's found in The Partners in Learning brochure.
2. Tick the boxes below to confirm that you comply with the core principles

Please note that by agreeing to these T&C's you are also confirming that your organization complies with the Core Principles set out within this application. By applying you confirm that your organization agrees to an inspection visit.

Applications from new providers must include a business case which demonstrates examples of compliance with each best practice indicator and core principle, for existing courses where available as well as for planned courses. You must also provide details of marketing plans and the intended course structure.

Once your application is received, we will respond within 15 working days. We may arrange a visit to your premises so that you can demonstrate how your organization meets each principle and indicator.

### ICAG qualifications

Please confirm that you have read and understood the PiL Terms and Conditions and that you are applying for registration of your ICA course:

### Core principles

Please confirm that the core principles are met by ticking the following boxes.

Course offerings are developed and continually monitored to meet market and stakeholder needs, based on appropriate research.

Course offerings are realistic and deliverable, and are presented by experienced, appropriately qualified tutors.

Courses are delivered in compliance with all local laws and regulations.

Regular, open communication is maintained with ICAG and all stakeholders.

Students are given access to ICAG learning materials on each relevant course.

Tutorial staff undertake continuing professional development (CPD), and their development needs are reviewed on an ongoing basis.

I have read and understand the Partner in Learning Terms and Conditions

## Your details

Organization name

Name  
(title/forename/surname)

Job title

Address

Physical Address

Postal Address

Telephone number  
(inc. country code)

Email

Web address

Location (please state  
locations where your  
tuition provision will be  
taking place)

## Supporting information

Applications must include a business case which demonstrates examples of compliance with each best practice indicator and core principle, for existing courses where available as well as for planned courses. You should also provide details of the intended course structures, levels, locations and lecturers. Add supplementary pages as required.

## Declaration

I certify that my organization complies with the six core principles required for recognition as an ICAG Partner in Learning and we accept the Partner in Learning Terms and Conditions. My organization will be happy to demonstrate how we comply with the core principles during a review visit from ICAG.

Signed

Dated

 /  /   
DD MM YY

Print name

## Please return your completed application to:

Partners in Learning Team  
Room T13  
ICAG  
PO Box GP 4268  
Accra

or email it to [alhassan.trawule@icagh.com](mailto:alhassan.trawule@icagh.com) or use the submit button below.

ICAG reserves the right to accept or refuse any application, or to withhold or withdraw Partner in Learning status, at its discretion.

## Using your personal information

We will treat your personal information in accordance with data protection legislation. We will use your information for administration, communication and research. To do this we may share your information with our business partners.

## Supplementary information about your Institution

The name of your organization:

The location of classes:

Courses run (Full time, part time and various levels):

Lecturers:

Names:

Subjects CVs:

Contact details and website address:

A brief summary of the courses you run and why a student might choose you as a tuition provider (maximum 250 words):

If applying for Silver (2018) or Gold (2019) status please provide the following data (as an attachment):

Student lists (including registration numbers) and results for November 2017. For 2019 application please include May 2018 and November 2018 results