

INTERNATIONAL ACCREDITATION & RECOGNITION COUNCIL

Introduction

The International Accreditation & Recognition Council (IARC) system of Recognition should not be seen as a replacement to any National system presently existing, but as an adjunct to it. The IARC system will provide access to an accrediting body that will oversee the maintenance of the quality and standards of providers who fall outside National Training Agendas.

The global distribution of Recognised Members of IARC dictates that the IARC Executive Committee will not have an intimate knowledge of the day to day working practices of each Recognised Member.

Recognised Members are therefore required to provide signed confirmation that their actual working practices and procedures follow the documented practices and procedures, submitted to IARC, by evidence of which their Recognition is granted. Events which occur as a direct consequence of a Recognised Member's working practices deviating from or contravening the documented practices and procedures submitted to IARC, will be regarded as the sole responsibility of the Recognised Member.

Recognised Members are also required to provide signed confirmation that they agree to the terms to the IARC complaints arbitration system

The Founder Members of the International Accreditation & Recognition Council are deemed to be:

- Australian Correspondence Schools
- Health Schools Australia
- International College of Complementary Medicine
- Floral Art Schools Australia

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MISSION STATEMENT

The Council's primary purpose is to provide a simple recognition and accreditation system, for distinguishing quality post secondary education including vocational education, distance education, adult and continuing education.

In response to increasing globalisation of world economies and societies, the system aims to have a global rather than national focus.

The Council and individual members will promote the system, through a web site, liaison with professional bodies internationally, and by facilitating joint venture promotions between interested members.

In order to minimise member fees, administration costs, bureaucracy and overlap with other professional bodies, the scope of activity of this Council will be strictly limited to the management of the recognition and accreditation system and the promotion of the system and participating colleges.

All Recognised members will be required to sign agreement to and support of the Council's Mission Statement.

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Rules of Recognition

By submitting an application for Recognition by the Council, an organisation is deemed also to be applying to become a member of the Council, with equal rights and responsibilities as all other Recognised Members.

Before an organisation's Recognition and Membership can be official, the following conditions must be satisfied:

1. Only organisations, which are legal entities in their own right, may join. Recognition/Membership is not available to individual persons.
2. All Recognised Members must adhere to an acceptable, written code of practice/ethics in their dealings with the public, students, and any other organisations, which provides for fair and equitable dealings in line with quality education and training institutions around the world. A sample code can be supplied by IARC if requested.
3. All Recognised Members must agree with and support the Mission Statement of the Council.
4. All organisations Recognised by IARC will be obliged to adhere to a flexible, yet stringent set of standards that ensure a high standard of content, delivery and assessment within education and training courses.
5. Criteria/Standards will be maintained by the simple threat of removal of Recognition if an organisation is found, after investigation of complaints, to contravene standards
6. Recognised Members must provide documentary evidence that they satisfy minimum requirements with respect to Administration of the Institution, Content of the courses provided, Delivery of the courses provided and Assessment of students.
7. Signatures from two existing Recognised Members one nominating and the other seconding the application, must support new applications for Recognition.
8. All organisations must agree to implement the IARC system of complaint arbitration. Where the necessity arises for IARC to act as arbitrator of a complaint, the Recognised Organisation and the complainant must accept the IARC's decision as final and binding.
9. All Recognised Members must agree to make their students and/or trainees aware that they can complain to the Council under certain conditions.
10. For Recognition to continue, Recognised members must provide a documented Annual Audit. Audit requirements will be specified by IARC Executive and must be conducted by a person in authority, such as a Justice of the Peace, who is approved by the IARC Executive Committee.

11. Every five years, Recognised Members are required to submit documentary evidence to IARC Executive Committee as though making a new application for Recognition. Recognised members must agree to make such a submission at any other time, at the request of the IARC Executive Committee.
12. A Recognised Member must also pay the initial joining and registration fee, as specified at the time of joining.

Any organisation accepted as a Recognised Member may advertise their organisation as:

“Internationally Recognised by IARC”

Organisations, which are Recognised Members, will be graded according to a “star award system” and will be entitled to advertise themselves accordingly.

ASSOCIATE RECOGNITION

Organisations that provide a combination of secondary and post-secondary or vocational education and/or training may apply for Associate Recognition by the IARC.

The post-secondary and/or vocational education and training **must be less than 50%** of the education and training provided by the organisation.

IARC Recognition of any organisation falling into the category of a mixed provider, as defined above, is limited to Recognition of the post-secondary or vocational education and/or training only.

Thus, any such organisation accepted as a Recognised Associate of IARC may advertise their organisation as an “Internationally Recognised Associate of IARC, for the provision of post-secondary or vocational education and/or training”.

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Rules of Accreditation

An organisation may qualify for Recognition by IARC whether or not its courses qualify for accreditation.

A Recognised Member may claim and advertise the courses provided by them are accredited by IARC, provided each course satisfies further specific conditions.

An organisation that is not a Recognised Member of IARC can neither claim nor advertise that its courses are accredited by IARC.

A course may be accredited if:

1. The IARC Executive Committee and IARC International Representatives from the relevant discipline have assessed the course
2. Duration of the course is comparable with course standards for that type of course in well-established and reputable universities and colleges internationally, and in the industry that the course operates. As a guide, the following minimum standards apply:
 - Accredited Certificates involve 500 hours or more of study
 - Accredited Associate Diplomas involve 1500 hours or more of study
 - Accredited Diplomas involve 2000 hours or more of study
 - Accredited Associate Degrees involve 2 years of full time study
 - Accredited Degrees involve 3 years of full time study
3. Prerequisites for entry into degrees or diplomas would be year 12 or equivalent, or mature age entry based on experience.

A case for any variation on such standards must be submitted to IARC Executive Committee for case by case consideration. Each submission needs to be supported by specific and detailed letters of support from 3 reputable professionals from 3 different countries.

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Complaints Procedure

All Recognised Members will be required to provide students and/or trainees with contact details of the International Accreditation & Recognition Council, and to make them aware that they may lodge a complaint with the Council regarding any dissatisfaction. The complainant should lodge complaints to the Council, ***only if the complaint remains unresolved after all other avenues of achieving a settlement have been explored.***

If a complaint is issued against a Recognised Member, the Member must prove beyond reasonable doubt, within 30 days that they are still operating within the requirements of the IARC, and show that the unresolved dispute has been properly handled.

If the Recognised Member cannot demonstrate that the dispute has been handled properly, Recognition of the organisation will be immediately revoked. Unanimous approval of the IARC Executive Committee will be required before a member's Recognition is revoked. Notice of the revocation of the Member's Recognition will be posted on the IARC Internet web site.

A Member whose Recognition has been revoked will not be entitled to reapply for Recognition until a period of 2 years has elapsed. Reapplication for Recognition does not guarantee that Recognition will be granted.

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FEEES FOR RECOGNITION & MEMBERSHIP

Fees are to be paid annually.

The first fee that a Recognised Member will pay will cover Recognition until June 30th in the year following initial Recognition and Membership being approved.

FEE SCHEDULE

Joining Fee:

- AUD\$200 (paid once only when first joining)

Annual Fee:

- A flat rate annual fee of AUD\$300 will be payable.

The level of fees will be reviewed annually and any increases must be approved by 66% of the Recognised Members.

Members of other professional bodies, which affiliate with the Council, will be entitled to claim a 20% discount on all fees.

Fees for Provisional Recognised Membership:

- The joining fee of AUD\$200 will be payable.
- Annual fees will be held over until the IARC Executive Committee ratifies full Recognised Membership.

Fees for Recognised Associates of IARC:

- A flat rate annual fee of AUD\$300 will be payable.

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PROCEDURE FOR APPLYING FOR RECOGNISED MEMBERSHIP OF IARC

Only Authorised Representatives of the Organisation must sign the documents listed

- Complete and sign the application form
- Sign acceptance and support of the IARC Mission Statement
- Sign the confirmation that day to day operating procedures and practices of the Organisation do not deviate from procedures and practices as stated in the documents submitted to IARC as evidence in support of the Organisation's application for Recognition
- Sign acceptance and support of the IARC Complaints Procedure System
- Compile and attach documentary evidence to demonstrate that the Organisation satisfies the stated requirements for Recognition
- Send the completed paperwork accompanied by initial membership fees to:
International Accreditation & Recognition Council
P O Box 2092
Nerang MDC
Queensland 4211
Australia
tel: +61 7 5562 1088
fax: +61 7 5562 1099

METHODS OF PAYMENT

- Organisations within Australia may pay Recognition fees by Cheque, Postal Money Order or Bank Transfer
- Organisations outside Australia may pay Recognition fees by Bank Draft, Bank Transfer or International Money Order
- All Organisations may use Visa or Mastercard for payment of Recognition fees

If any further information is required, about the IARC Recognition Scheme and the procedures for applying for Recognition, please contact IARC at the above address or via the IARC Internet Web site:

www.iarcedu.com

or contact the International Director
email: john@iarcedu.com
tel: +61 7 5562 1088
fax: +61 7 5562 1099

DOCUMENTATION REQUIRED TO SUPPORT APPLICATIONS FOR RECOGNITION BY IARC

To participate in this the International Recognition & Accreditation Council and promote an organisation as an “INTERNATIONALLY RECOGNISED ORGANISATION” through the IARC, documentary evidence must be provided that the Organisation satisfies the requirement to attain a minimum of 25 points in each of 4 areas. These areas are:

1. Administration
2. Content
3. Delivery
4. Assessment

A Provisional Membership option is available for new institutions. Please refer to page 12 for details.

Please submit an assessment criteria checklist based on the following information with your submission for IARC membership.

ADMINISTRATION

- Successful operation for 1 or more years*
You can claim 1 point and up to 5 per year. 1 point per year
(maximum of 5)
- A structured & documented mechanism for dealing
With administrative errors, mistakes or non compliance 5 points
- References supporting administration(specifically)
supplied by two successful past students 5 points
- Documented procedures (staff manual, job specifications, etc) 5 points
- A Quality Control System that is externally audited and endorsed 5 points
- Membership in a reputable professional association and compliance
with requirements for membership 5 points
- Financial soundness and financial management attested to by a letter
from the Organisation’s Chartered Accountant 5 points

COURSE CONTENT

- Documentation of the institution's courses (e.g. curriculum documentation, study guides, comprehensive outlines). These must be official documents showing the organisation's contact details and logo. 5 points
- Documented procedure for input from industry in course content (Evidence of consultation with industry in course development). 5 points
- Documented procedure to continually update course materials (Updating policies; forms for obtaining student feedback, evidence of previous updates). 5 points
- Documented procedure to review courses at least every 3 years based upon inputs from students and/or industry (Review policies and procedures; documents that support them) 5 points
- Recognition or accreditation of a course by a reputable professional body or articulation established for main courses with another member of this body 5 points
- References supporting content (specifically) supplied by two successful past students. 5 points
- Documentary evidence that courses are developed by competent professionals with at least 5 years industry experience (copies of their qualifications, references from colleagues, statutory declaration from staff). 5 points

COURSE DELIVERY

- Documentary evidence of physical resources needed to service the quantity and kinds of students being serviced, such as a library, computer data base, classroom facilities. 5 points
- Exemplary references specifically supporting delivery supplied by two successful past students 5 points
- Exemplary references from two successful employers in a relevant industry attesting to quality delivery (not past or present students) 5 points
- All teaching or tutorial staff with 5 years or more continuous and recent industry experience 5 points
- All teaching or tutorial staff with a qualification at or above the level they teach plus industry experience exceeding 3 years 5 points
- Unrestricted access to staff by students during office hours or class times 5 points
- Teaching staff have a teaching or training skills qualification 5 points

- Flexibility in the delivery that allows student to choose the location from where they study 5 points
- Flexibility in the delivery that allows student to choose the times of study 5 points

ASSESSMENT

- Flexibility – the student has a variety of ways in which they to prove themselves (e.g. written and practical assessments) 5 points
- All Assessors have 5 years or more experience in the areas where they assess, outside of education 5 points
- Assessors have an average of 10 years or more experience in the discipline that they are assessing, but outside of education 5 points
- More than one person is involved in assessing a student 5 points
- Opportunity is provided for the student to repeat assessments (eg. Supplementary examinations) 5 points
- Procedures for assessment are well structured and documented 5 points
- Evidence of industry input in the development of assessment techniques 5 points
- A mechanism for students to submit feedback for improving assessment which is seriously considered for action 5 points

PROVISIONAL RECOGNISED MEMBERSHIP

This category is for New Providers, operational for less than one year and additionally, therefore, unable to provide past student references supporting the administration.

All other conditions of Recognition must be fulfilled. Full Recognised Membership will be ratified after 1 year of successful Provisional Recognised Membership, but subject to annual review for 2 years thereafter. Evidence of successful operation will be provided at each review date by the member organisation.

Membership fees will be adjusted as follows: The joining fee of AU\$200 will be payable. Annual fees will be held over until the IARC Executive ratifies full membership.

THE STAR AWARD SYSTEM

The requirement of 25 points in each section gives a total of 100 points out of a possible total of 155 or 64.5%.

An organisation attaining the minimum number of 100 points will be classified as a 2* organisation.

3*, 4*, 5* and 6* awards will then be given on the basis of point increments over the minimum. (*Note:* points values have been rounded to the nearest whole number)

2*	64.5%	100 points
3*	65-75%	112-115 points
4*	75-85%	115-130 points
5*	85-95%	130-150 points
6*	95%+	150-155 points

Recognised Members will be entitled to advertise their Organisation as “Recognised by IARC as a 2*, (3*, 4*, 5*, 6*) Organisation”, as appropriate.