

INTERNATIONAL APPROVAL AND REGISTRATION CENTRE

# GUIDE TO ORGANISATIONAL MEMBERSHIP



*Quality for Excellence in Education*

# SCOPE OF THE GUIDELINES

Our Brand Essence

Major Benefits At a Glance

Organisational Membership Eligibility

The Legal Stuff

Responsibilities

Rights

What it Costs

FAQ's

Contacts

## BRAND ESSENCE

To recognise quality in the global education industry - across organisations, courses and people.

## MISSION

To provide indicators of quality, known as benchmarks, for excellence in education. This is determined by registration and approval.

## VISION

To strengthen the membership network and facilitate collaboration between members for improved practice internationally.

**OUR VALUES  
ARE AT THE  
CORE OF WHAT  
WE DO**

# ORGANISATIONAL MEMBERSHIP BENEFITS

## Gain Credentials

As a member, you will be recognised by your competitors and students as a professional and ethical education institution.

## Increase Your Reach

Registration with an international body demonstrates the global nature of education whilst adhering to and maintaining robust standards of quality.

## Networking and Connection

Connect with like-minded individuals to share good practice and explore expertise and trends relevant to your business.

## Marketing

Use the IARC branding on your materials. Use your own dedicated profile on the IARC website. We drive potential enrolments to you and promote your business.

# THE STANDARDS



## FRAMEWORK FOR EXCELLENCE

'Focus on Students' and 'Staff Professionalism' are principles embedded throughout the standards framework which ensure high performing education enterprises.

## ELEMENTS OF QUALITY MANAGEMENT

The Enterprise  
Financial Management  
HR Management  
IT Management  
Conduct and Ethics  
Creating Learner Success

## 24 CRITERIA

Each Element consists of SIX criteria. Evidence FOUR criteria from each Element and submit for approval!  
p.s. applications are subject to Committee decision.

## PRIVACY

We need to know some information about you and your institution. We gather this information for the purpose of an application. We store it safely and securely and never share it.

## PUBLIC PROTECTION

Prospective students come to us for a reassurance that institutions are legitimate professional. We have a responsibility to share truthfully and so do you. If you are a member, people trust you and us to deliver.

## CODE OF ETHICS & INTEGRITY

We only work with institutions who evidence strongly under the Standard of Conduct and Ethics. We also have a written Code of Ethics and Integrity which is core to our values, and we stick to it for the reputation of the organisation and all members.

# THE LEGAL STUFF

**Things to keep in mind...  
available in full detail in the  
application**

## WEBSITE SECURITY AND USER TERMS

We want you to make full use of the website, so uploading and sharing content is key but we need to protect us and you so this agreement is important.



# RESPONSIBILITIES

Schools and institutions have a responsibility to maintain the standards on which registration was approved, and to follow their documented practices and procedures. Members are asked to sign a 'Declaration of Honest Practice' (Application Form).

Members are required to provide signed confirmation they agree to the terms of the Privacy Policy, Code of Ethics and Integrity, Website Security and User Terms of Service, General Legal Disclaimer and Public Protection Policy.

The Centre and all individual members are expected to promote the IARC system, through websites, liaison with professional bodies internationally, and by facilitating joint venture promotions between interested members.

All members must submit a proxy for the voting at the Annual General Meeting in the event of non-attendance. This is a Constitutional requirement as defined by Queensland law.

Rules of Registration can be viewed on our website.

# RIGHTS

Any Organisational Member may request written access to our Policies, Our Governing Constitution, the Annual President's Report, general Committee Meeting Minutes, Annual General Meeting Minutes and Audited Tri-annual Financial Accounts.

All members will have the right to use the **Organisational Membership logo** on letterheads, business cards, websites, social media and other promotional platforms.

Display your Annual Registration Certificate at events or in meetings with potential partners and stakeholders.

Complete access to your dedicated listing on the IARC website to upload information, advertise and promote your offerings, special offers and events.

Unique access to the Committee - a group of seriously competent and experienced education professionals - to support and enhance what you do.

To attend the Annual General Meeting and free networking events hosted by IARC.



# WHAT IT COSTS

## JOINING FEES

non-refundable  
one-off application  
fee.

£150.00 for United  
Kingdom  
registrations.

\$200 AUD for  
Australian  
registrations.

## FULL MEMBERSHIP

fees payable on 1  
July annually.

£250 for UK  
registered  
members.

\$350 for Australian  
registered  
members.

## PROVISIONAL MEMBERSHIP

fees payable on 1  
July annually.

£80 for UK  
registered  
members.

\$100 for Australian  
registered  
members.

## DISCOUNTED FIRST YEAR FEES

Approval granted  
during:  
Jul-Sep 100% fees  
Oct-Dec 75% fees  
Jan-Mar 50% fees  
Apr-Jun 25% fees

All fees and charges are non-refundable

# FAQ'S

You have questions, we have answers

## WHO CAN JOIN?

Schools, colleges and institutions delivering post-secondary education, including vocational education, adult education, lifestyle learning, workplace training, professional development courses, undergraduate and post-graduate education.

## WHY IS THERE DIFFERENT LEVELS OF MEMBERSHIP?

Different membership levels allows us to open the network to many colleges and institutions who are seeking varying levels of support or promotion.

## HOW DOES IARC'S QUALITY FRAMEWORK COMPARE TO OTHER SYSTEMS?

The criteria compares to quality standards which exist across many countries. Criteria continues to evolve from feedback from institutions, employers, industry and as a result of regulatory change.

## ARE ALL APPLICATIONS APPROVED?

Applications which meet the minimum requirements are submitted to the Committee for a decision. Registrations are not automatic.

## WHAT DOES REGISTRATION MEAN?

An institution has, on the basis of a formal submission, been judged as reputable, and satisfied the minimum criteria set out in the Framework for Excellence.

# GET IN TOUCH

[www.iarcedu.com](http://www.iarcedu.com)

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CONNECT ONLINE VIA TEAMS, ZOOM OR SKYPE

FOLLOW US ON FACEBOOK & LINKEDIN

