APPLICATION FORM ORGANISATIONAL MEMBERSHIP

IARCEDU.COM

CONTENTS

APPLICATION FOR ORGANISATIONAL MEMBERSHIP

Please select

☐ I am applying for registration as a <u>full organisational member</u> and will be entitled to all associated member benefits*

☐ I am applying for registration as a <u>provisional organisational member</u> and all associated member benefits**

Please select

☐ I am applying for registration with IARC Inc. Australia

☐ I am applying for registration with IARC Ltd United Kingdom

Please select

On approval of this application, I will:

☐ Undertake a self-assessed submission to register my courses ***

☐ Not immediately submit courses for registration

*Full Organisational Members are those who have been operational for 12 months+ and have graduated students

** Provisional Organisational Members are new businesses or colleges and schools who have not yet had any graduates

*** Course registration is open to eligible members only and requires a separate submission

I hereby apply for formal registration of

………

(name of organisation)

as a member of the International Approval and Registration Centre.

In making this application on behalf of the organisation named:

- I certify all information contained within and accompanying this application to be true.

- I state the commitment of my organisation to the broad goals of the Centre.

- I confirm my organisation's agreement to adhere to all the conditions required for initial and ongoing membership.

- I confirm I have read and understood and agree to IARC's Public Protection Policy and Complaint Handling Procedure.

- I confirm I have read and understood and agree to IARC's Website Security Policy & User Terms of Service.

- I confirm I have read and understood and agree to IARC's Code of Ethics and Integrity.

- I confirm I have read and understood and agree to IARC's Privacy Policy.

- I confirm I have read and understood IARC's General Legal Disclaimer.

- I sign as an authorised official representing my Organisation.

DECLARATION OF HONEST PRACTICE

On behalf of

………

(name of organisation)

I confirm that the actual working practices and procedures of the Organisation named on this document follow the documented practices and procedures, submitted to IARC, by evidence of which membership is granted to

………

(name of organisation)

Events which occur as a direct consequence of working practices deviating from or contravening the documented practices and procedures submitted to IARC, will be regarded as the sole responsibility of

………

(name of person with significant control)

APPLICATION DETAILS

Please complete

Organisation Name (trading name)	
Registered Legal Entity	
Principal/Managing Director/CEO	
Person(s) with Significant Control	
Application Contact Person	
Applicant's email	
Head Office Address	
Other Address – campus/postal/serviced office	
Telephone *	
Social media platforms and channels	
Website(s). Provide all domains used	
Public contact email (will be shared on IARC website)	

*Include international dialling codes

APPLICANT

I sign below as an authorised official representing my Organisation.

Please complete

Name	
Signature	
Position	
Date	

WITNESS

Please complete

Name	
Signature	
Position	
Date	

PROPOSER AND SECONDER

The *Associations Incorporations Act 1981*, Association Incorporations Regulation 1999 (as at March 2017) states:

1)   An applicant for membership of the association must be proposed by 1 member of the association (the proposer) and seconded by another member (the seconder).

2)   An application for membership must be— (a) in writing; and (b) signed by the applicant and the applicant's proposer and seconder; and (c) in the form decided by the management committee.

Please ensure the Proposer and Seconder details are submitted with your application. If you do not have a proposer and seconder or are unsure how to complete this section of the application, please contact the Registrations team at admin@iarcedu.com for advice on how to proceed.

THE PROPOSER

Name	
Signature	
Position & Organisation	
Date	

THE SECONDER

Name	
Signature	
Position & Organisation	
Date	

FRAMEWORK FOR EXCELLENCE

ORGANISATIONAL MEMBERSHIP

On the next six pages you will see criteria for Organisational Membership eligibility.
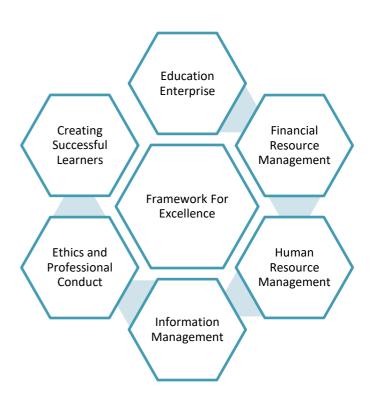
How to Join Successfully

For a successful application, documentary evidence must show the Organisation satisfies standards set out in the FRAMEWORK FOR EXCELLENCE. You can submit your documentary evidence via email, Dropbox, WeTransfer or similar file sharing platform. An approval report is generated by the Registration Team and sent to the Committee for a decision. *Registration is not automatic.*

Understanding the Quality Criteria

Each Element of the FRAMEWORK FOR EXCELLENCE consists of 6 criteria. The Organisation must be able to meet at least 4 criteria from each Element to be eligible. In total 24 criteria must be evidenced (minimum threshold).

Collate and Track Supporting Evidence

1. Review the Elements and the criteria and select which ones you can meet with evidence.

2. Complete the self-assessment checklist on page 16 to track which criteria have been met.

3. Use the self-assessment checklist to assist you cross-reference all supporting documentary evidence that will be submitted.

Education Enterprise

Creating Successful Learners

Financial Resource Management

Framework For Excellence

Ethics and Professional Conduct

Human Resource Management

Information Management

IARC trades as the International Approval and Registration Centre. IARC Inc IA20822 Qld, Australia.
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ELEMENT 1: The Education Enterprise

Students and prospective students are increasingly paying more attention to the relationship between an organisation's business practices and the quality of education. Business practices permeate an entire organisation. Due to the public's increased demand for accountability, transparency and independence from local, federal or national government systems, the organisation must demonstrate and maintain certain standards in relation to administration, policy and legal responsibilities.

Organisation and Administration, Policy and Legal Responsibilities

	Focus on Students	Suggested Evidence		Responsibility of Staff	Suggested Evidence
1.1	Identify problems, secure relevant information, and recognise possible causes of conflict.	*Student feedback form/online submission, via online forums or social media*	1.4	Identify procedure or techniques for delegating authority, decision making, and information processing, planning and allocating resources.	*Role descriptions, documented management structure or staff procedures handbook*
1.2	Applied policy relevant to the experience of the students (i.e. company policy affecting the education delivered to students)	*Student services staff procedures or staff handbook*	1.5	Internal policy affecting the rights and responsibilities of individual employees.	*Workplace policies such as sexual harassment policy, grievance, or equality and diversity policy*
1.3	Transparent and easily accessible terms and conditions of enrolment	*Enrolment terms and conditions*	1.6	Apply the highest values and ethical standards[1] as they relate to the entire professions which exist within the staff.	*Evidence of staff certification, appraisals, performance reviews or promotion pathways*

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[1] Ethical standards are defined in IARC's Code of Ethics and Integrity

ELEMENT 2: Financial Resource Management

Organisations must be able to demonstrate the principles associated with finance, financial planning, accounting, auditing and reporting responsibilities and technology for the school's finance operations.

Budgeting and Planning, Auditing and Financial Reporting and Technology in Finance Operations

	Focus on Students	Suggested Evidence		Responsibility of Staff	Suggested Evidence
2.1	Communicate the relationship between funding sources and courses or programs e.g. are non-profit, focus resources on course improvements, invest in external systems of endorsement.	*Any relevant website image capture, or statement seen in promotional literature*	2.4	Recognise and forecast the major source of revenue as enrolments and use multiple approaches to determine reliable enrolments.	*Any example of planned income streams and sources, strategic marketing plan etc*
2.2	Obtain the services of an internal or external auditor, and/or prepare a corrective action plan where necessary.	*Financial auditors report or documented action procedure following audit*	2.5	Establish and verify compliance with finance-related legal and contractual provisions e.g. annual accounts submissions to government.	*Evidence of annual accounts submissions as required by corporation or taxation laws in your region*
2.3	Keep current with technology applications and programs and their security requirements.	*Any relevant website image capture or email showing use of finance apps*	2.6	Develop an operational plan, which specifically includes the use of current technology, to meet the organisation's financial goals and objectives.	*Documented procedure or plan*

ELEMENT 3: Human Resource Management

Human resource management within an organisation is of critical important. There are many day to day practical considerations which require understanding of theory and practice. Organisations need to be aware of the relevant management concepts and local, federal or national laws affecting people employed in their workplace and the students enrolled in their courses.

Human Relations, Labour Recruitment and Employment Agreements and Personnel Administration

	Focus on Students	Suggested Evidence		Responsibility of Staff	Suggested Evidence
3.1	Create a high performing business through enabling feedback opportunities for current and former students	*Student feedback form/online submission, via online forums or social media*	3.4	Recognise and promote compliance with standards of ethical behaviour and standards for professional conduct applicable to all staff.	*Documented staff procedures*
3.2	Ensure the selection and recruitment of the most suitably qualified individuals for positions particular those in curriculum or product development, instructional design, or teaching and learning support.	*Example of job adverts or copies or core academic and teaching staff qualifications*	3.5	Review and act upon current (or changing) local, federal or national laws and regulations with respect to employment agreements e.g. pension contributions amendments, casual contract agreements.	*Example of workplace agreements or staff employment contracts showing compliance with law*
3.3	Provide opportunities to feedback on dealings/communications specifically with the organisation's staff, which may significantly enhance the experience for students.	*Student feedback form/online submission, via online forums or social media*	3.6	Administer employment agreements considering common employment provisions, and grievance procedures.	*Example of workplace agreements or staff employment contracts specifically outlining discipline policy and procedure*

ELEMENT 4: Information Management

We conduct business, learning, shopping and socialising in an online environment. The information on people flows very quickly through various mediums and over numerous platforms. Organisations have a responsibility to direct, protect, analyse and update information relating to the business, the staff, students and courses. This extends beyond overseeing data, but instead requires significant consideration on legitimate and legal communication pathways and security settings for students and staff.

Courses and Programs Evaluation, Communications and Management Information Systems

	Focus on Students	Suggested Evidence		Responsibility of Staff	Suggested Evidence
4.1	Effectively manage a change process when evaluation determines that courses or programs must be improved.	*Documented procedure for updating course materials*	4.4	Participate in the planning and implementation of courses and programs improvement e.g. input from industry experts.	*Documented procedure for input from industry*
4.2	Have accessible ways of communicating with the organisation's support staff, instructional or teaching staff.	*Any relevant website image capture or statement seen in a student handbook or similar*	4.5	Demonstrate a clear understanding of any legislation which surrounds mass communication or individual communication with students or prospective students.	*Privacy policy or communication policy or similar*
4.3	Ensure students have adequate technology infrastructure in place to access information relating to their student status, the course or program materials or for assessment submission and results.	*Any relevant image capture from the student platform, portal or course delivery system*	4.6	Ensure that appropriate data security and privacy of records are maintained.	*Any relevant image showing that a student file or database is password protected, a staff handbook, documented procedure*

ELEMENT 5: Ethics and Professional Conduct

Members of IARC are committed to conducting themselves with the highest standards of professional ethics[2]. Persons with significant control must assume the responsibility for providing leadership within the organisation to maintain such standards pertaining to professional conduct[3].

Ethical Standards, Ethical Conduct and Professional Integrity

	Focus on Students	**Suggested Evidence**		**Responsibility of Staff**	**Suggested Evidence**
5.1	Provide an inclusive culture for learning, removing preferential treatment for particular social groups based on gender, race or ethnicity, religious or political views (examples)	*Any anti-discrimination policy, example of additional support for learning needs, or equality and diversity statement*	5.4	Actively seek professional associations and relationships with external quality control systems aimed at improving courses and overall organisational management.	*Any certificate or similar demonstrating quality management activity such as membership*
5.2	Maintain confidentiality of data and information e.g. password protected student portals.	*A login page image/screen capture from the student platform, portal or course delivery system*	5.5	Implement policies and administrative rules fully which pertain to ethical standards of the organisation.	*Documented staff procedures*
5.3	Provide a mechanism for student grievance to be disclosed safely and respectfully.	*Student feedback form/online submission, via online forums or social media*	5.6	Pursue appropriate measures to correct or eradicate unethical actions or behaviours within the organisation.	*Staff disciplinary procedure or policy for safe and respectful work culture*

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[2] Ethics and [3] Professional Conduct are defined in IARC's Code of Ethics and Integrity

ELEMENT 6: Creating Successful Learners

Quality in education is often defined by the successful performance of learners. To create successful learners, institutions and organisations must provide staff and students with well-constructed guidelines and procedures which makes study accessible, available, and comparable, and the assessment valid and fair.

Contribute to Student Success, Design Implications and Quantity of Learning

	Focus on Students	Suggested Evidence		Responsibility of Staff	Suggested Evidence
6.1	Provide clear easily accessible instructions on how to access course materials and peripheral support materials.	*Any relevant image of instructions or student study guide, or student handbook or similar*	6.4	Communicate fairly and make marking criteria accessible and grading styles accessible to all students.	*Documented procedure on assessment, marking guideline or grading thresholds*
6.2	Access a clear description of the functionality of the course.	*Course curriculum document or image from website giving course overview*	6.5	Undertake regular and appropriate course revisions.	*Documented procedure for course reviews and updates*
6.3	Access information which highlights the number and complexity of assessments are proportional to the total course length and the material delivered.	*Course curriculum document or image from website outlining assessments*	6.6	Clearly communicate expectations of study and course with students.	*Documented expectations of study, website image/screen capture, show communications channels*

MEMBERSHIP SELF-ASSESSMENT

This page must be submitted with an application. Please mark to show which criteria evidenced as part of the application. Eligibility is based on a minimum of 24 (of 36) criteria being evidenced.

The Enterprise: Organisation and Administration, Policy and Legal Responsibilities				
	Focus on Students		Staff Responsibility	Additional Comments
1.1		1.4		
1.2		1.5		
1.3		1.6		
Financial Management: Budgeting and Planning, Auditing and Financial Reporting and Technology in Finance Operations				
2.1		2.4		
2.2		2.5		
2.3		2.6		
Human Resource Management: Human Relations, Labour Recruitment and Employment Agreements and Personnel Administration				
3.1		3.4		
3.2		3.5		
3.3		3.6		
Information Management: Courses and Programs Evaluation, Communications and Management Information Systems				
4.1		4.4		
4.2		4.5		
4.3		4.6		
Ethics and Professional Conduct: Ethical Standards, Ethical Conduct and Professional Integrity				
5.1		5.4		
5.2		5.5		
5.3		5.6		
Creating Successful Learners: Contribute to Student Success, Design Implications and Quantity of Learning				
6.1		6.4		
6.2		6.5		
6.3		6.6		
Totals				

ANNEX

Public Protection and Complaint Handling Procedure

Website Security Policy Terms of Service

Code of Ethics and Integrity

Privacy Policy

General Legal Disclaimer

IARC trades as the International Approval and Registration Centre. IARC Inc IA20822 Qld, Australia.

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PUBLIC PROTECTION AND COMPLAINT HANDLING PROCEDURE

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

If a complaint is issued against a Registered Member, the Member must prove beyond reasonable doubt, and 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 Registered Member cannot demonstrate that the dispute has been handled according to IARC standards, Registration of the organisation may be immediately revoked. The unanimous decision of IARC's Executive Committee will be required before a member's registration is revoked.

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

WEBSITE SECURITY POLICY AND USER TERMS OF SERVICE

www.iarcedu.com

By using this website, you are agreeing to comply with and be bound by the following terms and of use, which together with our Privacy Policy, govern IARC's relationship with you in relation to this website.

The information contained in this website may include opinions or views which, unless expressly stated otherwise, are not those of IARC or any associated company or any person in relation to whom they would have vicarious liability or responsibility.

IARC has taken reasonable care to ensure the information contained on this website is accurate and up to date. No representation or warranty is given, either expressly or by implication that the information is accurate and complete. IARC will have no liability for any losses or damage arising from the use or reliance upon the information contained in these pages. This includes, without limitation, any loss of data, loss of use, loss of profits or any other loss which you may suffer as a result of or in connection with the use of or reliance upon the information contained in this website, whether it arises as a result of a claim in contract or a claim of negligence.

Links to External Websites and Online Services

IARC may choose to have links to various third party websites and services from this website. These third party links are provided for your convenience only and are accessed at your own risk. You agree that IARC has no responsibility or liability for any independent policies or actions of these third party sites and services and is not responsible in any way for the privacy practices, customer service practices, content or availability of any such websites and services. You also agree that IARC shall not be responsible in any way for any damage or loss caused in relation to the content, goods or services available through such websites.

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Notwithstanding the above, caching of this site is permitted by an information service provider acting in the normal course of its business.

Update

We will ensure information contained in this website is updated regularly and we may amend the content of these terms and conditions and privacy policy. We advise visitors to read these terms and conditions at regular intervals.

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General

We make reasonable endeavours to ensure IARC's website is free from viruses and user risks. However, this does not cover any third party websites to which it may be linked and it is strongly recommended that you check for such viruses before downloading any material to your computer equipment or devices.

The information and other contents of this website are designed to comply with International Law. This website shall be governed by Australian law. If anything in this website is construed as being contrary to the laws applicable in any other country, then this website is not intended to be accessed by persons from that country.

Registered Offices

IARC trades as the International Approval and Registration Centre. IARC Inc., is registered in Queensland as a non-profit Incorporated Association IA20822 regulated by the Office of Fair Trading. The registered office is Level 2, Eastside Building, Robina Town Centre Drive, Robina, Qld, 4226, Australia. In the United Kingdom IARC Ltd is registered as a Limited Company, 06906107. The registered office is 18 Lower Bridge Street, Canterbury, Kent CT1 2LG, United Kingdom.

CODE OF ETHICS AND INTEGRITY

General

The International Approval and Registration Centre (IARC) seeks to conduct its business honestly and ethically, and with the highest level of professional integrity and requires all associates and any other contracted third parties to act in accordance with this Code.

Our business activities are subject to the requirements of Australian and UK legislation, wherever in the world they are carried out.

It is the responsibility of all officers, directors, and employees, including those of affiliates and members, to familiarise themselves fully with the relevant laws and annexes applicable to their own business practices. IARC reserves the right to request written notification of affiliates and members commitment to the prevention of dishonest or prohibited conduct, and how it has implemented measures to put that commitment into practical effect.

IARC strives to constantly improve the quality of its services, products and operations and will work towards securing a reputation for fairness, respect, and trust. IARC will not compromise its principles for short-term advantage and its ethical performance is the sum of the ethics of the men and women who work for it and the members, all of whom are expected to adhere to high standards of personal integrity.

The following is prohibited:

1. Officers, directors, employees and affiliates/members shall refrain from carrying out illegal or unethical conduct, none of which are in IARC's best interest. Officers, directors, and employees of IARC must not permit their personal interests to conflict, or appear to conflict, with the interests of IARC, its clients or affiliates/members.
2. Officers, directors, and employees shall refrain from using IARC contacts to advance their own private business or personal interests at the expense of the IARC, its clients or affiliates (members). No bribes or other similar remuneration or consideration shall be given to any person or organisation to attract or influence business activity.
3. Officers, directors and employees will often come into contact with, or have possession of, proprietary, confidential or business-sensitive information and must take appropriate steps to ensure that such information is strictly safeguarded.

Essential Requirements

- Officers, directors and employees will ensure proprietary, confidential and sensitive business information about IARC, other companies, individuals and entities should be treated with sensitivity and discretion and only be disseminated with care and relevant permission.
- Officers, directors and employees will seek to report all information accurately and honestly, and as otherwise required by applicable reporting requirements. Officers, directors and employees will not gather competitor intelligence by illegitimate means, and they shall refrain from acting on knowledge that has been gathered in such a manner. IARC's Officers, directors and employees will seek to avoid exaggerating or disparaging comparisons of the services and competence of their competitors.
- Officers, directors and employees will obey all Equal Employment Opportunity laws and act with respect and responsibility towards others in all of their dealings. Officers, directors and employees agree to disclose

unethical, dishonest, fraudulent and illegal behaviour, or the violation of IARC policies and procedures, directly to the Executive Management Board, Queensland, Australia.

Violation

Violation of this Code of Ethics and Integrity can result in disciplinary action, including possible termination of employment (voluntary or paid) or contractual relations in the form of membership. Information reported by an employee or associated persons about actual or suspected behaviour which violates this Code will be treated in the strictest confidence, subject to any legal requirement to report the matter to the relevant agencies.

PRIVACY POLICY

1. Introduction

    1.1. International Approval and Registration Centre IARC acknowledges that the privacy of your personal information, and the security of your transactions with us is of paramount importance to us. IARC has data protection policies to ensure your privacy and data security. The IARC Privacy Policy sets out the rules we will abide by when dealing with personal information we collect from individuals during the course of our business. This policy is based on European GDPR (General Data Processing Regulations) and also complies with the Australian Privacy Legislation.

    1.2. In order to ensure that we meet and maintain our Privacy standards, we have appointed a Privacy Officer. Should you wish to contact us in relation to Privacy, please complete our online contact form via our website.

    1.3. We may occasionally make alterations or additions to our Privacy Policy. Should we do so, we will update the policy on our website. We require that all our customers agree to abide by our Privacy Policy as part of our terms of trade. This policy also applies to users of our website who are not customers of IARC.

    1.4. Please note that we cannot and do not assume any responsibility for the privacy or security practices of any other websites which you may be able to access through our site.

2. What Information Do We Collect?

    IARC collects a range of information about you at different times. There are four broad categories of information that we collect from you:

    2.1. Information we require to supply our services.

        (a) When you first sign up for membership with IARC for our products or services, or when you make an inquiry about our services, we request information such as your name, address, telephone number, domain name, email, and type of industry you are in. We may also ask for your age and gender. You may also be offered the opportunity to provide extra personal information relevant to industry area, such as background information to inform IARC staff in a way that can improve the support provided to you. IARC will make every effort to explain the pros and cons of providing such additional info, the

fact that such information must be volunteered, and the fact that access to such information is only given to employees of IARC in line with laws which IARC is obliged to follow.

(b) We may also monitor and/or record telephone conversations with you from time to time in order to train staff and to improve our service to you.

2.2. Non-personally identifying information.

(a) In addition to the information you specifically provide above, IARC operates statistics gathering software on its website to collect information about the number of visitors coming to the site. No identifying information is collected by this software. The software records the IP address of the visitor only. We use this information to improve our own technical structure and performance, and to determine which areas of our web site are most popular.

(b) We may use 'cookies'. Cookies are pieces of information that a website can transfer to an individual's computer to allow that website to store information about user preferences. We use cookies which expire once the visitor leaves our website. Cookies are used to collect session IDs. It is possible to adjust your internet browser to refuse cookies, but you may find this reduces the functionality of this site.

2.3 Other demographic information.

If you respond voluntarily to our surveys or other interactive communications, we collect the responses and use the information to improve the quality and range of IARC's products and services.

2.4. Personal information stored on a website hosted by IARC. IARC may have personal information stored on our servers because we host websites of other organisations. Any information that is submitted to or collected by these organisations will be physically located on an IARC and/or an IARC server and/or workstation. This information, whether voluntarily provided or not, will not be used or released by IARC in any manner to any third party, and it will be kept strictly confidential, unless we are required to release the information by law.

3. How Do We Use Personal Information We Have Collected?

3.1. We collect and use your personal information to operate our website and deliver our services to you. We will use your personal information to provide you with:

   o technical support
   o billing and credit control
   o sales support
   o product upgrades and
   o information
   o online products and services

3.2. You may stop the delivery of future promotional emails from IARC by following the specific instructions in the email you receive. These instructions will tell you how to remove your name from our promotional email list. These instructions will appear at the BOTTOM of your email. If you experience technical difficulties with removing yourself from a list, you may email us at admin@iarcedu.com and request removal from a list and/or future mailing.

3.3.   We may use your personal information to:

(a)   contact you in relation to upgrading your use of our services, special offers (from us, or on behalf of third parties), with newsletters, surveys, and individual service audits. We may give extracts of our customer lists containing personal information to third parties specifically to contact you on our behalf. We require third parties to agree to the same privacy conditions that we abide by.

(b)   identify the source of new customers to IARC;

(c)   monitor and address complaints, other feedback, and to resolve disputes;

(e)   in the case of ABNs, to verify your identity;

(g)   maintain a technical and account history of your dealings with us, and to re-establish your account with us where you re-join as a customer within six months after having terminated your membership;

(h)   monitor your compliance with our 'Terms and Conditions' Policy and other terms and conditions of supply;

(i)   comply with our reporting and other obligations to third party licensors (such as reporting to software suppliers the number and identity of software licenses we have issued as part of our products).

3.4.   We will treat all information we collect from you as strictly confidential. IARC does not rent or lease its customer lists to third parties. We will not reveal, disclose, sell, distribute, rent, licence, share or pass onto any third party (other than those who are contracted or supply services to IARC) any personal information that you may have provided to us unless we have your express consent to do so, other than in the circumstances set out in the next paragraph.

3.5.   We will disclose your personal information, without notice or your consent, only if:

(a)   we are required to do so by law or in the good faith belief that such action is necessary to conform with the laws, applicable code of conduct or legal process served on us in relation to our business or website;

(b)   to protect and defend the rights or property of IARC;

(c)   if we consider it necessary to do so in order to enforce or apply the terms of any of our agreements with you;

(d)   if we sell our business or part of it; and

(e)   in extreme circumstances, to protect the personal safety of IARC service users, its website, our staff or the public.

4. Security

IARC has implemented security features in our database to protect your personal information from unauthorised access. We maintain our servers in a controlled, secured environment. Only staff who need to have access to your personal information to perform their job function are authorised to access the database. Constant changes to the internet and technology mean that we cannot guarantee that data transmission will be 100% secure, or safe from attack by unauthorised intruders.

5. Other Disclosures By You

5.1. You might provide personal information through your participation in chat sessions, message boards, email exchanges or newsgroups accessed via IARC, or another service provided by IARC. This information is public and immediately available to anyone who has access to such a site; it is not private. IARC urges you to enter only information that you are comfortable to share with the public at large in this public domain. This Privacy Policy does not apply to such information.

5.2. You should never reveal your password to third parties. If you lose control of your password, you may lose control over your personal information and may be liable for actions taken on your behalf by third parties using your password and/or personal information. Therefore, if your password has been compromised for any reason, you should immediately change it.

5.3. If you collect personal information which you keep on servers provided by IARC as part of our service to you (including email), you alone are responsible for compliance with the Privacy Act 1988 in respect of that information. We take no responsibility for your dealings with personal information you collect.

6. How To Access & Correct Your Personal Information

6.1. From time to time you may need to update your personal information. You may do so by phone, mail or email. You may be required to supply your username and password to authorise the update of information.
6.2. If you contact us via telephone, you may need to answer a few security questions before any personal information is revealed or amended.

7. Children's Privacy

IARC does not knowingly collect, use or promote products any information to children. Members must be over 18 and agree before submitting our online forms.

8. Complaints

If you have a complaint about any aspect of our Privacy procedures, please contact our Privacy Officer on admin@iarcedu.com . We will deal promptly with your complaint. If we cannot resolve the complaint to your satisfaction within a reasonable time, you or we may refer the complaint to the Privacy Commissioner.

9. Data Retention

In order to best protect against cyber-attack, hacking and unlawful accessing of sensitive and confidential member records, IT IS HEREBY AGREED that all such records shall be confidentially destroyed within fourteen (14) days of cessation of membership and to remove any doubt, IARC is irrevocably authorised to do so within such time frame.

To comply with European and Australian privacy law, we will maintain member records for the period of membership. If a member would like us to delete their records prior to this, they must notify us in writing.

GENERAL LEGAL DISCLAIMER

Members and affiliates of IARC are responsible for ensuring their own compliance of laws and regulations which affect their business, customers and stakeholders. Members are solely responsible for obtaining advice of competent legal counsel as to the identification and interpretation of any relevant laws and regulations that may affect their business and any actions they need to take to comply with such laws and regulation. IARC does not provide legal, accounting or auditing advice or represent or warrant that its service or products will ensure that members are in compliance with any law or regulation.

HOW TO SUBMIT AN APPLICATION

Please submit the application to the Customer Care Team servicing your region via email, Dropbox, WeTransfer or share a google drive with admin@iarcedu.com.

If applying for Registration with IARC Australia
Submit to
admin@iarcedu.com

If applying for Registration with IARC United Kingdom
Submit to
admin@iarcedu.co.uk

A traditional (offline) application submission should include:

- ✓ This application form signed, witness and dated (pages 2-6)

- ✓ The completed Self-assessment (page 14)

- ✓ All cross-referenced supporting documents – criteria evidence (including spreadsheet)

- ✓ non-refundable application fee $200/£150 (see Ways to Pay information next)

If you have any questions about the application, please contact us and we will happily assist you.

WAYS TO PAY : APPLICATION FEE

Option 1. PayPal

Invoices will be issued via PayPal

If no invoice has been generated by our accounts team in advance of your payment, please enter your school name as reference and proceed with payment.

Please send payments via PayPal to: accounts@iarcedu.com

If you have received an invoice, you should underline enter the invoice number as reference.

Option 2. Bank Transfer Australia $200

Should you prefer to make payment by Bank Transfer, please use the following details*:*

Pay via bank transfer and receive a receipt on the payment clearing.

Westpac Banking Corporation, Australia

Account Name: IARC Ltd

BSB: 034-279

Account Number: 125163

Option 3. Bank Transfer United Kingdom £150

Payments can be made via bank transfer in GPB £ only as per the invoice issued.

Please use the following bank account details:

*Bank***: APS Financial (Cashplus)**

*Account Name***: IARC Ltd**

*Account Number***: 87629869**

*Sort Code***: 08-71-99**