

**APPLICATION FOR ACCREDITATION
AS A TUITION PROVIDER FOR EXAMINATIONS
CONDUCTED BY THE**



INSTITUTE OF BANKERS OF SRI LANKA

- Educational Institutions seeking accreditation with the IBSL are required to furnish the following information.
- Information provided will be kept confidential by the IBSL.
- The completion of the form is a part of our requirement procedures for granting accreditations.

1. Organizational Matters

- a) Name of the Organization :
- b) Registered Address :
- c) Name of the C.E.O :
- Tel :
- Fax :
- E.Mail :
- d) Name of the Academic Director / Principal :
- Tel :
- Fax :
- E.Mail :
- e) Write a brief history and future plans of your institution (Use additional paper/s if necessary)
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- f) Legal status and ownership of the institution
- i. Incorporated Body / Limited Liability Co. / Partnership / Proprietorship
- ii. Names of Proprietors/ Directors / Partners etc.
- A.
- B.
- C.
- Year of Establishment :
- g) Financial standing of the institution (please attach copies of recent Financial Statements)
- A. Latest Audited Balance Sheet
- B. Income / Expenditure Statement
- C. VAT Registration No :

2. Learning Resources

a) Infrastructure Facilities

Details	Availability / Number	Accommodation Space
Class rooms
Auditorium
Library
Recreation room/s
Canteen

b) Library facilities : (Please provide a brief description)

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c) Study packs / Materials etc (Please attach the list)

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d) IT facilities available for Teaching purposes

Computer labs
Personal / Mainframe Computers
Details of computer instructors

(Please attach details)

3. Staffing (Academic)

a) Is your staff suitably qualified to deliver training for these professional qualifications?

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b) Staff strength

	Academic	Administrative
Full Time
Part Time

c) Recruitment procedures of the academic staff?

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d) Human Resource development methods

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Have you provided any of the following facilities to your academic staff?

- i) Send them on teacher training programmes
- ii) Staff development workshops
- iii) Familiarization with Banking industry experience
- iv) Others, state

e) Please attach curriculum vitae of proposed / existing teaching staff

4. Details of Accreditation from any other Institutions (if any)

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5. Previous Delivery of IBSL Programmes

a) Name of IBSL Programme / s Subject /s taught

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b) Please attach a statistical summary of the student performance

6. Courses and subjects for which accreditation is sought

a) Course to be offered (Please Mark ✓)

- i) Certificate in Banking & Finance (CBF)
- ii) Diploma in Banking & Finance (DBF)

7. Proposed Number of students

a) Your expectations regarding numbers

	Minimum	Maximum	Proposed date of Examination
CBF
DBF

b) Planned Student recruitment methods

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c) Justification of proposed investment cost in running the programme

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8. Proposed Teaching and Learning Approaches

a) Format of delivering lectures

	Yes/No	Number
Multimedia Projectors
T.V
Video
Other

b) Course / programme summaries with dates / hours ect. (if space is insufficient please use additional sheet of paper)

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c) Medium of instructions (please mark \checkmark)

- English
- Sinhala
- Tamil

d) Student support mechanisms (Please indicate the facilities available to assist students with subject related problems)

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9. Student support and representation mechanisms

(If space is insufficient please use additional sheet of paper)

a) General student feedback

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b) Appeal / grievance procedures

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c) Method of dealing with negative / positive student feedback

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d) Steps to be taken to ensure in assisting students to get back on right track

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10 . Existing quality assurance procedures

a) Programme / Course evaluation procedures followed by your Institute

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b) Methods of evaluating student performance

	Comment
Continuous assessment
Mid term test
Other

c) Methods of tutor assessment by the students

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d) Are your existing procedures adequate for candidates who are studying for a professional qualifications?

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e) Procedure for lecturers / tutors to provide a feedback about the course

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We declare that the information given by us in this application for accreditation as a provider of tuition support for examinations conducted by the IBSL is true to the best of our knowledge. We agree and accept that if any of the information given by us in this application is in any way false or incorrect the Institute shall have the right to cancel the accreditation without notice.

Name and Signature of the Principal /
Academic Head

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Name and Signature of the Chief Executive Office

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Seal of the Institute
Date

Seal of the Institute
Date