

**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 accreditation.

**1. Organizational Matters**

a) **Name of the Organization** : .....

b) **Registered Address** : .....  
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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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.....  
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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
Classrooms	.....	.....
Auditorium	.....	.....
Library	.....	.....
Recreation room/s	.....	.....
Canteen	.....	.....

### b) Library Facilities (Please provide 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 :.....  
Personnel/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 procedure of the academic staff

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### d) Human resource development methods

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### Have you provide 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 Institution (if any)**

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**5. Previous delivery of IBSL programmes**

<b>a)</b>	<b>Name of the IBSL programme/s</b>	<b>Subject/s taught</b>
	.....	.....
	.....	.....
	.....	.....
	.....	.....

**b) Please attach a statistical summary of the student performance**

**6. Courses and subjects for which accreditation is sought**

- a) Courses to be offered (Please mark ✓)**
- I/. Certificate in Banking and Finance (CBF) .....
  - II/. Diploma in Banking and Finance (DBF) .....

**7. Proposed number of students**

**a) Your expectation 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 programmes**  
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**8. Proposed teaching and learning approaches**

**a) Format of delivering lectures**

	<b>Yes/No</b>	<b>Number</b>
Multimedia Projectors	.....	.....
TV	.....	.....
Video	.....	.....
Other	.....	.....

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

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**c) Medium of instructions (please mark ✓)**

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 procedure**

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**c) Method of dealing with negative / positive student feedback**

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**d) Steps to be taken to ensure assisting student 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 professional qualifications?

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e) Procedures 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 the Signature of the Principle/  
Academic Head

Name and signature of the Chief Executive Officer

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Seal of the Institute  
Date

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Date