



**THE MALAYSIAN INSTITUTE OF  
CHARTERED SECRETARIES AND ADMINISTRATORS  
(MAICSA)**

**APPLICATION FOR ACCREDITATION  
TO CONDUCT THE  
IQS-CPE PROGRAMME**

**NOTE:** All information provided with regard to this application will be treated with the strictest confidence and is for the sole purpose of evaluating Centres for accreditation for the conduct of the IQS-CPE Programme.

**DECLARATION BY APPLICANT**

I, \_\_\_\_\_ NRIC NO. \_\_\_\_\_ am an authorized representative of \_\_\_\_\_ and hereby declare that all information provided herein with respect to this application is to the best of my knowledge true and accurate.

\_\_\_\_\_  
Signature of Authorised Representative

Name:

Designation:

Date:

Company Stamp:



## GUIDE TO COMPLETING THE APPLICATION:

1. This form must be completed by each Centre and every branch that would like to conduct the IQS-CPE Programme. For example, if your Centre is headquartered in Kuala Lumpur and has a branch in Petaling Jaya that would also like to conduct the programme, you will be required to submit two application forms.
2. You may write the information in the space provided, or if this is not possible, you may submit the information required separately in the order specified in this application. Please relate answers to each question clearly i.e. B7, C5, etc.

3. Unless otherwise requested, please use the following ratings:

Description	Excellent	Good	Fair	Poor	None
Rating	5	4	3	2	1

4. The following is the definition used by MAICSA for the purposes of the CPE Programme:

*CPE Session*                      *Refers to calendar day when part of the CPE Module is conducted i.e. each CPE module may be conducted over 4 sessions of 7.5 hours each, 10 sessions of 3 hours each, etc.*

*CPE Module*                      *Refers to 30 CPE/lecture/contact hours plus assignment.*

*CPE Course*                      *Refers to the conduct of One CPE Module each for each subject in Professional Part 1 i.e. 4 CPE modules per course*

*Institute*                          *Refers to MAICSA*

5. The Institute will notify the Centre of the outcome of each application within six (6) weeks from the date of submission of the completed application.



## A. CORPORATE PROFILE

A1	Name of Centre	
A2	Registered Address	
A3	Physical Address	
A4	Year registered/established	
A5	Name and Designation of Key Management Personnel	
A6	Number of Registered Students	Full time: Part Time:
A7	Branches and Affiliates and Location (Town)	Please complete Form _____
A8	Description of all courses conducted	Please complete Form _____
A9	Is the Centre registered with the Ministry of Education?	
A10	State courses run by the Centre which has received LAN approval	
A11	Does the Centre have ISO recognition?	
A12	Website address	



**B. PREMISE**

Description	Excellent	Good	Fair	Poor	None
Rating	5	4	3	2	1

No.	Description	To be filled by Applicant	For Office Use Only
B1	Ownership Status (Circle where applicable)	Own/Leased	
B2	If leased, please state lease expiry date and condition for renewal		
B3	External Lighting		
B4	Internal Lighting		
B5	Air-Conditioning		
B6	Cleanliness - general area		
B7	Cleanliness – Lecture/Tutorial rooms		
B8	Washroom facilities – availability/ease of access		
B9	Washroom facilities – condition		
B10	Parking Facilities		
B11	Access to/by public transport		
B12	Facilities for the disabled		
B13	Condition of Furniture and fittings – general		



### C. PHYSICAL RESOURCES

Description	Excellent	Good	Fair	Poor	None
Rating	5	4	3	2	1

No.	Description	To be filled by Applicant	For Office Use Only
C1	State total number of lecture rooms/halls available		
C2	State number of lecture rooms/halls with maximum 20 pax capacity		
C3	State number of lecture rooms/halls with maximum 30 pax capacity		
C4	State number of lecture rooms/halls with maximum 50 pax capacity		
C5	State number of lecture rooms/halls with more than 50 pax capacity		
C6	Library – State capacity		
C7	Library – Number of books in library		
C8	Library – condition		
C9	Washroom facilities – condition		
C10	Parking Facilities		
C11	Access by public transport		
C12	Facilities for the disabled		
C13	Lecture/ tutorial rooms - Condition of furniture and fittings		
C14	Condition of audio-visual aids i.e. whiteboard, projector, audio system, etc.		



**D. ACADEMIC AND ADMINISTRATIVE RESOURCES**

No.	Description	To be filled by Applicant	For Office Use Only
D1	State total number of lecturers	Full time:  Part-Time:  Freelance:	
D2	State % of full-time and part-time lecturers by academic qualification	PhD:  Masters:  Bachelor:  Professional Qual:	
D3	State number of Facilitators to be appointed for CPE Programme	Full time:  Part-Time:  Freelance:	
D4	State minimum academic qualification of Facilitators to be appointed for CPE Programme by subject	FA:  CL:  TAX:  SOM:	
D5	State total number of full-time administrative staff (non-academic and non-clerical)		



## E. CPE PROGRAMME ADMINISTRATION

### MAICSA Definition:

*CPE Session* Refers to calendar day when part of the CPE Module is conducted i.e. each CPE module may be conducted over 4 sessions of 7.5 hours each, 10 sessions of 3 hours each, etc.

*CPE Module* Refers to 30 CPE/lecture/contact hours plus assignment.

*CPE Course* Refers to the conduct of One CPE Module each for each subject in Professional Part 1 i.e. 4 CPE modules per course

No.	Description	To be filled by Applicant	For Office Use Only
E1	Please provide details for conduct of each CPE Session i.e. full time, part-time, weekends, weekdays, time, etc.	Attachment 1	
E2	State total number of CPE Courses the Centre intends to run for Jan – Dec 2004		
E3	Please provide proposed CPE timetable for Jan-Dec 2004	Attachment 2	
E4	Please describe briefly your recruitment strategy for the CPE Programme i.e. use of print, electronic and other media, roadshows, counselling sessions, exhibition	Attachment 3	
E5	State the primary department and contact person responsible for the conduct of the CPE Programme, including contact number and e-mail	Attachment 4	
E6	Will you be interested in a briefing to clarify MAICSA's administrative requirements for the conduct of the CPE Programme?	Yes / No	
E7	Will you be interested in a briefing on the syllabus and assignment requirements for the CPE programme?	Yes / No	
E8	Please provide MAICSA with the CV's of the Facilitators identified under Item D3.	Attachment 5	



## F. GENERAL TERMS AND CONDITIONS

### 1. Accreditation Certificate

1.1 The **Letter of Accreditation** to conduct Continuing Professional Education (CPE) for the Professional Part 1 Programme of the ICSA International Qualifying Scheme (IQS) will be issued by the Institute and shall lapse on expiry of **two** years from issuance date or such period as specified in the Letter, unless otherwise renewed in writing by MAICSA (at its sole discretion) and reserving the right to vary, amend or add to the Terms and Conditions herein.

1.2 The certificate will be revoked if the first CPE sessions are not conducted within **three (3)** months of the issuance date, subject to application for postponement.

1.3 The Institute has the authority to review the facilities and manpower of the Centres from time to time, to ensure that minimum standard of conducting CPE is adhered to.

1.4 The accreditation to conduct CPE is non-transferable and/or sub-contractible, unless prior approval from the Institute has been obtained

### 2. Number of Registration

The maximum number of registrations must not exceed **forty (40)** per subject per CPE session. This figure may be reviewed from time to time.

### 3. Student Fee

Centres are not allowed to charge fees above the recommended fee of **RM600** per student per module.

### 4. Levy

Centres are obliged to pay to the Institute a levy of **RM250** per student per module registered.

### 5. Module and Syllabus

Centres must conduct CPE sessions according to the syllabus of modules determined by the Institute. No alteration of course content is allowed.

### 6. CPE Facilitator/Lecturer

6.1 Each Centre would be required to submit Facilitators' CV's for endorsement/approval by the Education Committee at least **eight (8) weeks** prior to the commencement of the module that is to be facilitated by him/her.





6.2 The Education Committee shall have the sole discretion of approving or rejecting a candidate without giving any reason. Provided that if MAICSA rejects the facilitators proposed by the Centre and no substitute is available to replace such person, then MAICSA is entitled to direct the affected centre to transfer the students to another centre as appointed by MAICSA and the costs so incurred shall be borne and paid by the affected centre absolutely.

6.3 Each Centre shall be responsible for ensuring that the appointed facilitators adhere to the syllabus for the subjects concerned.

6.4 A section of the Feedback Form will be dedicated to Students' evaluation of CPE Facilitators.

7. Premises

Centres must ensure that premises used for CPE sessions must be conducive to conduct the sessions.

8. Schedule

8.1 Centres are required to submit schedules for CPE to the Institute every *six (6) months*.

8.2 Each module taught should not be less than *30 hours* and can be conducted over four (4) consecutive days or two (2) consecutive weekends.

9. Attendance

Centres are required to prepare reports on students' attendance for submission to the Institute upon the conclusion of each CPE module.

10. Certificate of Completion

A Certificate of Completion will be issued by the Institute to each candidate upon successful completion of each CPE module.

11. Assessments

11.1 Centres are responsible for conducting the assessment of students.

11.2 Centres must ensure confidentiality and security of all assessment materials.

11.3 All assessments must be set at the standard based on the ICSA examination scheme, or as advised by MAICSA. Every assignment must be submitted to the Institute for approval prior to distribution.

11.4 All assessments must reflect the individual student's efforts.



- 11.5 Approved scrutineers appointed by the Institute will be responsible to vet assignments and selected answer scripts.
- 11.6 Assignments must be submitted to the Centres within *two (2) weeks* after the last CPE session for each module. The Centre must submit a list of results to the Institute not later than *four (4) weeks* after the assignment submission deadline.
12. Extenuating Circumstances/Deferrals
- 12.1 Applications for extension of deadline for submission of written assessments may be considered by the Centre if a student is prevented or unable to meet the deadline because of medical or other reason.
- 12.2 Students must submit formal documentary evidence to support such applications, after alerting the Centres immediately to their circumstances.
13. Termination by MAICSA
- MAICSA reserves the right to terminate the Accreditation agreement with immediate effect if it is found that the Centre has not complied with the accreditation requirements.
14. Amendment
- The Institute reserves the right to review and update the ICSA IQS as deemed fit and to accordingly amend any clauses stipulated in the agreement.
15. Deadline for Submission of Application
- Application to conduct the CPE Programme should be submitted to the Institute at least *two (2) months* before the commencement of the first session.

**NOTE:** The submission of an application does not imply agreement to the above terms and conditions. However, the above terms and conditions will be included in the final agreement and will be binding once it is signed following the approval of the application for accreditation by MAICSA.