

# Terms of Reference and constitution of the Accredited Training Provider Application Panel

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## Purpose

- 1.1 The Accredited Training Provider (ATP) Application Panel (the Panel) reports to the Students' and Members' Board (SMB). Panel meetings are held on an ad hoc basis, for the purpose of assessing the application of providers seeking to become Accredited Training Providers (ATP) delivering CIPFA qualifications.

## Scope

- 2.1 The Panel will be formed following the initial review of application materials by the Qualifications department. The Panel will consider applications from potential ATPs and will review all application materials submitted. They will agree whether an Accreditation Visit should take place, the agenda of such a visit and the constitution of the Accreditation Visit Team. The Panel has the authority to reject the application at this stage.

## Terms of Reference

- 3.1 To consider completed applications, as submitted through the Quality & Compliance office, from external providers seeking to become an ATP.
- 3.2 To approve, or decline, applications based on the application materials submitted, or to request further information from the applicant to enable the decision to be made.
- 3.3 In the event the application is not successful at this stage, the Panel will inform the applying organisation in writing, giving a detailed reason for the decision. A rejection at this stage does not preclude any further application at a later date.
- 3.4 In the event the application is approved, the Panel will set an agenda for the Accreditation Visit, confirm a date for the Visit with the provider, and agree the constitution of the Accreditation Visit Team.
- 3.5 The agenda will typically include meetings with:
  - the applying organisation and department management
  - the course delivery team to discuss any issues arising from the documentation submitted as part of the application
  - students on similar/comparable course
  - employer contacts who will be engaging with the course
- 3.6 There will also be an opportunity to review strategic issues such as student recruitment, employability, and a review of available resources.
- 3.7 The agenda should allow for one full day per Visit.

- 3.8 Visits will typically take place virtually. In the event a physical visit is deemed necessary, the Panel will need to give additional consideration to the logistics involved when setting the agenda and selecting the Accreditation Visit Team.
- 3.9 The Accreditation Visit Team will provide a final report, agreed with the provider, to the Panel for a decision on the application.
- 3.10 The Panel will agree one of the following outcomes:
- i. To approve the application without conditions
  - ii. To approve the application with conditions
  - iii. To reject the application
- 3.11 If the application is unsuccessful, the Panel will write to the provider stating the reason(s) for the decision.

## Constitution

- 4.1 The constitution of an ATP Application Panel is as follows:
- i. the Head of Qualifications Innovation and Development
  - ii. the Director of International
  - iii. the Director of Education and Membership
  - iv. the Qualifications Manager
  - v. a qualified CIPFA member
- 4.2 The Panel may co-opt members where relevant.
- 4.3 Total membership – Minimum 3, maximum 5, Quorum 3.

## Administrative arrangements

- 5.1 The ATP Application Panel shall meet on an ad hoc basis, as required.
- 5.2 The Secretary to the Panel will be the Programme Engagement Manager (or nominee).
- 5.3 Circulation of papers, including minutes of previous meetings, is to all required and invited members of the Panel and is the responsibility of the Secretary to the Panel.
- 5.4 The decisions of the Panel will be formally recorded and confirmed in CIPFA's electronic records system, subject to CIPFA's Privacy Notice and Data Retention schedule.
- 5.5 Minutes of the Panel meetings will be submitted to the next available SMB

## Typical agenda for a meeting of the ATP Application Panel

6.1 A typical agenda for an ATP Application Panel will be as follows:

- Attendance and apologies for absence
- Matters arising from previous meeting of the Panel
- Review of Accreditation Visit Team reports from previous visits
- Decision of outcomes of previous visits
- Consideration of new applications for ATP status
- Arrangements for future meetings
- Any other business

### Policy details

Policy Name	ATP Panel Terms of Reference
Policy Owner	Head of Qualifications Innovation and Development
Version	2.1
Approval	SMB September 2024
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