



Application for Accreditation/Registration

by

**<Name of Educational Institution/
Training Organisation>**

<address>

for

**INTERNATIONAL UNION OF
PROFESSIONAL TRAINERS UK
(IUPT)**

**For Course Provider Status as a Registered
Training Centre (RTC)**

Date of Application:

Education/Training Organization Particulars	
Name:	
Address:	
Telephone:	
Fax:	
E-mail:	
Website:	
Government Approval and Status (if Any)	
Please state whether the Training Provider is approved by your local Government or relevant Authority. (if Any) Please state date of approval and any reference numbers where appropriate	Date:
	Name of Government body or Authority
	Licence Number:
Contact Personnel (name, contact telephone & e-mail)	
Principal/CEO:	
Director of Studies/COO:	
<i>Other Officials</i>	
Contact Person:	
Education/Training Organisation Business Objectives	
Vision Statement	

<p>Mission Statement (Please attached the Organization’s or Business Entity’s Memorandum/ Articles of Association)</p>									
<p>Key Business Objectives</p>									
<p>Financial Information</p>									
<p>Please provide brief financial information concerning revenues over the last 3 years of operation. This information will be treated confidentially.</p> <p>For start-ups (less than three years), the founders and/or CEO need to provide background of previous business history or experience of managing other Education/Training Organizations.</p>	<table border="1" style="width:100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width:20%;"></th> <th style="width:20%;">Year; ____</th> <th style="width:20%;">Year ____</th> <th style="width:20%;">Last year</th> </tr> </thead> <tbody> <tr> <td>Total Revenue</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Founder’s Information</p>		Year; ____	Year ____	Last year	Total Revenue			
	Year; ____	Year ____	Last year						
Total Revenue									

Education/Training Organization Background information	
Provide brief historical information concerning your Education/Training Organization over the past 3 years	
Ownership Type	

ASSESSMENT Strategies (required for Certification program -Level 2)	
Please indicate the strategies to be adopted in the assessment of the Training Programs	
Students/Trainee/Participants Numbers	
Please indicate expected student numbers joining the IUPT Validated programme in the next 3 years	

IMPORTANT NOTES

Please attach with this application:

1. Prospectus, detailed profile of the organisation including the CV's of Faculty Members, and Lecturers/Trainer likely to be involved in the teaching of the Training Program. Include both part time and full-time faculty/staff.
2. Acceptance of applicant as an accredited examination, certification and training center fee is as follows :

Fee Structure	Charges: USD	(For Developing Countries) Charges: USD
Registration of Organization for Certification: IUPT Registered Organization (One off fee payment for Registration valid for 3 years)	USD 1200	USD 800
Submit Programme for Validation to be Certified-Per Programme (Renew every 2 years)	USD 300	USD200
Certificate Issued for Certificate Programme (Per student) e.g. Certificate in Training	USD 120	USD60
Certificate Issued for Professional Certification Programme (Per student) e.g. Certified Professional Online Trainer	USD180	USD90
IUPT Membership (Associate) fees plus admin charges (Per student)	USD 200+50	USD100 +50
IUPT Membership Renewal Annual Subscription (Per Student)	USD200(Associate) USD 250 (Certified)	USD100(Associate) USD 125 (Certified)
Examination or Assessment Audit/Moderation – apply to Professional Certification Programme only (Per student)	USD 75	USD 50

NOTE 1) Developing Countries

As at March 2nd 2022, the following countries are given membership subsidy by IUPT;

- A. All East Asian countries except Singapore, Hong Kong, China, Taiwan, Japan, and Korea
- B. All African Countries
- C. Turkey

REGISTRATION PROCEDURE

The completed form and relevant supporting documents must be sent to: (via email and post).

On the successful acceptance the Educational Institution or Training Organisation will be granted full rights to deliver the IUPT validated programmes subject to meeting any conditions as required by the Inspector.

APPENDIX I

OPERATING GUIDELINES FOR CERTIFICATION OF EDUCATION AND/OR TRAINING PROGRAMMES

1.0 Introduction

The operating guidelines for certification programmes are designed to ensure that there is consistency in procedures and practices by all providers. Naturally with more IUPT Registered Training Providers (RTC) being appointed and Training Organisations' coming on stream it is important that the interests of the students are protected.

Quality of provision, control of the academic aspects of the programme will result in confidence in the system and more importantly to assure all potential students that they will be getting good value from their personal career investment.

It also follows that when programmes have been approved for Government funding then it is crucial that these guidelines become the modus operandi for all concerned.

No system however well designed and thought out will never work unless all of the parties in the process agree to it and are committed to follow it and to keep within the spirit of these guidelines. We therefore appeal for your cooperation in this process.

2.0 The Procedure

The following are the operating procedure to be adopted by all approved IUPT Registered Training Centers (RTC) or Training Organisations (Course Provider) for IUPT Certification of their specialised programmes and courses.

Please refer to [APPENDIX II](#) for a schematic of the process

The following are detailed requirements for the operation of the Certification programme and the responsibilities of all parties involved in the Certification process.

2.1. Submit curriculum – Training Organisation/Course Provider responsibility

The submission requires the following information to be provided in full.

1. Course Title
2. Title of Certificate to be awarded
3. Number of Subjects within the course
4. Name of individual subjects for the award
5. Total number of hours for the Course
6. Detailed syllabus of EACH subject under the following headings to be completed in full:

- a. Course Aims
 - b. Course Objectives
 - c. Syllabus
 - d. Recommended Reading list / books / workbooks / readings
7. Total number of hours required for EACH subject:
 - a. Classroom contact hours
 - b. Tutorials
 - c. Private Study
 - d. Assignments
 - e. Class presentation
 - f. Others
 8. Name of Training/Course Director
 9. Full CV of individual Trainers / facilitator teaching the subject/module
 10. Where possible submit sample assignments /assessment papers.
 11. Statement of quality procedures to be implemented for the course submitted.

2.2 Accreditation Fees – Training Organisation/Course Provider responsibility.

To remit to IUPT Agreed Fees for every validated course

2.3 Review by Academic Board member – IUPT Responsibility

The IUPT will nominate a member/course advisor to work directly with the provider for the delivery of this programme. He will be responsible for:

1. Reviewing the submission of the application
2. Submitting amendments and alterations and recommendations to the provider for their approval and agreement
3. Review the assessment schedules.
4. Conduct random assessments.
5. Approve award of Certificate / Certification to successful students

2.4 Register and Enrol students – Training Organisation/Course Provider responsibility.

Completed application forms for each individual participant for each of the approved training program to be submitted to IUPT UK including:

- Name as it should appear on the certificate
- Identification (e.g. Passport number or Identity card)
- Contact details including phone, email and address
- Nationality and country of residence

2.5 Conduct Course Programme – Training Organisation/Course Provider responsibility

All course providers must maintain the following on course documentation:

1. Trainer/Lecturer Program Flow
2. Record of work / lectures undertaken arranged in date order.
3. Record of assignments and assessments conducted, and marks awarded to participants (where it forms part of the overall assessment)
4. Participants' Course Feedback Form

2.6 Review of Ongoing Course Programme – IUPT Responsibility

A review of the ongoing training course or validated programme will be conducted by the nominated IUPT coordinator. This may involve the following activities:

1. Review course participants feedback forms
2. Review delivery of the training courses in terms of syllabus coverage, materials provided to participants.
3. Trainers'/facilitators' comments and views on the overall structure of the programme
4. Interviews with participants (in presence of providers)

2.7 Assessments/Examination (if any) – Training Organization/Course Provider and IUPT Joint Responsibility

1. Submit to IUPT nominated co-ordinator assessment questions or assignments for approval **including** marking scheme
2. Co-ordinator to liaise and work closely with provider to ensure consistency in examinations and consistency with approved syllabus.
3. Changes and alterations to be made by direct reference with providers.

2.8 Actual Assessment/Examinations (if any) – Training Organisation/Course Provider Responsibility

For Assessment by Examination, it may be conducted and invigilated by the provider concerned on dates set.

At the end of the examination, a document should be signed and sent to IUPTlisting:

1. Date of examination
2. Start and end time of examination
3. Name of invigilators
4. Student Name
5. Student number
6. Signatures of all invigilators to confirm that examinations were conducted to the requirements of the IUPT
7. Report of misfeasance and cheating and recommendations by Providers on action to be taken

2.9 Examination Script Marking – Training Organisation/Course Provider Responsibility

For Assessment by Examinations, all scripts to be marked with three weeks and submitted to IUPT. Each script to contain the following data:

1. Course Title
2. Subject Title
3. Name of student
4. Student number
5. Questions Attempted
6. Marks allocated to each question by the marker
7. Total marks earned
8. Recommended grading: Distinction (>80%), Credit (>65%), Pass (>50%), Refer (<50%)
9. Brief assessment of candidate

2.10 Moderation – IUPT Responsibility

All scripts to be moderated within three week

Submit to provider a listing showing the following data for each student:

1. Name of Student
2. Student Number
3. Course Title
4. Subject Title
5. Provider awarded marks
6. Moderator awarded marks
7. + or – change
8. Reason for change
9. Moderated Grading

2.11 Prepare Certificates – IUPT Responsibility

Certificates and transcript will be awarded only from IUPT Office.

Certificates can be designed to incorporate both IUPT and Education/Training provider logos (this is optional). However, all certificates will specify that it has been awarded from IUPT

2.12 Payment for Certification Fees – Training Organisation/Course Provider Responsibility

Refer to Pg 6 of this form

Note: All the above fees to be made payable to IUPT via Telegraphic Transfer as per the details as noted on Page 12. Fees are non-refundable.

3.0 Submission of Application and Documentation

The application and **duly completed accreditation form** along with relevant supporting documents must be sent to the email below:

For Members from Asia Pacific

Currency: USD

Company Name: Masteryasia (M) Sdn Bhd

Bank Name: OCBC Bank (Malaysia) Berhad

Bank Account Number: 79010-50447

Bank Address: 1,3, 5&7 Jalan Damai Niaga 1, Alam Damai,Cheras 56000 Kuala Lumpur, Malaysia

Swift code: OCBCMYKLXXX

Currency: MYR

Company Name: Human Resource Development Sdn Bhd

Bank Name: Malayan Banking Berhad

Bank Account Number: 5147-8505-5601

Bank Address: 1, Jalan Menara Gading 1, Taman Connaught, 56000 Kuala Lumpur

Swift Code: MBBEMYKLXXX

For Members from Europe

Currency: All

Account Name: Munther Elhadi Elharm

Bank Name: Barclays Bank

Bank Account Number: 13393887

Sort Code: 20-63-28

SWIFTBIC BUKBGB22

IBAN GB75 BUKB 2063 2813 3938 87

Please use exchange rate of RM4.20 to USD 1 as of 23rd Dec 2025

Kindly email the application for membership form and payment transaction slip to enquiries@iupt-uk.com

APPENDIX II