



## **FAA PROGRAMME ACCREDITATION (FPA) FORM**

**[FPA-01]**

**FAA-ACD-FRM-02FPA-1.4**

The form is to be completed by the registered training providers in the financial services industry for the application of FAA Approval (FAV), FAA Provisional Accreditation (FPV) and FAA Full Accreditation (FFA). It is recommended that the FAA Programme Accreditation Guidelines version 1.1 is read prior to the completion of these details. The details of this form are displayed in the FAA website, [www.faa.org.my](http://www.faa.org.my) for reference.

## Guidelines

1.0 A Learning Programme refers to the curriculum and instruction delivered by Registered Training Providers (RTP) based on the learning outcomes specified in advance with the purpose of allowing the participants to master appropriate skills, knowledge and behaviour intended by the learning programme. The modes of learning include face-to-face learning, e-learning, distance learning and self-learning. This includes learning programmes coordinated but not owned by the RTPs.

2.0 The FAA Programme Accreditation is applicable to all Learning Programmes offered to the financial services industry (FSI).

3.0 A separate form needs to be filled for each Learning Programme. Each programme will be assigned a unique reference code which should be quoted for any correspondence or enquiry or promotional materials. The reference code assigned during the FPV phase should be used for any amendments to the form and also for FFA submission.

4.0 If changes are made to an **accredited** Learning Programme, notification to and approval by FAA are required.

5.0 The scope of FAA accreditation includes:

**5.1 FAA Approval (FAV)**

**5.2 FAA Provisional Accreditation (FPV)**

**5.3 FAA Full Accreditation (FFA)**

FAV is the approval of one-off or in-house programmes. FPV is an exercise to determine whether a recurring programme has met the minimum FAA Learning Criteria (FLC) prior to FFA. FFA is an assessment exercise to ensure that a learning programme provided by a training provider has met the FLC and is in compliance with the FAA Quality Framework (FQF).

6.0 The form is divided into two parts:

- **Part 1** refers to the information required for all learning programme submissions; and
- **Part 2** refers to the additional information required for FAA Full Accreditation only.

7.0 A programme submitted for FAA Approval has to meet the requirements in:

- Section 1: Learning Programme Rationalisation
- Section 2: Competency Fulfilment
- Section 3: Learning Programme Structure\*

*\*Information on 3.3 is not required*

## PART 1 – FAA PROVISIONAL ACCREDITATION

Please remove the watermark explanation when completing the form.

<b>Prepared by:</b>	<i>(author)</i>	<b>Date prepared:</b>	<i>(dd-mm-yy)</i>
<b>Contact:</b>	<i>(telephone)</i>	<b>Email:</b>	<i>(email address)</i>
<b>Submitted for:</b>	<i>Please tick one of the following:</i>		
<b>FAA Approval</b>		<b>FAA Provisional Accreditation</b>	<b>FAA Full Accreditation</b>

### 1.0 Learning Programme Rationalisation

<b>1.1</b>	<b>Title</b>	<i>(Name of learning programme)</i>												
<b>1.2</b>	<b>Type</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Individual</td> <td style="width: 20%;"></td> </tr> <tr> <td>Certification programme</td> <td></td> </tr> <tr> <td>Others</td> <td></td> </tr> </table> <p><i>(Please indicate if this programme is to be offered as an individual programme or if it is a certification programme consisting of several modules. The criteria for justification of an individual programme accreditation are: there are specific Learning Outcomes, Learning Programme Objectives and Learner Assessment Methods)</i></p>	Individual		Certification programme		Others							
Individual														
Certification programme														
Others														
<b>1.3</b>	<b>Area</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">1. Islamic Finance</td> <td style="width: 20%;"></td> </tr> <tr> <td>2. Conventional Banking</td> <td></td> </tr> <tr> <td>3. Capital Markets</td> <td></td> </tr> <tr> <td>4. Insurance</td> <td></td> </tr> <tr> <td>5. Corporate</td> <td></td> </tr> <tr> <td>6. Others (please specify)</td> <td></td> </tr> </table> <p><i>(Please indicate the programme area. If the programme is a hybrid programme i.e. a combination of two or more areas, then specify this in the Others section and indicate the relevant areas)</i></p>	1. Islamic Finance		2. Conventional Banking		3. Capital Markets		4. Insurance		5. Corporate		6. Others (please specify)	
1. Islamic Finance														
2. Conventional Banking														
3. Capital Markets														
4. Insurance														
5. Corporate														
6. Others (please specify)														
<b>1.4</b>	<b>Owner</b>	<i>(Name of the Registered Training Provider)</i>												
<b>1.5</b>	<b>Curriculum Committee (please tick)</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Approved</td> <td style="width: 20%;"></td> </tr> <tr> <td>Yet to be approved</td> <td></td> </tr> <tr> <td>Not Applicable (please give reasons)</td> <td></td> </tr> </table> <div style="text-align: right; margin-top: 5px;"> Upload</div> <p><i>(The committee established by the registered training providers to evaluate and approve the learning programme structure and design. Evaluation by the committee is deemed imperative in ensuring that the learning programmes meet industry requirements. Please attach evidence of approval)</i></p>	Approved		Yet to be approved		Not Applicable (please give reasons)							
Approved														
Yet to be approved														
Not Applicable (please give reasons)														

<b>1.6</b>	<b>Intellectual Ownership</b>	<i>(If the intellectual ownership of the programme resides with another entity/organisation, please provide a copy of the collaboration agreement)</i> <input type="button" value="Upload"/>
<b>1.7</b>	<b>Promotional Materials</b>	<i>(If there are any promotional activities on the learning programme, please attach a sample of materials)</i> <input type="button" value="Upload"/>
<b>1.8</b>	<b>Award of Certificate</b>	<i>(Indicate if a certificate or qualification is awarded. Please attach a sample certificate)</i> <input type="button" value="Upload"/>

**2.0 Competency Fulfilment**

<b>2.1</b>	<b>Learning Level (Please tick)</b>	<table border="1"> <tr> <td data-bbox="480 822 839 869">1. Basic</td> <td data-bbox="839 822 1104 869"></td> </tr> <tr> <td data-bbox="480 869 839 904">2. Intermediate</td> <td data-bbox="839 869 1104 904"></td> </tr> <tr> <td data-bbox="480 904 839 940">3. Advanced</td> <td data-bbox="839 904 1104 940"></td> </tr> <tr> <td data-bbox="480 940 839 976">4. Others (please specify)</td> <td data-bbox="839 940 1104 976"></td> </tr> </table>	1. Basic		2. Intermediate		3. Advanced		4. Others (please specify)			
1. Basic												
2. Intermediate												
3. Advanced												
4. Others (please specify)												
<b>2.2</b>	<b>Job Level (Please tick)</b>	<table border="1"> <tr> <td data-bbox="480 1001 839 1037">1. Non-Executive</td> <td data-bbox="839 1001 1104 1037"></td> </tr> <tr> <td data-bbox="480 1037 839 1072">2. Exec / Senior Exec</td> <td data-bbox="839 1037 1104 1072"></td> </tr> <tr> <td data-bbox="480 1072 839 1108">3. Middle Management</td> <td data-bbox="839 1072 1104 1108"></td> </tr> <tr> <td data-bbox="480 1108 839 1144">4. Senior Management</td> <td data-bbox="839 1108 1104 1144"></td> </tr> <tr> <td data-bbox="480 1144 839 1180">5. Others (please specify)</td> <td data-bbox="839 1144 1104 1180"></td> </tr> </table>	1. Non-Executive		2. Exec / Senior Exec		3. Middle Management		4. Senior Management		5. Others (please specify)	
1. Non-Executive												
2. Exec / Senior Exec												
3. Middle Management												
4. Senior Management												
5. Others (please specify)												
<b>2.3</b>	<b>Key Competencies</b>	<i>(Please indicate the relevant key competencies that are to be achieved by the end of this programme. These can be obtained from the relevant industry competency framework where applicable)</i>										
<b>2.4</b>	<b>Job Family</b>	<i>(Please indicate the relevant Job Family such as Audit, Risk Management etc.)</i>										
<b>2.5</b>	<b>Entry Requirements</b>	<i>(Indicate the entry requirements/pre-requisites for this Learning Programme, if any)</i>										
<b>2.6</b>	<b>Progression Plan</b>	<i>(Indicates the progression of the learner after attending this learning programme. This is part of the development plan of a participant, i.e. the skills and knowledge required by a participant to perform his /her job in an effective manner. The progression can be horizontal in terms of learning programmes from other areas, or vertical in terms of a learning programme at the next level within the same area. It also indicates whether the participant intends to pursue a higher qualification)</i>										

### 3.0 Learning Programme Structure

3.1	<b>Programme Rationale</b>	<i>(Indicate the industry needs/market demand/regulatory requirements for this learning programme. Please provide evidence of this justification e.g. an email request. Please also indicate if this is a mandated programme e.g. a programme required for licensing)</i> <input type="button" value="Upload"/>		
3.2	<b>Duration</b>	<i>(Indicate duration of programme in days and hours per day)</i>		
3.3	<b>Frequency of activity per year</b>	<i>(Number of training sessions in a year)</i>		
3.4	<b>Min &amp; max number of participants</b>	<i>(Minimum and maximum number of participants)</i>		
3.5	<b>Learning Outcomes (LO)</b>	<i>(Describes broad aspects of behaviour which incorporates a wide range of knowledge and skills. A Learning Outcome (LO) is the statement of what a learner should achieve by the end of the programme)</i>		
3.6	<b>Learning Programme Objectives (LPO)</b>	<b>LO No</b> <i>(e.g. LO1, LO2)</i>	LPOA	<i>(The Learning Programme Objectives are a breakdown of each LO into the specific, discrete units of knowledge and skills the learner has to acquire in order to achieve the learning outcome(s))</i>
		LPOB		
		LPOC		
		LPOD		
		LPOE		
		LPOF		
		LPOG		

3.7	Learning Content				
LPO	Learning Topics	Learning Methodologies	Learning Mode	Learner Assessment Methods	Time
LPOA	<i>(Describe the topics to be covered for this learning objective)</i>	<i>(Indicate the learning methodology – lecture, case study, project-based, portfolio, etc.)</i>	<i>(Indicate the learning mode: face2face, online, self learning)</i>	<i>(Describe the types of assessment used. These refer to any type of assessment that a learner has to undergo for this Learning Programme, e.g. MCQ, essay, case solution. Also indicate if there are specific pre- and post-assessments and the result form i.e. grades, levels etc. Learner Assessments materials are to be attached with this form)</i> <input type="button" value="Upload"/>	<i>(Time taken to complete the LPO)</i>
LPOB					
LPOC					
LPOD					
LPOE					
LPOF					
LPOG					

**NOTE: Please attach any other relevant information. This should include learning materials, the teaching guide and the recommended reading list.**

### 3.0 Learning Programme Structure (cont.)

<b>3.8</b>	<b>Learning Evaluation</b>	<i>(This refers to the evaluation of learning processes, materials, methodologies and resources by the learners. Attach the learning evaluation form to be used for this learning programme)</i> <input type="button" value="Upload"/>
<b>3.9</b>	<b>Facilitator(s) Information</b>	<i>(State the details of the facilitators. Please attach detailed CV in the given format)</i>  Name: Association: <i>(fulltime, part-time)</i> Academic Experience and Qualifications Professional Experience and Qualifications <input type="button" value="Upload"/>

#### Remarks

*(Indicate future plans such as converting this programme into a web-based form, endorsement or SME requirements etc. Also indicate proposed improvements to this programme in order to increase customer satisfaction, engage learners etc.)*

In case of any queries or clarifications, please contact:

**FINANCE ACCREDITATION AGENCY**

12-1, Level 12, Tower 3 Avenue 7, The Horizon 2, Bangsar South,

No. 8, Jalan Kerinchi, 59200 Kuala Lumpur

Tel: 603 2788 1212 Fax: 603 2788 1200 E-mail: [accreditation@faa.org.my](mailto:accreditation@faa.org.my)

## PART 2 – FAA FULL ACCREDITATION

Please remove the watermark explanation when completing the form.

### 4.0 Learning Programme Delivery

4.1	<b>Learning Programme Delivery Report</b>	<i>(This refers to comments by the TP on the delivery of the learning programme. This could include comments such as what went well and what did not)</i> <input type="button" value="Upload"/>
4.2	<b>Learning Evaluation Outcome</b>	<i>(This refers to the evaluation of learning processes, materials, methodologies and resources by the learners. Attach the learning evaluation outcome or results for this Learning Programme)</i> <input type="button" value="Upload"/>

### 5.0 Learner Assessment

5.1	<b>Learner Assessment Results</b>	<i>(These would be the results of the Learner Assessment Methods described in the PA phase. The assessment results of the participants are to be included)</i>
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### 6.0 Learning Programme Recognition

6.1	<b>CPD/ CPE Hours</b>	<i>(Indicate the Continuing Professional Development (CPD) or Continuing Professional Education (CPE) hours, if any)</i> <input type="button" value="Upload"/>
6.2	<b>Exemption(s)</b>	<i>(Indicate exemptions, if any. This refers to exemptions given by the AIs as well as other bodies or programmes)</i> <input type="button" value="Upload"/>
6.3	<b>Educational Exchanges &amp; Affiliation Arrangements</b>	<i>(Indicate any educational exchanges and affiliation arrangements with other providers, nationally and internationally. Describe efforts undertaken, if any, to seek certification/recognition from other institutions of higher learning, professional bodies and other certification/accrediting agencies. Provide documentation on possible exemptions/credit transfer)</i> <input type="button" value="Upload"/>
6.4	<b>Recognition by Industry</b>	<i>(Explain the measurements for industry recognition and acceptance. This includes, among others, Employer Satisfaction Index or any other measures used. Information on the mobility of participants who have completed the Learning Programmes both nationally and globally is also provided. Please provide evidence of recognition)</i> <input type="button" value="Upload"/>

### Remarks

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