

[IBF CIRCULAR/2024/01]

13 March 2024

Updated Checklists for IBF Standards Training Scheme / Financial Training Scheme Course Accreditation Applications Effective from 1 April 2024

Dear Training Providers,

To improve the IBF Standards Training Scheme (IBF-STS) / Financial Training Scheme (FTS) course accreditation process, IBF will be making updates to some of the checklists that are required as part of IBF-STS / FTS course accreditation applications.

Updated Criteria Checklist for Online Training

2 The "IBF Criteria Checklist for Online Training" has been revised to align with the updated SingPass e-attendance requirements as well as to provide clarity for courses with "synchronous e-learning" or "asynchronous e-learning" modes of training. The updated document, titled "IBF Criteria Checklist for Online Training" must be completed and submitted as part of the IBF-STS / FTS course accreditation applications for all synchronous e-learning course and asynchronous e-learning course with effect from 1 April 2024.

Introduction of a New "IBF Course Accreditation Application Document Checklist"

3 We have introduced a new checklist ("Document Checklist") to facilitate a smoother submission process. This checklist is designed to ensure that all mandatory supporting documents are submitted during the course applications. All required documents, including this checklist, should be uploaded to TPGateway for application submitted with effect from 1 April 2024.

4 Training Providers can access the updated Criteria Checklist for Online Training and the Document Checklist at IBF website under the respective Course Application Criteria Guide <https://www.ibf.org.sg/home/for-training-providers/join-the-ibf-training-ecosystem/programme-recognition-process>. Please refer to Annex A: "Criteria Checklist for Online Training and the Document Checklist" and Annex B: "IBF Course Accreditation Application Document Checklist" for a copy of the checklists.

5 Should you have any enquiries or require further clarification, please contact us at standards@ibf.org.sg.

Thank you.

IBF

Annex A Criteria Checklist for Online Training

Name of Provider:	Click or tap here to enter text.
Contact Person:	Click or tap here to enter text.
Name of Course:	Click or tap here to enter text.

NOTE:

- For Synchronous E-Learning Courses i.e. instructor led/ virtual class, please complete all sections.
- For Asynchronous E-Learning Courses i.e. self-paced online learning, please complete only sections 1.1 – 1.4

No.	REQUIREMENTS FOR ONLINE TRAINING	YES	NO	INPUTS ON THE MEASURES IN PLACE TO FULFIL THE CRITERIA
1	<u>(APPLICABLE TO BOTH SYNCHRONOUS AND ASYNCHRONOUS E-LEARNING)</u> Formalised process and system that includes the following:			
1.1	A system to authenticate participants' identities	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
1.2	A monitoring system to validate participants' attendance records and track participants' progress ¹	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
1.3	Trainer/instructor support for participants who need further clarification or assistance	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
1.4	Technical helpdesk support	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
2	<u>(APPLICABLE TO SYNCHRONOUS E-LEARNING ONLY)</u> Formalised process and system that includes the following:			
2.1	Full video recording of each synchronous online training session	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
2.2	All trainees turn on their video cameras throughout the full training session for the purpose of the recording	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
2.3	Ensure optimal number of participants in an online class to create purposeful instructor-participant as well as participant-content engagement. Maximum class size of 40 persons	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.
2.4	Retention of video recordings for a period of 3 years after completion of the course	<input type="checkbox"/>	<input type="checkbox"/>	Click or tap here to enter text.

¹ For Asynchronous E-learning, this includes tracking and completion of e-assessments and ensure accuracy and authenticity of the assessment results.

Annex B IBF Course Accreditation Application Document Checklist

This checklist is designed to help you ensure that you have included all supporting documents required for your course application. Unless otherwise stated, all the documents listed in this checklist are mandatory.

All supporting documents, including this checklist, should be uploaded to TPGateway (under Section 5: "Full Set of Training and Assessment Materials"). Please note that IBF reserves the right to reject incomplete applications or applications that contain inaccurate information.

Documents Required		For STS	For FTS
		<input type="checkbox"/>	<input type="checkbox"/>
A Course Administration			
1	Lesson Plan (<i>refer to Appendix A for template</i>)	<input type="checkbox"/>	<input type="checkbox"/>
2	Course Prospectus	<input type="checkbox"/>	<input type="checkbox"/>
3	Letter of Authorisation ² (<i>if applicable</i>)	<input type="checkbox"/>	<input type="checkbox"/>
4	Course Validation Checklist	<input type="checkbox"/>	-N.A.-
B Course Content			
5	Training and Assessment Materials, including answer guide or assessment rubrics, where applicable.	<input type="checkbox"/>	<input type="checkbox"/>
6	Assessment Plan [#] (<i>refer to Appendix B for template</i>)	<input type="checkbox"/>	-N.A.-
7	Completed Skills Competency Checklist(s)	<input type="checkbox"/>	-N.A.-
C Adult Educator(s)			
Applicable to (i) Trainer (ii) Assessor (iii) Course Developer (iv) Assessor Coach [#]			
8a	CVs	<input type="checkbox"/>	<input type="checkbox"/>
8b	Fit and Proper Declaration Forms	<input type="checkbox"/>	<input type="checkbox"/>
Applicable to Course Reviewer / Subject Matter Expert (SME)			
9	CV/Profile	<input type="checkbox"/>	-N.A.-
Applicable to Assessor Coach [#] only			
10	WSQ ACTA/ACLP/DACE or relevant adult education certification of Assessor Coach [#]	<input type="checkbox"/>	-N.A.-

² Courses that lead to an industry recognised certification (includes preparatory training for an industry recognised certification examination) should be supported with letter of authorisation by the corresponding Certificate Awarding Body.

[#] Only required for courses with assessment components

D Additional Documents for Courses with Synchronous / Asynchronous eLearning Mode of Training:			
11a	IBF Criteria Checklist for E-Learning	<input type="checkbox"/>	<input type="checkbox"/>
11b	Details of E-Learning Management System (optional)	<input type="checkbox"/>	<input type="checkbox"/>
E Additional Documents for Re-accreditation/Renewal:			
12	Course Feedback of past 3 runs	<input type="checkbox"/>	<input type="checkbox"/>
13	Assessment Questions [#] <i>Please ensure that the assessment questions have been refreshed. For STS courses, please ensure that questions are mapped to the Skills Competency Checklist.</i>	<input type="checkbox"/>	<input type="checkbox"/>
14	FTS renewal Checklist	-N.A.-	<input type="checkbox"/>

[#] Only required for courses with assessment components