

IBF Standards (IBF-STS) Accreditation

Course Application Criteria Guide

This Course Application Criteria Guide is applicable to all entities who wish to obtain course recognition with IBF under the following schemes

- IBF Standards Training Scheme (IBF-STS)
- IBF-STS and Core SFA/FAA CPD

1	Course Fees and Delivery Applicable to Section 2: Details and Course Fees
1.1	Course delivery should whenever possible and appropriate, cover practical aspects to inject realism into the contents. For courses with synchronous / asynchronous e-learning as a mode of learning, please submit IBF Criteria Checklist for E-learning. Note: If you offer both Classroom & Synchronous E-learning training for the same course, please submit 2 separate applications (one for each training methodology). Accreditation application fees apply for each application. #E-Learning should minimally meet the following requirements: - Training duration must be at least 30 minutes with an assessment component at the end to assess the participants' understanding; - There should be processes and procedures in place to authenticate and track that the specific representative is the one taking the e-learning course and assessment (e.g. individual login/ administering the assessment in a controlled environment); - System has sufficient checks to prevent abuse and have penalties for illegal logins; and - Maintain an audit trail of log-ins and assessments
	<u>Evidence to be furnished</u> ▪ Lesson plan detailing: ○ Course duration in hours, indicating breakdown of training by topics/modules ○ Assessment duration and methodology ○ Breakdown of topics and duration that would qualify for Core FAA/SFA CPD Comparability / alignment with international standards / qualifications (where applicable) ○ Template (Appendix A in the "Document Checklist") can be downloaded from here. ▪ IBF Criteria Checklist for E-learning <i>Checklist can be downloaded from here.</i> ▪ Details of E-Learning Management System
1.2	The organisation should ensure that the course fees are reasonable compared to similar programmes in the industry. Relevant course details should also be made known to participants upfront.
	<u>Evidence to be furnished</u> Course prospectus detailing: - Learning outcomes

	- Target group - Entry requirements - Optimum class size - Programme fees and details of IBF funding. All fees are to be stated in Singapore dollar and exclusive of GST.
2	Course Design / Structure Applicable to Section 3: Skills and Industry Relevance
2.1	Course should be financial sector contextualised (where applicable). To input details of the relevant industry segment(s) (i.e. Sub Sector) that your course is applicable for, please select the following options as part of your course application: Cluster: Modern Services Sector: Financial Services Sub-sector: Select the relevant segments from the drop-down list applicable.
2.2	Course should be aligned to at least one skill under the Skills Framework for Financial Services or Future-Enabled Skills. <i>To access the list of skills codes that apply to IBF, please refer here.</i>
2.3	Course meets all the Knowledge and Abilities defined under selected skill(s) and the underlying principles of competency-based training and assessment. Note: 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.
	<u>Evidence to be furnished</u> ▪ Full set of Training and Assessment Materials ▪ Completed Skills Competency Checklist(s) (with all corresponding mapping of evidence) Note: <u>Technical Skills and Competency / Critical Core Skills</u> Training materials are to be mapped to the “Knowledge” within the checklist and assessment materials/questions are to be mapped to the “Abilities” within the checklist. <u>Future-Enabled Skills</u> Both training and assessment materials/questions are to be mapped to the “Performance Criteria” within the checklist. With the exception of Future-Enabled Skills, all other selected skills must show evidence of Financial Sector contextualisation. <i>Checklists can be downloaded from here.</i> ▪ Letter of Authorisation issued by the Certificate Awarding Body (where applicable)
3	Course Development and Delivery Applicable to Section 4: Course Admin and Adult Educators
3.1	Course is developed and delivered by personnel who meet the Trainer / Assessor / Course Developer Criteria* or who are under the direct supervision of a trainer / assessor having these competencies.

Evidence to be furnished

- **Verified CVs** and / or copies of qualifications of Trainers, Assessors and Course Developers indicating that they meet the requirements as specified in the Trainer / Course Developer or Assessor Criteria
- **Fit & Proper Declaration** forms for all Trainers, Assessors and Course Developers
Fit and Proper Declaration forms can be downloaded from [here](#).

*** Trainer / Course Developer Criteria**

Trainer must possess the following:

- Have IBF Standards certification or professional qualification in the relevant subject areas with at least five (5) years' experience within the relevant financial services field
- Good track record of at least three (3) years of financial training experience, either part-time or full-time
- Should have all the appropriate regulatory and/or professional licenses

*** Assessor / Course Developer Criteria**

Assessor must possess the followings:

- Have IBF Standards certification or professional qualification in the relevant subject areas with at least five (5) years' experience within the relevant financial services field
- Good understanding of the Assessment Plan and core principles, techniques and guidelines on performing competency-based assessments
- Should have all appropriate regulatory and / or professional licenses

(Remarks: This applies to the assessor who conducts the assessment on the candidate to verify whether the person has met the abilities defined under selected skills & competencies. The assessor needs to have been properly briefed on how to conduct competency-based assessment, based on the Assessment Plan that has been developed.)

3.2 Course design is well-planned and the strategies are instructionally sound. The content should clearly demonstrate its relevance to the financial services industry and Knowledge and Abilities as defined under the selected skill(s). The course contents should be validated to:

- **ensure its relevance to the selected skill(s)**
- **meet the needs of the participants and**
- **cover the practical aspects**

*** Course Reviewer/ Subject Matter Expert (SME) Criteria**

Course Reviewer/ SME must possess the following:

- Have IBF Standards certification or professional qualification in the relevant subject areas with at least five (5) years' experience within the relevant financial services field

Evidence to be furnished

- **Course Validation Checklist**
- **CV/ profiles** of Course Reviewer/ SME

Course Validation Checklist can be downloaded from [here](#).

3.3	Assessment outcomes / results should be validated by the Assessor Coach and / or independent personnel who meet the Assessor Coach Criteria**.
	<u>Evidence to be furnished</u> ▪ Verified CVs and / or copies of qualifications of Assessor Coach indicating that they meet the requirements as specified in the Assessor Criteria ▪ Fit & Proper Declaration forms for all Assessor Coach <i>Fit and Proper Declaration forms can be downloaded from here.</i>
	** Assessor Coach Criteria Assessor Coach must possess one (1) of the followings: ▪ WSQ Advanced Certificate in Training and Assessment / Advanced Certificate in Learning and Performance ▪ Completion of Competency-Based Assessment Course ▪ Experience in competency-based assessment (e.g. from overseas such as Australia and the UK) <u>(Remarks:</u> This applies to the Assessor Coach who has been trained on competency-based assessment. The Assessor Coach who will sign off on the assessment results to ensure that the candidate has fully met the abilities defined under selected skills & competencies.
4	STS Course Re-accreditation/ Renewal
	Applicable to Section (5) Supporting Documents & (6) Review your Application Course submitted for re-accreditation would require the following information, in addition to the documents required for course application: ▪ Revised assessment content (regardless of assessment methodology) ▪ Any updates that should be made to keep the course current ▪ Feedback of the current approved course (recent 3 cohorts) ▪ Validation of revised course content (to submit updated Course Validation Checklist) – Refer to Section 3.2 in this guide Please indicate the approved course reference code in Section (6) “Overall Remarks to Processing Officer”.

Please ensure that the Document Checklist (download from [here](#)) is completed and submitted together with the supporting documents via TPGateway.