



THE CHARTERED INSTITUTE OF BANKERS OF NIGERIA

(Incorporated in 1976 and Chartered by Decree 12 of 1990, now Act No. 5 of 2007)

BANKERS HOUSE

PC19, ADEOLA HOPEWELL STREET, P.O.BOX 72273, VICTORIA ISLAND, LAGOS, NIGERIA

TEL: 4610655, 4617924, Tele/fax: 4618930 E-MAIL: cibn@cibng.org Website: <http://www.cibng.org>

ACCREDITATION APPLICATION FORM EDUCATION/TRAINING SERVICE PROVIDERS (ETSPs)

Categories of ETSPs, as stipulated in the Competency Framework for the Nigerian Banking Industry, are:

A = An individual (Sole Proprietor).

B = A profit-oriented consultancy or commercial institution.

C = A not-for-profit organisation.

D = Training/Learning centres/Academies of banks/other financial institutions and any other training organisation.

E = Relevant professional bodies.

F = A university, polytechnic or other relevant educational institutions of higher learning.

NOTE: Please write legibly and put all the information needed. Incomplete data will make this form invalid

1. Name of Individual/Institution	
2. Business Location Address	
3. Website &E-mail Address	
4. Contact Phone Numbers	
5. Details of Contact Persons	i.
	ii

6 Date Established with Registration/Incorporation/

Deed No./Enabling Law/ Act (as may be applicable)

7. Tax Identification No

8. What category of business, as contained in the Competency Framework is your organisation?

(Please tick as appropriate) A

B

C

D

E

F

9. What type of education/training services do you provide?

10. What sector of the economy do you service? (Also specify the sub-sector of that

sector) _____

11. For what levels and categories of personnel are your education/training programmes intended?

12. What method of training do you deploy in your

programmes? _____

13. What are the evaluation methods used for assessing participants?

14. Specify the education/training activities relevant to the Banking and Finance Industry undertaken successfully in the last 2 years *(Please support with references and testimonials)*

S/N	TITLE OF PROGRAMME/COURSE	TARGETED ROLE	LOCATION

15. For how many number of years have you undertaken training-related activities?

16. Do you undertake collaborative training with other firms? (Yes or No)

17. List of faculty with qualifications and specify whether full/on payroll or part time:

S/N	NAME	QUALIFICATION IN FULL e.g BSc Accounting etc	AREA OF FACILITATION	FULL or PART-TIME

18. (a) Number of full-time faculty

(b) Number of part-time faculty

19. Staff Compliments:

Teaching Staff	Administrative Staff	Support Staff

20. a. Availability of Conventional Library

b. Do you have an e-library with up-to-date subscription?

21. a. Total number of Reading Rooms

b. and Lecture Theatres

22. Specify the Type and Number of Teaching Aids in your Resources:

S/N	TYPE OF TEACHING AIDS	QUANTITY

23. Please demonstrate (with evidence) how staff of the Banking and Finance Industry can continually receive high quality, up-to-date learning content. _____

24. Do you have a Robust Internal Quality Assurance system and a culture of continuous improvement, particularly in the areas of courses and material design? _____

25. Please demonstrate (with supporting evidence) that you have appropriate system and procedures for collecting, evaluating and acting on feedback. _____

26. Availability of marketing communication items (product brochures, promotional flyers, TV commercials, Radio adverts, etc). *Please supply evidence.*

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27. References

I	
ii	
iii	

28. List of publication(s) or Research works relevant to the Banking and Finance Industry

I	
ii	
iii	

iv	
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29. List of Awards (if any) with dates

S/N	TITLE OF AWARD	AWARDING BODY	DATE
i			
ii			
iii			
iv			

30. Accreditation by other bodies held (if any)with dates

A completed application form should be accompanied with the following documents:

- 1) Copy of Certificate of Incorporation/Registration/Enabling Act or Law/Instrument of Establishment.
- 2) Copy of Memorandum and Articles of Association/ Constitution/Deed of Partnership.(if applicable)
- 3) Evidence of compliance with Tax Regulations
- 4) Copy of Corporate Profile which must include:
 - Corporate Goals
 - Details of Ownership
 - Management Profile
 - Organogram
 - Funding Structure
- 5) The last three years audited accounts.
- 6) Company's Code of Conduct and Corporate Governance
- 7) Profiles of faculty in use in the last 24 months.
- 8) Curriculum/syllabus/synopsis of Courses or Programmes offered by the organisation
- 9) Evidence that venues used are conducive for learning (pictorial evidence inclusive).
- 10) Evidence of the following:
 - Well-equipped library with reading stations

- e-library (with subscription details)
 - Deployment of ICT facilities
 - Banking Laboratory (if applicable).
- 11) Supplementary list of all training in the past 24 months relevant to the Financial Services Industry stating the dates and venues, if space provided in the form is not adequate.
 - 12) Relevant and recent marketing communication items (product brochures, promotional flyers, TV commercials, Radio adverts, etc).
 - 13) Video Recording and/or presentation of a recent training programme.
 - 14) For e-learning providers, links to at least three sample programmes with test logins and password.
 - 15) Testimonials (from programme evaluation feedback forms completed by training attendees)
 - 16) Three references (from clients that have patronised the TSP).
 - 17) Certificates of awards.
 - 18) Accreditation by other bodies held (if any).
 - 19) List of all the in-house training that took place over the last 24 months (if ETSP is a Bank Academy/Learning Centre/Training School).