



INDEPENDENT REGULATORY BOARD FOR AUDITORS

P.O. Box 8237 Greenstone, 1616
Tel: 087 940 8800 ~ Fax: 087 940 8824

APPLICATION FOR ACCREDITATION

This application form must be completed by the professional body seeking accreditation and should be read in conjunction with the Independent Regulatory Board for Auditors' (IRBA's) Accreditation Model. It is the responsibility of the professional body to demonstrate to the satisfaction of the IRBA that it complies with the prescribed accreditation standards. Accordingly, the information provided should be sufficient and appropriate to enable the IRBA to determine the extent to which the applicant meets the requirements. Applications for accreditation should be based upon a process of self-evaluation by the professional body. The self-evaluation¹ should address each of the indicators defined for each of the relevant accreditation standards prescribed by the IRBA. In preparing the self-evaluation, the professional body should provide **objective evidence** as to the extent to which each indicator is met in practice. Where the indicator is not met, the professional body should describe what alternative measures have been implemented in order to ensure that the professional body complies with the accreditation standard.

Specific documentary evidence together with the payment of the accreditation fee must be submitted with the application². The onus is on the applicant body to submit any additional information which they may consider applicable to their submission, which is not included in the Accreditation Model.

1. Professional Body Details

Name of professional body:		
Physical address:		
	Code:	
Postal address:		
	Code:	
Tel:	()	Fax: ()
Website address (if any):		
Name & details of CEO/equivalent:		
Name and surname of contact person:		
Designation:		
Tel:	()	Cell:

¹ Applicants must use the same self-evaluation framework as required under “monitoring in the context of recognition”, as outlined in the Accreditation Model.

² The IRBA requires the submission of applications in hard as well as electronic (CD) format.

E-mail address:	
-----------------	--

2. Accreditation Status

Accreditation is the status granted by the IRBA to professional bodies that meet and continue to meet the prescribed accreditation standards. In this regard, a distinction is made between partial and full accreditation (See Accreditation Model Pages 6 to 8).

Please indicate the type of accreditation sought:

TYPE OF ACCREDITATION	PLEASE TICK
2.1 Partial accreditation	
2.2 Full accreditation	

3. Institutional Accreditation

All professional bodies seeking accreditation are required to comply with the institutional accreditation requirements. Please attach and record all appropriate documentation³ which provides evidence that the accreditation standards and indicators are met.

INSTITUTIONAL ACCREDITATION REQUIREMENTS	DOCUMENTS SUBMITTED
3.1 Details regarding Continuing Professional Development	
3.2 Details regarding discipline and ethical conduct of members	
3.3 Details regarding the financial and operational viability of the professional body	
3.4 Details regarding the register of members	
3.5 Details regarding representivity in the profession	
3.6 Details regarding technical support and guidance to members	
3.7 Details regarding recognition agreements with other professional bodies	

4. Programme Accreditation

All professional bodies seeking accreditation must comply with the programme requirements for the development and assessment of core competence. Please attach and record all appropriate documentation which provides evidence that the accreditation standards and indicators are met.

³ All documentary evidence must indicate the reference(s) to the Accreditation Model.

PROGRAMME ACCREDITATION	DOCUMENTS SUBMITTED
4.1 Academic Programme	
4.2 Core Assessment Programme	

In order to be fully accredited a professional body must comply with the requirements for the development of professional competence. Please attach and record all appropriate documentation which provides evidence that the accreditation standards and indicators are met.

PROGRAMME ACCREDITATION	DOCUMENTS SUBMITTED
4.3 Professional Development Programme	

5. Declaration

Please sign and include this declaration with your application.

I, _____ (professional body representative), on behalf of _____, hereby declare that all information provided in this application for accreditation is a true reflection of _____ (professional body).

I further declare that I have read and understood the Accreditation Model published by the IRBA and accept that the IRBA reserves the right to request additional information relating to matters included in this application, or conduct inspections for the purpose of verifying the information supplied.

I accept that the responsibility to communicate changes to any aspects relating to my application for accreditation rests with me and that the IRBA is solely responsible for all decisions regarding the awarding of accreditation.

I undertake to make payments as prescribed by the IRBA, relating to this application and its assessment.

Signed: _____ (as duly authorised)

Capacity: _____

Name: _____

Date: _____

CHECK LIST

Please ensure that the supporting documentation relating to each of the requirements and as described in the IRBA Accreditation Model, has been included with your application.

- Institutional Accreditation
 - Continuing Professional Development
 - Discipline and ethical conduct of members
 - Financial and operational viability
 - Register of members
 - Representivity in the profession
 - Technical support and guidance
 - Recognition agreements with other professional bodies

- Programme Accreditation
 - Academic programme
 - Core assessment programme

- For full accreditation:
 - Professional Development Programme

This application, together with all supporting documentation as indicated in the Accreditation Model should be sent to:

The Director: Education, Training and Professional Development

Hand deliveries: IRBA
Building 2
Greenstone Hill Office Park
Emerald Boulevard
Modderfontein
1616

Postal deliveries: P.O. Box 8237
Greenstone
1616

E-mail: lkatzin@irba.co.za

The prescribed application fee must be deposited in:

Account name: IRBA
Bank: Standard Bank
Type of account: Cheque
Branch name: Eastgate
Branch code: 018505
Account no: 221290532