



ACCREDITATION COMMISSION FOR CONFORMITY ASSESSMENT BODIES

Accreditation Scheme Manual For Further Education & Training Institutions

Document Title: Table of Contents

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Revision Number	Revision Date	Paragraph Number	Description of Revision	Revision Author

2.1	Purpose:			
2.1.1	This Accreditation Scheme Manual shall be used by the Accreditation Commission For Conformity Assessment Bodies (ACCAB) for the accreditation of Further Education & training Institutions (FETI) those include Higher Education Providers, Distance Learning Institutions, Professional Short Course Providers and Specialty Tutorial Schools & Colleges.			
2.1.2	This Accreditation Scheme Manual shall ensure continuity and consistency of the education & training processes deployed by the ACCAB accredited FETIs against the ACCAB Global Standard “Responsible Education Provider” TM .			
2.1.3	This Accreditation Scheme Manual shall ensure that ACCAB accredited FETIs operate in a controlled manner.			
2.1.4	This Accreditation Scheme Manual shall provide transparency that is required of an independent international Accreditation Body.			
2.1.5	This Accreditation Scheme Manual ensures flexibility by focusing on outcomes rather than be prescriptive and bureaucratic letting you to manage the way you want.			
2.1.6	This Accreditation Scheme Manual assist applicant and accredited FETIs to meet and surpass the accreditation requirements by providing guidance and notes.			
2.1.7	This Accreditation Scheme Manual endeavors to bring clarity and acceptance of multiple points of views.			
2.2.0	Scope:			
2.2.1	The application of this manual is mandatory and prescribes ACCAB requirements for all FETIs that wish to offer ACCAB accredited training course certification and use ACCAB logo.			
2.2.2	The terms “shall” used through out this manual to indicate that those requirements are mandatory.			
2.2.3	This Accreditation Scheme Manual prescribes procedures, criteria and methodology that a FETI must undertake in carrying out assessment of an organization to the relevant international standard/s certification.			
2.2.4	This Accreditation Scheme Manual shall be updated from time to time and is subject to regular supervision by the Technical Advisory Committee (TAC) of ACCAB and its Board. Additional procedures and requirements may be published in the form of advisories. Those advisories shall be considered requirements for implementation by FETIs and integrated into the procedures/processes of the accredited FETIs.			
2.3	Responsibility:			
2.3.1	The Technical Advisory Committee (TAC) of ACCAB is responsible for the Accreditation Scheme Manual in ACCAB’s official language – English.			
2.4	Details:			
2.4.0.1	This manual is intended to be a living document and is subject to review on an ongoing basis.			
2.4.1	Description	Proc. No.	Current Status	Approv By
2.4.1.1	Manual Identification	ASM-1.0	00	TAC
2.,4.1.2	Table of Contents	ASM-2.0	00	TAC
2.4.1.3	Amendment Record	ASM-3.0	00	TAC
2.4.1.4	List of Controlled Copy Holders	ASM-4.0	00	TAC
2.4.1.5	Terminology/Definitions Used	ASM-5.0	00	TAC
2.4.1.6	Introduction to Accreditation Commission For Conformity Assessment Bodies	ASM-6.0	00	TAC
2.4.1.7	The Accreditation Scheme	ASM-7.0	00	TAC
2.4.1.8	ACCAB Accreditation Procedure	ASM-8.0	00	
2.4.1.9	Sample Accreditation Agreement	ASM-9.0	00	TAC
2.4.1.10	ACCAB Schedule of Fees	ASM-10.0	00	
2.4.1.11	ACCAB Complaints & Appeals Guidelines	ASM-11.0	00	TAC

2.4.1.12	Rules on Use of the ACCAB Accreditation Symbols & Logos	ASM-12.0	00	TAC
2.4.1.13	ACCAB Accreditation Application Form	ASM-13.0	00	TAC
2.4.2	The List of Normative Reference			
2.4.2.1	<p>The following reference documents to be used for the application of this manual. In call cases the latest version of the referred documents applies including any amendments.</p> <ul style="list-style-type: none"> • ISO 9000:2005 Quality Management Systems – Fundamentals & Vocabulary • Quality Assurance and Accreditation: A Glossary of Basic Terms an Definitions- UNESCO CEPES 2007 • ISO 9001:2008 Quality management systems -- Requirements • ACCAB Global Standard “Responsible Education Provider”™ • ISO 19011:2002 Guidelines For Quality And/or Environmental Management Systems Auditing • Relevant International Standards, ACCAB Standards, Advisories and Accreditation Requirements. 			