IRU Academy admission/accreditation

IRU Academy fees and admission procedure

IRU
Academy

Accreditation Process
New ATIs (first accreditation)

IRU Academy Fee Structure

IRU Academy Fees – Type	Fee
ATI Entry Fee	• CHF 3'000
ATI Annual Fee	• CHF 500 (0) [1]
Programme Accreditation Fee	• CHF 750 (0) [2]
Re-Accreditation Fee	• CHF 750 [3]
Train The Trainer Fee	• CHF 3'000 (≤ 4 instructors) • CHF 4'000 (5-8 instructors) • CHF 5'000 (9-12 instructors) + Travel, accommodation
Pilot Delivery Fee	• Travel, accommodation and consultant costs + service fee 5%
IRU Academy Per Graduate Fee	• 2(3)% [4] of the ATI's per student fee
Partner Authorisation Fee	• CHF 500
[1] There is No Annual Fee for ATIs delivering training [2] Programme Accreditation Fee is waived for the first ATI programme accreditation [3] Only applicable in case of re-accreditation after suspension [4] 3% in case of irregular data entry in AOL (Academy Online)	

Accreditation Process
New ATIs (first accreditation)

IRU Academy

Starting the accreditation process in AOL and access to the ATI Accreditation Module

Creation of a temporary login account for AOL

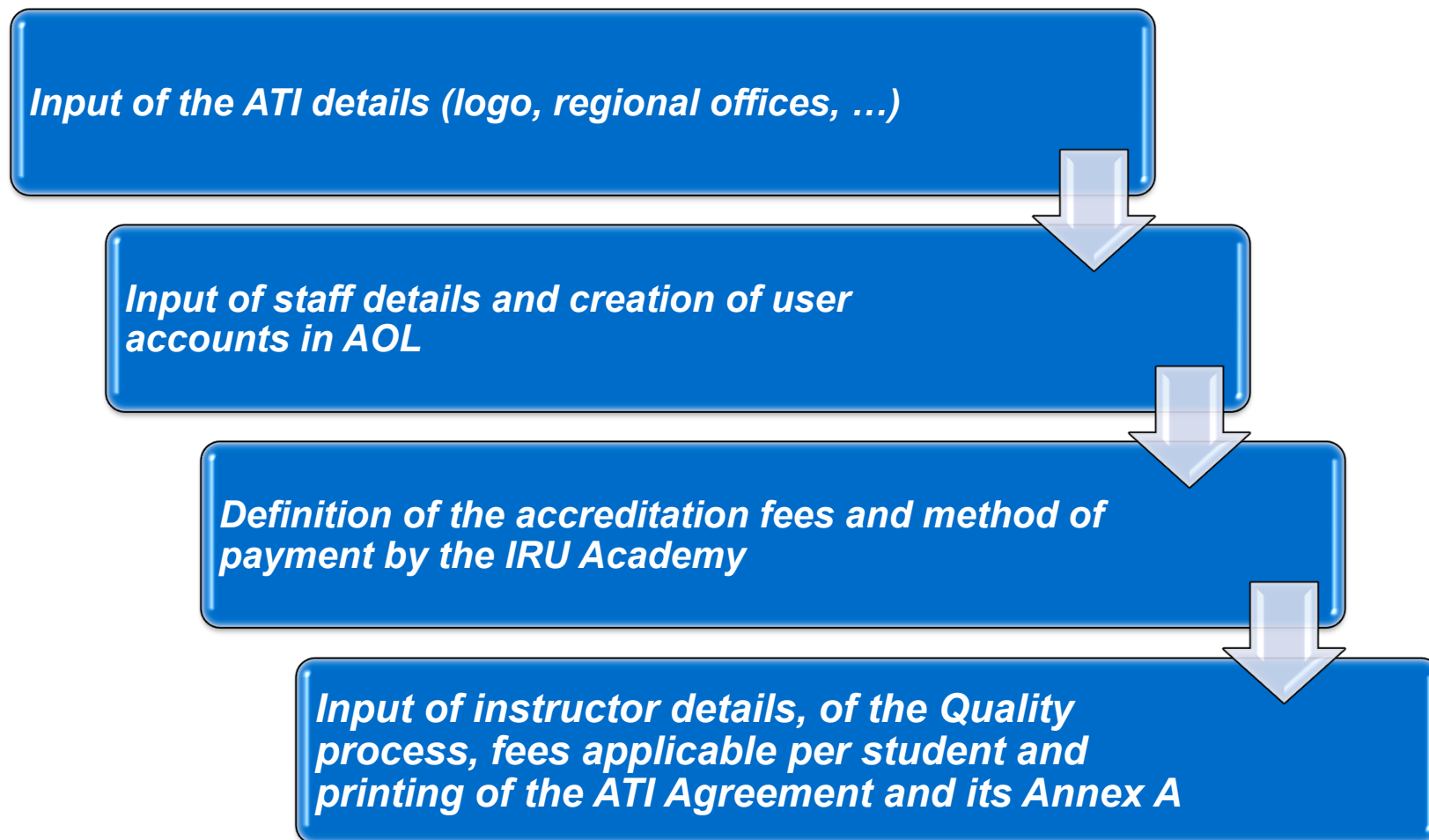*Selection of the Programme of interest*

Validation of the new ATI's accreditation by the IRU Academy

Input of the ATI details (logo, regional offices, …)

Input of staff details and creation of user accounts in AOL

Definition of the accreditation fees and method of payment by the IRU Academy

Input of instructor details, of the Quality process, fees applicable per student and printing of the ATI Agreement and its Annex A

Accreditation Process
New ATIs (first accreditation)

Submission of the accreditation request to the IRU Academy, and payment of the accreditation fees

Sending by post of the ATI Agreement and its Annex A, signed in 2 copies, to the IRU Academy

Acknowledgement of receipt of the payment of the accreditation fees by the IRU Academy to the ATI

Start of the accreditation request review and, if necessary, communication of supplementary information by the ATI

Steps to establish training quality in harmonisation with IRU Academy Requirements
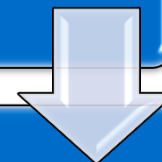
Train-the-Trainers of the ATI by an expert for the appropriate IRU Academy programme

ATI Preparation time with support of IRU Academy

Organisation of a Pilot Delivery by the ATI instructors under the supervision of an IRU Academy training expert

ATI Instructors' examination to ensure their mastering of the programme matter and their training capacities

Accreditation Process
New ATIs (first accreditation)

IRU Academy

Evaluation of the individual training performance of the ATI instructors by the IRU Academy training expert

Communication of these results to the IRU Academy simultaneously with the examination results

In case of positive results, issuance of IRU Academy certificates to the ATI instructors

Confirmation by the ATI Principal AOL Administrator of the readiness to use AOL following the training received from the IRU Academy

Accreditation Process
New ATIs (first accreditation)

Approval of the ATI accreditation request by the IRU Academy Accreditation Committee (AAC) in the selected programme

Communication of the AAC decision to the ATI

End of the accreditation process

ATI staff's use of the ATI Module for managing classes, students, printing of certificates/ diplomas.