

**Date of submission:** *To be filled in by EBTN Secretariat*

**Incoming document no:** *To be filled in by EBTN Secretariat*

## **APPLICATION FORM FOR A TRIPLE-E EFCB QUALIFICATION**

Before submitting the application please read: "TRIPLE E EUROPEAN FOUNDATION CERTIFICATE in BANKING (TRIPLE E EFCB)". The application and the important accompanying documents have to be written in English. For the accompanying documents see table below.

This application will be reviewed by EBTN's Triple E Committee. A standard EFCB accreditation procedure should be completed within 60 days from the date of submitting the accreditation application. Should any problem/discrepancy/omission be noted during the processing of the application, the EBTN Secretariat will contact the applicant asking for the related issue to be solved in a specified timeframe. Any delays of the applicant in submitting the requested documentation proving the solution of the issue will result in equal delay in the decision for the accreditation. In any case the completion of the processing of an application may not exceed a maximum period of 120 days from the submission of the application.

### **CONTENT**

1. Contact details
2. Description of the organization
3. The infrastructure for a Triple E EFCB Qualification (The Green Pillar)
4. Public Information
5. The body of the Triple E EFCB Qualification (The Red Pillar)

**1. Contact details.**

Applicant's name (organisation)	
Legal representative	
Responsible officer – contact person for application	
Address	
e-mail address	
Telephone number	
URL of organization	

**2. Description of the organisation**

Give a short outline of your organisation, specifying mission, goals, duration of operation, number of employees, scope of activities, membership profile or clients served and the key business figures.

<b>Outline of your organisation</b>	<b>Evidenced by (refer to numbered annexes)</b>
	<i>&lt; the organisational</i>

*chart of your  
organisation in English  
has to be enclosed to  
the application>*

<b>EBTN Membership/EFCB Accreditation</b>	<b>Answer and explanation</b>
Is your organization full or associate member of EBTN?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If no, do you have already submit or when are you planning to submit an application for membership?  (be aware only EBTN Members are entitled to be an Triple E EFCB accredited institute)	
Is your organization already accredited as EFCB Institute by EBTN? If yes, since when?	<input type="checkbox"/> YES <input type="checkbox"/> NO
When do you intend to offer the first examination of the Triple E EFCB?	
When do you intend to have the last examination of the "old EFCB" , if applicable?	

### 3. The infrastructure for a Triple E EFCB Qualification (the Green Pillar)

#### A. Confirmation of external institutional accreditation granted

Criteria	Answer and explanation	Evidenced by (refer to numbered annexes)	Appraisal (to be completed by Triple E Committee)
Do you have an external institutional accreditation?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Which organisation granted you the institutional quality accreditation (tick and specify in the next column): <ul style="list-style-type: none"> <li><input type="checkbox"/> National Qualifications Framework authorities within the registration procedure for NQF level confirmation</li> <li><input type="checkbox"/> National Banking Associations</li> <li><input type="checkbox"/> ISO</li> <li><input type="checkbox"/> ACCREDIA, the Italian National Accreditation Body</li> <li><input type="checkbox"/> Foundation for International Business Administration Accreditation (FIBAA)</li> <li><input type="checkbox"/> Wissenschaftsrat (The German Council of Science and Humanities)</li> <li><input type="checkbox"/> EOPPEP (the Greek National Organisation for the Certification of</li> </ul>	Specify:  Specify:  Specify:	<i>&lt;Add the most recent external audit report&gt;</i>	

<b>Criteria</b>	<b>Answer and explanation</b>	<b>Evidenced by (refer to numbered annexes)</b>	<b>Appraisal (to be completed by Triple E Committee)</b>
<p>Qualifications &amp; Vocational Guidance)</p> <ul style="list-style-type: none"> <li>□ Any official, national accreditation body for formal and non-formal qualifications, including sectoral competent accreditation bodies, by request of the interested parties</li> <li>□ Quality Assurance is (externally) organised in another way</li> </ul>	<p>Specify:</p> <p>Specify:</p>		
<p>If you don't have an institutional accreditation, do you hereby apply to EBTN to have your quality assurance system confirmed as suitable for the Triple E EFCB Standard?</p>	<p><input type="checkbox"/> YES <input type="checkbox"/> NO</p>	<p>N/A</p>	
<p>Additional questions (to be completed by Triple E Committee)</p>			

### B. Key quality assurance procedures

<b>Criteria</b>	<b>Answer and explanation</b>	<b>Evidenced by (refer to numbered annexes)</b>	<b>Appraisal (to be completed by Triple E Committee)</b>
How is your quality assurance system assessed and how are improvement measures implemented?		<add relevant auditors and/or management reports> Preferable in English	
Who is involved in the evaluation of your quality system, both internally and externally?	[Names and positions in your organization]		
Additional questions (to be completed by Triple E Committee)			

### C. Chinese walls between training AND examination and certification

<b>Criteria</b>	<b>Answer and explanation</b>	<b>Evidenced by (refer to numbered annexes)</b>	<b>Appraisal (to be completed by Triple E Committee)</b>
Will your organization run both training, examination and certification processes for the Triple E EFCB qualification?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
If not, which of these processes are			

<b>Criteria</b>	<b>Answer and explanation</b>	<b>Evidenced by (refer to numbered annexes)</b>	<b>Appraisal (to be completed by Triple E Committee)</b>
outsourced and to whom?			
If yes, what will be the form of functional separation and independence between education AND examination/certification?			
Is this functional separation verifiable by external auditors and supervised by the management of the organisation?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Will the candidates have insight in the examination regulations and procedures, including evaluation criteria? If yes, in what way?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Will there be an independent appeal procedure for candidates and how will it work?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i>the Appeals Committee should be external. Add relevant documents about procedures&gt;</i>	
Will there be an independent examination board/committee for the Triple E EFCB qualification? If so, how will it function?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i>&lt;Add in any case relevant documentation regarding composition, procedures of this committee f.e. minutes, name and function of the members etc.&gt;</i>	
Additional questions (to be completed by Triple E Committee)			

#### 4. Public Information

Criteria	Answer and explanation	Evidenced by (refer to numbered annexes)	Appraisal (to be completed by Triple E Committee)
In what way will the learning outcomes of the Triple E EFCB qualification made public and known to candidates?			
Will there be a complaint procedure for candidates and how will it work?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Will the complaint and appeal procedures be easily available to students?	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i>&lt;the Appeals Committee should be external. Add relevant documents about procedures&gt;</i>	
Do you intend to run a register of certificate holders of the Triple EFCB qualification? If so: <ul style="list-style-type: none"> <li>• which information about the certificate holder will you collect?</li> <li>• will this register be open to the public?</li> <li>• do you agree that this register will be open through or linked to the EBTN – Triple E EFCB website?</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO  <input type="checkbox"/> YES <input type="checkbox"/> NO  <input type="checkbox"/> YES <input type="checkbox"/> NO		
Additional questions (to be completed by Triple E Committee)			



## 5. The body of the qualification (The Red Pillar)

### A. Learning outcomes

Learning outcomes	Describe	Evidenced by (refer to numbered annexes.)	Appraisal (to be completed by Triple E Committee)
Is the Triple E EFCB Qualification and/or Learning outcomes part of a wider (national) qualification?	<input type="checkbox"/> YES <input type="checkbox"/> NO		
Did you adapt the learning outcomes to respect country specific content at national level? If so: <ul style="list-style-type: none"> <li>• did you stay within the limit of the maximum of 20%?</li> <li>• are still all all the key learning outcomes covered?</li> </ul>	<input type="checkbox"/> YES <input type="checkbox"/> NO  <input type="checkbox"/> YES <input type="checkbox"/> NO  <input type="checkbox"/> YES <input type="checkbox"/> NO	<i>The adapted learning outcomes should be submitted, translated in the English language</i>	
Additional questions (to be completed by Triple E Committee)			

**B. Assessment of Triple E EFCB**

<b>Assessment</b>	<b>Describe</b>	<b>Evidenced by (refer to numbered annexes.)</b>	<b>Appraisal (to be completed by Triple E Committee)</b>
Describe the assessment methods also per unit if you differentiate/specify assessment methods at unit level.		<i>An concrete exemple of an examination/assessment should be submitted of which 10% of the questions translated in the English language, containing knowledge and skills learning outcomes</i>	
Describe in a concise way the Triple E EFCB examination procedures and its exam analysis system;			
Additional questions (to be completed by Triple E Committee)			

***C. Continuous Professional Development (CPD)***

<b>CPD</b>	<b>Describe</b>	<b>Evidenced by (refer to numbered annexes).</b>	<b><i>Appraisal (to be completed by Triple E Committee)</i></b>
In what way is the CPD requirement to maintain the Triple E EFCB qualification organised?			
What is the yearly workload (in Triple VET Credits) of this CPD requirement (minimum is 1 Triple VET credit a year)?			
Which activities are accepted for CPD?			
What is the procedure for reporting and validating the CPD requirement?			
Additional questions (to be completed by Triple E Committee)			

**D. Upgrading EFCB to Triple E EFCB**

<b>Upgrading EFCB</b>	<b>Describe</b>	<b>Evidenced by (refer to numbered annexes).</b>	<b>Appraisal (to be completed by Triple E Committee)</b>
Do you have the intention to offer EFCB holders the possibility to up grade there certificate to a Triple E EFCB? If yes, for how many certificate holders the upgrading will be the case?			
In what way is the CPD requirement to upgrade the EFCB qualification to the Triple E EFCB organized (minimum requirement one yearly CPD completed) ?			
What is the workload (in Triple VET Credits) of this CPD requirement (minimum is 1 Triple VET credit)?			
Which activities are accepted for this CPD?			

<b>Upgrading EFCB</b>	<b>Describe</b>	<b>Evidenced by (refer to numbered annexes).</b>	<i>Appraisal (to be completed by Triple E Committee)</i>
What is the procedure for reporting and validating this CPD requirement?			
When do you intend to start the upgrading procedure (if applicable)			
Additional questions (to be completed by Triple E Committee)			



**Additional documents requested by Triple E Committee:**

**FINAL DECISION BY TRIPLE E COMMITTEE:**

**JUSTIFICATION:**

**SIGNATURE OF TRIPLE E COMMITTEE MEMBERS:**

**Name:**

**Date/Place:**