



PO Box 17926 London SW19 3WB

Tel 020 8544 9559

www.homestudy.org.uk

info@homestudy.org.uk

ABCC Membership

Joining the Association

There are various criteria for membership, mostly concerning the length of time you have been in business and the nature of the courses you provide. If your organisation is accredited by the Open and Distance Learning Quality Council, or if you are already known to us or to one of our Member Colleges, little further formality is needed. If not, we are happy to consider your application backed up by your teaching materials, tutor profiles and testimonials from successful students.

Signatory Membership

Signatory Membership is designed to assist to new, developing companies, who agree to abide by our Code of Ethics for a period during their early stages before they are accepted as full members.

Signatory Members only need to demonstrate that they are developing acceptable courses and that systems are being put in place to provide tutorial services to their potential students. Benefits for them will be to be able to show on their website a logo indicating that they are signatories to the ABCC Code of Ethics, an explanatory note on the ABCC website of who they are and what they are offering whilst moving towards full membership, and the help and guidance that the Association can give them during this time.

Code of Ethics

All member colleges must agree to comply with the Association's Code of Ethics. This guarantees a high standard of service and integrity on the part of all Colleges; many of our Members consider the Code to be the most important aspect of Association membership. The Association's logo on your prospectus gives potential students an assurance of quality and fair dealing. In the event of queries or complaints the Association can provide a useful arbitration service.

Publicity

The Association's website at www.homestudy.org.uk includes a page for each Member College, lists of available courses and their providers, and links to members' own websites. Should your College join us, your details will be put on the website immediately.

Our posters and other materials are distributed periodically to public libraries, educational and careers advisory services, armed forces education fairs, hospital and HM Prison Services educational advisory centres and other outlets. As enquiries are received from prospective students they are forwarded to those Colleges offering the courses required.

Public Relations

We issue press releases on topics of interest and maintain contacts with the education correspondents of national and local newspapers, occasionally placing advertisements in the press as appropriate. We respond to issues raised in the media, and generally seek to raise the profile of home study, or distance learning, and keep it in the public eye.

Certificates of Merit

The ABCC awards Certificates of Merit to students who have captured the imagination of their course providers.

Member Colleges may nominate any student they choose, but an appropriate candidate might be someone who has -

- retrained to get back into employment
- achieved an outstanding exam or course result
- overcome personal difficulties to achieve his/her goal

The award of a Certificate not only gives pleasure to the recipient but also affords the College providing the course with an opportunity for favourable publicity.

Lobbying

The Association is active in monitoring legislation in both the UK and European Parliaments on such topics as tax relief on course fees, consumer contracts and data protection. ABCC is a corporate member of the Learning and Work Institute (formerly NIACE) and is working with them to lobby the government on matters such as VAT on training and the SFA for training funding. Our Associate Members, which include such bodies as AAT, ICB, NEBOSH, the Prisoners' Education Trust, the Royal Horticultural Society and ABC Awards, lend their support to these endeavours, and we find their input and connections invaluable.

Communication

The Association provides a forum for the exchange of ideas on distance learning. We have an annual meeting in London, and all Members are welcome to attend the regular Council meetings. Members can also seek advice by telephone or email.

Costs

The cost of membership of our Association varies according to the size of the college and its fee income. The enclosed letter gives details of the current levy assessment. In 2015-16 the levy per unit is £61.00, so that a college with a fee income of between £90,000 and £120,000, for example, would be assessed at 12 units and pay 12 x £61 = £732 per annum. **Notwithstanding this fee structure, no Member College is liable to pay more than £3,660, or less than £210.** There is a flat-rate entrance fee of £50.00.

Membership runs from 1 February to 31 January each year, but colleges joining and paying their first subscription in January of one year will have nothing more to pay until February of the following year.

What next?

If you would like to join us straight away, please complete the enclosed application form and send it to the Secretary, Heather Owen, at the address below. If you would like more details on any aspect of the Association, do please ring any of us for a chat. We hope to hear from you soon.

Max Faulkner, Chairman

Prospect Farm, 67 Great Fen Road
Soham, Cambs CB7 5UH
Tel: 01353 687920
max.faulkner@nctonline.net

Heather Owen, Secretary

ABCC
PO Box 17926 London SW19 3WB
Tel: 020 8544 9559
heatherowen@tiscali.co.uk

Brian McVean, Hon. Treasurer

Ideal Schools
60 St Enoch Square
Glasgow G1 4AG
Tel: 0141 248 5200
admin@idealschools.co.uk



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COSTS OF JOINING THE ASSOCIATION

Our subscription comprises two elements:

1. An initial joining fee of £50.00
2. An annual levy which varies according to member colleges' income. I enclose a copy of the letter that goes to our members on an annual basis, which explains the way in which the levy is calculated. The levy for the financial year to 31 January 2017 is £61.00 per unit. VAT is applicable to the above items.

To: All Members of the Association

Date: -

ASSOCIATION FUNDS - ASSESSMENT OF LEVY

You will appreciate that, in addition to an Entrance Fee, Members agree to contribute to the Association's expenses by paying a levy based on their individual fee income. This levy is calculated over a number of income bands, and we ask you please to tell us now into which Section your College falls, so that the Hon Treasurer may assess the levy due in line with Article 7(c), here reproduced in essence for you and your Auditors' reference.

Section	Fee Income	Levy Payable	Section	Fee Income	Levy Payable
A	Under £20,000	Units 2	H	£300,000	30
B	£40,000	4	I	£400,000	40
C	£60,000	6	J	£500,000	50
D	£80,000	8	K	£600,000	60
E	£120,000	12	L	£700,000	70
F	£160,000	16	M	£800,000	80
G	£200,000	20	N	£900,000	90
			O	£1,000,000	100

As a guide, the Unit charge for 2016-2017 is £61. 00.

Notwithstanding this fee structure, no Member College is liable to pay more than £3,660, or less than £210. These limits are subject to amendment at a future AGM.

Fee Income means the total fee as certified by the Auditor of such member as submitted to the appropriate revenue authorities (whether in the United Kingdom of Great Britain and Northern Ireland, the Channel Islands or the Isle of Man) as earned in its accounting period of 12 months last ending in the 12 months prior to the 1 November in each year, including fees earned by any branch or associated distance learning college controlled by the member from the United Kingdom of Great Britain and Northern Ireland, the Channel Islands or the Isle of Man for providing tuition by distance learning whether in the United Kingdom or overseas.

Fee Income shall EXCLUDE

- (1) income in respect of or allocable to text-books or other media which are additional to the distance learning course and which do not of themselves, though described as text books or other media, wholly or mainly constitute the distance learning course;
- (2) income from or allocable to the sale of stationery, mathematical instruments and similar students' requisites;
- (3) income from class instruction or any activity not specifically connected with distance learning tuition;
- (4) investment income and royalties.

PLEASE ARRANGE FOR THE REQUIRED CERTIFICATE TO BE COMPLETED by your Auditors and returned to me as quickly as possible. If your accounts are not externally audited a statement by the Principal, Manager or Owner of your organisation will be accepted. The accounting period we are concerned with is your 12 month accounting period which ends between 1 November 2014 and 31 October 2015. It is not necessary for the Certificate to state actual Fee Income, provided the appropriate Section and Units band is indicated. A specimen Certificate, together with an extra copy of this note, is attached for you to pass to your Auditors. The Hon. Treasurer would be grateful if these could be returned by 28th February at the latest.

HEATHER OWEN, Secretary

APPLICATION FOR MEMBERSHIP

Name of College	
Postal Address	
Telephone number (for office contact)	
Telephone number (for students)	
Email address (for office contact)	
Email address (for students)	
Chief Executive	
How long has the College been operating?	
Is the College part of a group of colleges or associated with other institutions, colleges or companies? [If yes, give details]*	Yes/No
Has the College been accredited by the Open & Distance Learning Quality Council?	Yes/No Date
In what main areas does the College offer tuition?*	
Is all tuition done by distance learning only, or are other media used?*	

** Please continue overleaf if necessary*

DECLARATION

To the best of my knowledge the information given above is correct. I have read the Association's By-laws and Code of Ethics and confirm that my college accepts and complies with all the provisions contained in them.

Signed.....Date.....

Job Title.....

To: Brian McVean
Hon. Treasurer, ABCC
Ideal Schools
60 St Enoch Square
Glasgow
G1 4AG

[SPECIMEN]

.....[Name of College]

This is to certify that the annual income of the College named above falls within the band of Section and Units for the purpose of the annual levy payable to ABCC in accordance with Article 7 [c] of its Articles of Association

**ABCC
Code of Ethics**

Members of ABCC pledge themselves to maintain the highest standard of integrity in all their dealings and, in particular, they undertake:

1. To ensure that any information they give about the choice of a career, the prospects in a particular career or a prospective student's studies shall be accurate to the best of their knowledge, and that any advice they give to prospective students and others shall be given in good faith and the best interests of the persons to whom the advice is tendered.
2. To take every reasonable care to enrol students only for courses that are suited to their individual needs and educational status, or for tuition for examinations for which the students are likely to be eligible.
3. To inform students in their prospectuses and/or enrolment application forms of the conditions on which they are enrolled and to include in advertisements only statements which accurately reflect such conditions.
4. To make fair regulations governing their relationship with students, and to treat equitably those who, through circumstances beyond their control, are unable to comply strictly with their regulations.
5. To provide efficient tutorial service, to maintain adequate and appropriately qualified tutorial and administrative staff and to issue to their students without undue delay adequate and reasonably up to date tutorial literature and instruction suitable to each student's needs.
6. To encourage their students to complete their courses of study and to do everything reasonably possible to enable the students to derive full benefit therefrom.
7. To issue only certificates or diplomas that fairly represent the instruction given and not to make any statement or to imply that any such certificates or diplomas are equivalent to a degree or to a certificate awarded by a recognised examining body.
8. To maintain the highest ethical standards in their publicity by making no statement in any advertisement, prospectus or publicity literature, or by correspondence or orally, that is knowingly untrue or wilfully misleading; and in particular by publishing no examination results or statistics or particulars of their tutorial service of staff that are knowingly inaccurate or misleading.
9. To encourage fair, dignified and honourable competition.
10. To ensure that all examinations and assessments related to accredited courses are administered and supervised to the standards as laid down by the appropriate external body.
11. To prepare and maintain a record of the working procedures of the business that can be readily available to a responsible person in the event of the sudden death or major illness of the principle manager of the business. According to the set up of the business alternative arrangements are acceptable. ABCC is prepared to confidentially hold a copy of such a document.
12. To arrange for ABCC to be notified immediately if such an incident occurs that might cause the business activities to be in jeopardy.
13. To ensure that their staffs are acquainted with this code, that they are given all facilities for complying with it, and are encouraged to honour it in the spirit as well as the letter.

For (College)

We agree to comply with this Code