



ICMCI

ACCREDITED MANAGEMENT CONSULTANCY COURSE (AMCC)

6) AMCC Renewal Process

Institute's name		Date	
Institute's contact name		Contact address, phone and e-mail	
Title of AMCC course / qualification		Date of AMCC approval	
Names of Accredited Provider's representatives		Position within Accredited Provider	
Names of IMC representatives		Position within IMC	

Following the approval of the AMCC qualification/course, 12 months ago, IMC must review the course and its outcomes prior to issuing approval for a further 12months.

The process of the AMCC renewal will consider the following aspects of the course:

- Internal review
- Student numbers and feedback
- Lecturers' feedback
- Changes to the course
- Relevance to the ICMCI Competence Framework

The IMC should request to see a range of marked assignments from at least two students. A large volume of work need not be included but it would be appropriate for the assessors to evaluate the level of competence gained by the students through their assignments. It would be particularly useful to see work from a variety of levels, i.e. from weaker students through borderline to excellent. This exercise should not be seen or conducted as second marking neither should it consider the competence of the lecturers/ tutors. It should be seen as both helpful and supportive, to the mutual benefit of the Accredited Provider and the IMC assessors.

The following form should be completed at the meeting between the Accredited Provider and representatives from the IMC who will act as assessors. The Accredited Provider and the ICMCI Secretariat should be notified of the outcome of the meeting.

ICMCI Requirement	Accredited Provider's Review	Relevant Documents	IMC Assessor comments
	Please comment with reference to the AMCC	Cross reference to your relevant documents	To be completed by IMC Assessors
Has the AMCC course/ qualification been reviewed internally? If yes, please give date and attach a copy of the review			
Number of students attended			
Student feedback from the course			
Actions taken re student feedback			
Lecturers feedback from the course			
Actions taken re lecturers feedback			

ICMCI Requirement	Accredited Provider's Review	Relevant Documents	IMC Assessor comments
Have any students gained employment? Please give details			
Feedback from employers / work placements on the students' competencies			
If the course is more than 1 year in duration, please include retention figures			
Comments on the above			
Details of any Management Consultants who have contributed to the course delivery			
Comments on the above			

ICMCI Requirement	Accredited Provider's Review	Relevant Documents	IMC Assessor comments
Details of assessment methods used			
IMC should like to see a range of marked assignments from at least two students. Please detail what is shown			
What results did students gain?			
Planned changes to the syllabus			
If changes are to be made new mapping to the ICMCI Competence Framework should be conducted. Please agree with IMC when this be conducted			

ICMCI Requirement	Accredited Provider's Review	Relevant Documents	IMC Assessor comments
Details of any forthcoming changes to lecturing staff			
Projected number of students on the course next year			
Have you identified and made contact with other Accredited Providers offering the AMCC? What were the outcomes?			
Are there any changes that you wish to make to information that is on the ICMCI website re your AMCC? Please confirm the website information has been checked			
Do you wish to renew the AMCC for a further 12 months?			
Fees for renewal will be explained			

For IMC Assessor only	
Request for additional documentary evidence	
Details of any additional evidence that has been requested:	Assessors feedback:

Recommendations – to be made to the ICMCI and to applicant.				Date:	
AMCC renewed		AMCC requires some additional work. Please specify below		Rejected application for renewal. Please specify reasons below	
Signed				Date	