

## Accreditation evidence requirements

Outlined below is an overview of the evidence required for an application for Accreditation. However, we recommend that you download the [Accreditation Submission Guide](#) for full details of the criteria.

### What you will be asked to provide:

1. **Contact details:** Of the person completing the form.
  2. **Organisation details:** The full name of your organisation and address.
  3. **Centre Contact details:** For the person who is responsible for the accreditation. We also ask for an invoicing contact (the person who we invoice) and administrator contact (this should be a third person who we can contact if we are having difficulty contacting the other two).
  4. **Size of delivery team:** How many tutors and assessors you have delivering your accredited qualification/s.
  5. **Where do you intend to deliver your qualification:** A tick list of regions is provided.
  6. **Marketing materials:** Upload any marketing materials that will promote your organisation and accreditation.
  7. **What qualification are you applying for:** Choose your qualification and indicate how it will be delivered.
  8. **When do you want to deliver the programme?** The date you would like your accreditation to be in place by.
  9. **Course materials:** Upload all the materials required – remember to use your Resource Pack to help you. If you are using PD:Approval’s course materials you don’t have to upload them. If you are providing your own materials, you will be asked to provide confirmation of the intellectual property.
  10. **Mapping to ICREPs Standards:** Complete the columns in the Qualification Syllabus to show how your qualification maps to the ICREPs standards (provided with the Accreditation Pack)
  11. **Guided Learning Hours:** How many hours is your qualification, including face to face time and practical.
  12. **Facilities & Equipment:** Tick all the equipment that you have available for your learners.
  13. **Biographies and certificates:** Download the template on the submission form for each of your delivery team, complete it, then upload with the corresponding certificates. Please don’t send in CVs!
  14. **Tutor Information pack:** This is everything that a tutor will need to deliver your accredited qualification, for instance lesson plans, registration form, health and safety checklist. The Resource Bundle provided in your Accreditation Pack will provide guidance.
  15. **Learner Information Pack:** This is the pack of information that the learner needs once they sign up to your accredited qualification, and includes the learner manual. The Resource Bundle provided in your Accreditation Pack will provide guidance.
  16. **Administration Pack:** The necessary systems and processes in place to guarantee that you can process, support and deliver training to the learners efficiently and effectively. The Resource Bundle provided in your Accreditation Pack will provide guidance.
  17. **Assessment Pack:** Please provide details of the practical and theory assessments, and provide access details if online. The Resource Bundle will provide guidance for you to create your own, or you can use the Learner Assessment Pack provided with the Accreditation Pack.
  18. **Company number:** Please provide your official registered company number.
  19. **Purchase Order (PO) number:** If your organisation requires payment against a purchase order, please supply the number.
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