

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:** We will ask for the details of the person filling out the form, the person will be the Centre Contact (our main contact for accreditation), an administrator contact (as a second point of contact), and an invoicing contact (if different from the Centre Contact).
2. **Organisation details:** The full name of your organisation and address.
3. **Size of delivery team:** How many tutors and assessors you have delivering your accredited qualification/s.
4. **Where do you intend to deliver your qualification:** A tick list of regions is provided.
5. **Marketing materials:** Upload any marketing materials that will promote your organisation and accreditation.
6. **What qualification are you applying for:** Choose your qualification.
7. **How will the qualification be delivered?** Either blended or 100% face-to-face.
8. **When will the qualification be delivered?** An estimate of when you wish to deliver.
9. **Tutor:Student ratio:** How many students will your tutor be delivering to in each cohort.
10. **Guided Learning Hours:** How many hours is your qualification, including face to face time and practical. You must adhere to the GLH in the guidance as a minimum.
11. **Course materials:** Upload all the materials required – remember you can purchase an Accreditation Resource Bundle to help you. You will be asked to provide confirmation of the intellectual property.
12. **Facilities & Equipment:** Tick all the equipment that you have available for your learners and upload a short video of each venue.
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.
15. **Learner Pack:** This is the pack of information that the learner needs once they sign up to your accredited qualification, and includes the learner manual.
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.
17. **Assessment Pack:** Please provide details of the practical and theory assessments, and provide access details if online.
18. **Mapping to REPS India Standards:** Download each of the Special Population mapping toolkits and map them to your materials. We can provide support should you need it (fees apply).
19. **Company number:** Please provide your official registered company number.