
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 Main Contact (our first point of contact for accreditation), an administrator contact (as a second point of contact), and an invoicing contact (if different from the Main Contact).
2. **Organisation details:** The full name of your organisation and address.
3. **Size of faculty team:** How many tutors, assessors and internal quality assurers you have delivering your accredited qualification/s.
4. **Other accreditations:** we will ask you if you have approval from any other awarding bodies.
5. **Disclosure:** you must disclose if you or anyone in your organisation is or has been subject to investigation or been refused recognition.
6. **What qualification are you applying for:** Choose your qualification. If you are applying for more than one qualification you have the opportunity to add this later.
7. **How will the qualification be delivered?** Either blended (face to face/online/ virtual) or 100% face to face.
8. **Tutor:Student ratio:** How many learners will your tutor be delivering to in every cohort.
9. **Guided Learning Hours:** How many hours is your qualification, including face to face time and practical, and how many hours per day maximum are your training days.
10. **Where do you intend to deliver your qualification:** A tick list of regions is provided.
11. **Learning, teaching and assessment materials:** If you are using your own materials, you will be asked to upload them (manual, assessment, lesson plans, delivery schedule). If using PDA's materials we will provide everything you need to deliver and assess.
12. **Facilities & Equipment:** Indicate all the equipment that you have available for your learners and upload a short video of the centre (you can upload details of up to two centres).
13. **Learner enrolment process:** Provide full details of your enrolment process.
14. **Biography Templates and certificates:** Download the template on the submission form for each of your faculty team, complete it, then upload with the corresponding certificates. Please don't send in CVs! We also ask for a Team Matrix, which you can download and complete from the form.
15. **Tutor Information pack:** This is everything that the tutor will need to deliver your accredited qualification, for instance class registration form, health and safety checklist. The Resource Bundle provided in your Accreditation Pack will provide guidance.
16. **Learner Pack:** This is the pack of information that the learner needs once they sign up to your accredited qualification. The Resource Bundle provided in your Accreditation Pack will provide guidance.
17. **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.
18. **Marketing materials:** Upload any draft marketing materials that you will use to promote your organisation and accreditation, indicating where you will place the logos when approved.
19. **Mapping to REPs Philippines Standards:** Complete the columns in the Qualification Syllabus to show how your qualification maps to the standards (provided with the Accreditation Pack)
20. **Company information:** We will require your official registered company number and a high quality logo.