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. 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 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 practical hours.

11. **Course materials:** Upload all the materials required – remember to use your Resource Bundle 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.

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 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 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 any of it is 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. **Mapping to REPs UAE Standards:** Complete the columns in the Qualification Syllabus to show how your qualification maps to the standards (provided with the Accreditation Pack)

19. **Company number:** Please provide your official registered company number.