Accreditation evidence requirements

Outlined below is an overview of the evidence required for an application for accreditation. However, we recommend that you read the Accreditation 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 who will be the Main Contact (our main 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, as well as your Facebook and website addresses.

3. **Size of faculty team:** How many tutors, assessors and internal quality assurers you have delivering your accredited qualification.

4. **How will the qualification be delivered?** Either blended or 100% face-to-face.

5. **Tutor:Student ratio:** How many students will your tutor be delivering to in each cohort.

6. **Supported Learning Hours:** How many hours is your qualification, broken down into theory, practical and theory hours (the minimum SLH for each qualification is provided in the Accreditation Guide and on the website).

7. **When will the qualification be delivered?** An estimate of when you wish to deliver.

8. **Where do you intend to deliver your qualification:** A tick list of regions is provided.

9. **Student Pack:** This is the pack of information that the student needs once they sign up to your accredited qualification and includes the student manual. The Resource Bundle provided in your Accreditation Pack will provide guidance. You can choose at this point if you would like to purchase the Core Units Manual.

10. **Assessment:** Please provide details of the practical and theory assessments, and provide access details if online. You also need to upload details of your assessment strategy. The Resource Bundle will provide guidance for you to create your materials, and you can choose here if you wish to purchase the PDA MCQ Pack (Anatomy & Physiology).

11. **Mapping to SPM Standards:** Complete the columns in the Qualification Mapping Toolkit (provided with the Accreditation Pack) to show how your programme maps to the SPM Standards.

12. **Biography Templates and Team Matrix:** Download the Biography template from the Accreditation Guide or the submission form and complete for each of your faculty team, then upload with all their corresponding certificates. *Please don't send in CVs as they won't be accepted*! You will also be asked to upload a Team Matrix to cross reference against.

13. **Tutor Information Pack:** This is everything the tutor requires to run your programme i.e., lesson plans, a registration form, health and safety checklist. The Resource Bundle provided in your Accreditation Pack will provide guidance.

14. **Administration Pack:** These are the necessary systems and processes in place to guarantee that you can process, support and deliver training to your students efficiently and effectively. The Resource Bundle provided in your Accreditation Pack will provide guidance.

15. **Draft Marketing materials:** Upload any draft marketing materials that you will use to promote your organisation and accredited qualification, once approved. After approval you will be required to resend showing the same marketing with the logos you will be provided with.

16. **Training Centres, Equipment & Facilities:** Select all the equipment that you have available for your students from the list in the submission form and upload a short video of each centre. You can add up to 5 training centres on the form.