



Summary of Accreditation Process Document

The document is made up of the following sections and these must be completed by the Training Organisation:

Part 1.1 – Contact details of the Training Organisation, to include:

Part 1.2 – Policy Statements, to include confirmation that the Training Organisation has the following policies in place:

- Health and safety policy
- Employer and public liability insurance certificate
- Appeals procedure for candidates
- Equal opportunities policy
- Complaints procedures
- Quality assurance policy
- Malpractice procedure

Part 1.3 – Training Organisation agreement and declaration:

- This outlines the EHFA requirements for accredited Training Organisations and must be completed and signed by the head of the Training Organisation

Part 2.1 – Programme Approval, to include:

- Identification of EHFA programmes for which accreditation is required
- Titles of Training Organisation's own qualifications

Part 2.2 – Programme overview, to include:

- Programme overview, to identify the structure of the qualifications and how they are assessed

Part 2.3 – Location of Training Organisations, to include:

- Details of any partnership, consortium, sub-contracting or franchise arrangements linked to the programme(s) outlining the roles and responsibilities of each Training Organisation

Part 2.4 – Staff resource, to include:

- The persons responsible for the management/delivery and assessment of the programme(s)

Part 2.5 – Quality assurance contact details, to include:

- Named point of contact for quality assurance of the programme(s)

Part 2.6 – Delivery and quality assurance team, to include:

- Details of all personnel involved in the delivery, assessment and quality assurance of the programme(s)
- CVs for all personnel

Part 2.7 – Human Resource Summary, to include:

- An outline of the roles and responsibilities of each member of staff

Part 2.8 – Staff related declaration:

- This outlines the EHFA requirements for staff and must be completed by the head of the Training Organisation

Part 2.9 – Appropriate physical resources declaration:

- This outlines the EHFA requirements for physical resources and must be completed by the head of the Training Organisation

Part 2.10 – Physical resources checklist:

- This checklist must be completed to identify the physical resources that are available for use in the delivery and assessment of the programme(s)

Part 2.11 – Proposed candidate intake, to include:

- Details of the proposed candidate intake for the first 2 years of the programme(s)

Part 3.1 – Delivery method, to include:

- Details of how the programme(s) will be delivered – for example, via direct delivery or blended/distance learning
- An outline of how candidates will be supported for blended/distance learning programmes