**Introduction**

***Who is this form for?***

This application form (A2) is for registers that want to apply to be accredited through the Accredited Registers programme. It asks for the information we will use to assess your register against Standards Two to Nine of our [*Standards for Accredited Registers*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/standards-for-accredited-registers.pdf?sfvrsn=cc2c7f20_9)*.* You will need to complete two forms to apply for accreditation:

* Application Form A1 – Standard One - you can apply for an assessment against Standard One only using Form A1, more information can be found in the [*Supplementary Guidance - Standard One*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/accredited-registers-supplementary-guidance-for-standard-one.pdf?sfvrsn=3e5f4920_6)*.*
* Application Form A2 – Standards Two to Nine

You will need to successfully complete both parts of the assessment demonstrating how you meet all the *Standards for Accredited Registers* (‘the Standards’) to gain accreditation.

Before completing this form, you should read the following documents:

* [*Standards for Accredited Registers*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/standards-for-accredited-registers.pdf?sfvrsn=cc2c7f20_6)

* *[Guidance on applying for application](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/guidance-documents/180711-application-process---v1-0.pdf?sfvrsn=b5c7220_10),*
* [*Guidance on the Standards for Accredited Registers*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/guidance-on-the-standards-for-accredited-registers.pdf?sfvrsn=165f4920_6)

* *[Evidence Framework](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/accredited-registers-evidence-framework-for-standards.pdf?sfvrsn=55f4920_6)*
* *[Supplementary Guidance - Standard One](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/accredited-registers-supplementary-guidance-for-standard-one.pdf?sfvrsn=3e5f4920_6)*

***How to complete this form***

Your responses should be clear, and accurate. The information you provide in this form will be used in our assessment. It will be used by the Accreditation team, and by the Accreditation Panel which makes a final decision about whether to grant accreditation. When completing the form, please remember that the Accreditation team and the Accreditation Panel are not experts in your field, therefore any technical terminology and abbreviations should be explained. If you are including policies that are still under development as part of your answers, you should include information on the timelines for key milestones in their development.

If you refer to specific published documents your register has produced, such as a policy or procedure, include a link to where we can find them. If not published, send the documents as additional information, with your application form, clearly labelling which minimum requirement it relates to. If you need to reference a document owned by another organisation, provide a link. If not published, you should reference the source document and the relevant sections as follows: (author(s), date of publication, title, [available at: (for web publications)].

Your responses should be typed directly into this application form in the spaces provided, using bold, black font in size 12.

If you have any questions about completing the form, contact the Accreditation team.

***How to submit your application***

Before sending us your completed application, you should work through the checklist at the end of this form to make sure you have completed all the information we need. This checklist must be signed by a senior responsible officer from your register, such as the Chief Executive Officer or the Chair.

Email the application form and all accompanying documents to accreditionteam@professionalstandards.org.uk. The application form should be sent as a Word document, but additional documents can be provided as PDFs. The subject line of the email should say ‘Application for accreditation from [insert your Register’s name]. If you are submitting as part of a full application, you should also attach application Form A1 and Form A3.

***What happens next?***

We will acknowledge receipt of your application within three working days. We will then send you an invoice for the application fee. You can find information about the application fees in our [*Fees and payments guidance*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/guidance-documents/fees-and-payments-guidance-2023-24.pdf?sfvrsn=6f874a20_3)*.*

We will begin the *a*ssessment once we have received confirmation from our finance department that the fee has been paid. At this point your application will be assigned to an Accreditation Officer who will be your designated contact for the application. They will be in touch to arrange an introductory meeting where we will discuss the assessment plan.

Details of the different stages of the assessment are found in the [*Guidance on applying for application*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/guidance-documents/180711-application-process---v1-0.pdf?sfvrsn=b5c7220_10). Each assessment will include a minimum of a documentary review of your evidence, an invitation for stakeholders to share their experience of your organisation, observations of meetings, interviews with key members of staff and a site visit.

***Confidentiality***

We will manage the information you provide in this application form in accordance with our information security policies which can be found on our website ([www.professionalstandards.org.uk](http://www.professionalstandards.org.uk)).

Any information we receive, including personal information, may be published or disclosed in accordance with the access to information regimes (primarily the Freedom of Information Act 2000 (FOIA) the Data Protection Act 2018 (DPA) and the Environmental Information Regulations 2004).

If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this, it would be helpful if you could explain to us why you regard the information you have provided as confidential.

If we receive a request for disclosure of the information, we will take full account of your explanation, but we cannot give an assurance that confidentiality will be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the PSA.

We will process your personal data in accordance with the DPA and in most circumstances this will mean that your personal data will not be disclosed to third parties.

If you have any questions or concerns about how your information is being processed, please contact our Data Protection Officer at suzanne.dodds@professionalstandards.org.uk

**MEETING THE STANDARDS**

We have set minimum requirements for each of *Standards for Accredited Registers* which are set out in the [*Evidence Framework*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/accredited-registers-evidence-framework-for-standards.pdf?sfvrsn=55f4920_6). You should familiarise yourselves with this before completing the application form.

The *Evidence Framework* contains examples of the types of evidence you can use to demonstrate how you have met each Standard. These examples are a guide to the types of evidence we will consider when assessing a register. It is not an exhaustive list, and you may be able to demonstrate that you meet the Standards in a different way. If you do not meet some of the minimum requirements, this does not mean you will automatically be refused accreditation. We will consider all the information you have provided before making a decision.

Provide details of the register and the contact details of the person completing this form.

|  |  |
| --- | --- |
| **Name of register** |  |
| **Website address for the register** |  |
| **Name and role of the person completing the form** |  |
| **Email of person completing the form** |  |
| **Telephone number of person completing the form** |  |

**Standard One: Eligibility and Public Interest**

Have you submitted form A1 and A3 for an provisional assessment? ☐ Yes ☐ No

If yes, please provide a summary of any changes that may impact our assessment of Standard One.

If yes, please provide a summary of any changes relevant to the impact assessment (form A3)

If no, have you included forms A1 and A3 as part of your full application? ☐ Yes ☐ No

Please complete all the following questions.

**Standard Two – Management of the register – The organisation** **maintains and publishes an accurate register of those who meet its requirements including any restrictions on their practice.**

1. Please provide a link to your published register. If not yet published, tell us where the register will be located and the information you are planning to include on the register.

1. Please provide links to the published information on your registration and renewals processes.
2. Please complete the following table.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Minimum requirement** | **Description – how does your organisation meet the minimum requirement?**  | **Evidence - List any documents you refer to that demonstrate how you meet the minimum requirement. Provide links to published documents. If not published, please provide as a supporting document with your submission.**  |
| **Standard 2a – The registration process** | 1. Clear, published processes for all routes to registration.
 |  |  |
| 1. A clear appeal process so that those applying to a register can appeal registration decisions.
 |  |  |
| 1. Register has mechanisms in place to ensure that applicants meet its registration requirements (including those set for education and training) and registrants continue to do so.
 |  |  |
| 1. Mechanism in place for ensuring continued practice competence such as continuing professional development.
 |  |  |
| 1. A process for recognising decisions regarding professional conduct made by regulatory bodies and other registers accredited by us when deciding whether a person should be admitted to the register.
 |  |  |
| **Standard 2b – The register** | 1. Clear rationale for including the information displayed on the register (including where relevant an exceptional circumstance policy). As a minimum, the register should include full name, a unique ID, details of qualification required for registration, and a link to their own website where available.
 |  |  |
| 1. Information available on the register is accurate, clear and easily accessible.
 |  |  |
| 1. Any restrictions on practice are displayed clearly.
 |  |  |
| 1. Process in place for updating and quality assuring the register, including the checking of data accuracy.
 |  |  |
| 1. Policies/processes for readmission/restoring people to the register following disciplinary action (may also be included under Standard 5).
 |  |  |

1. Please use the space below to add any further evidence of how your organisation maintains and publishes an accurate register of those who meet its requirements including any restrictions on their practice.

**Standard Three: Standards for registrants - The organisation sets appropriate standards for competence, professional and ethical behaviour, and business practice.**

1. Please provides links to your published Standards and Codes:
2. Please complete the following table.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Minimum requirement** | **Description – how does your organisation meet the minimum requirement?**  | **Evidence - List any documents you refer to that demonstrate how you meet the minimum requirement. Provide links to published documents. If not published, please provide as a supporting document with your submission.**  |
| **Standard 3a - Competence** | 1. Written agreement/contract with registrants outlining the terms and conditions of registration.
 |  |  |
| 1. Documents setting out what registrants can do and must not do within scope of practice.
 |  |  |
| 1. Process for handling safeguarding concerns with appropriate signposting.
 |  |  |
| 1. Where relevant to occupation, guidance for registrants on the use of products, equipment, and modalities that registrants can and cannot use. Where relevant to occupation, guidance or special requirements for premises to ensure the health, safety and wellbeing of users.
 |  |  |
| **Standard 3b – Professional behaviours** | 1. Published ethical framework, such as a Code of Ethics which includes accountability, honesty, openness, integrity, respect, and the principles of the professional Duty of Candour.
 |  |  |
| **Standard 3c – Business practices** | 1. Requirements for registrants on information sharing, data, confidentiality that as a minimum meet UK legal requirement.
 |  |  |
| 1. A requirement for registrants to have procedures for considering complaints and escalating to the registers where necessary.
 |  |  |
| 1. Explicit requirement for registrants to hold appropriate indemnity cover and mechanisms to check that registrants hold indemnity cover.
 |  |  |
| 1. Where relevant to occupation, explicit requirements for advertising as relevant to role, in line with ASA and legislation such as the Cancer Act 1939.
 |  |  |

1. Please use the space below to add any further evidence of how your organisation ensures that the register’s regulatory functions are underpinned by fairness and equity of access to registrants and service users.

**Standard Four: Education and training - The organisation** **sets appropriate education standards for the role(s) registered and ensures that registrants can identify when referral to another health or social care professional may be required.**

1. Please provide links to the published information about your education and training standards.
2. Do you provide education and training that leads to registration?  ☐ Yes ☐ No
3. If yes, are these courses externally verified? If yes, provide details. ☐ Yes ☐ No
4. Please complete the following table.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Minimum requirement** | **Description – how does your organisation meet the minimum requirement?**  | **Evidence - List any documents you refer to that demonstrate how you meet the minimum requirement. Provide links to published documents. If not published, please provide as a supporting document with your submission.**  |
| **Standard 4a - Setting education and training requirements** | * + - 1. Curricula in line with National Occupational Skills (or other relevant) requirements.
 |  |  |
| * + - 1. Process of quality assurance of education and training providers
 |  |  |
| * + - 1. Ensure that its registrants are equipped to care for a diverse population through their education and training requirements
 |  |  |
| **Standard 4b – Quality of education and training** | * + - 1. Process for assessing the quality of education and training courses
 |  |  |
| * + - 1. Education and training requirements include basic training about the wider health and social system.
 |  |  |
| * + - 1. Registers who approve other training organisations should consider EDI when assessing the suitability of courses for its register.
 |  |  |
| **Standard 4c – Transparency of education and training** | * + - 1. Minimum information provided to the public specifies: Type and level of qualification required for entry to the register, including typical duration if is not a standard qualification such as degree.
 |  |  |
| * + - 1. If equivalence routes exist, how experience will be considered.
 |  |  |

1. Please use the space below to add any further evidence of how your organisation sets appropriate education standards for the role(s) registered and ensures that registrants can identify when referral to another health or social care professional may be required.

**Standard Five: Complaints and concerns about registrants - The organisation** **has robust processes in place for ensuring that concerns about registrants are dealt with in a transparent, timely, and fair way.**

1. Please provide links to published information about your complaints handling processes.
2. Please provide details of the number of complaints about registrants you have received in the last 12 months with links to any published outcomes.
3. Please complete the following table.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Minimum requirement** | **Description – how does your organisation meet the minimum requirement?**  | **Evidence - List any documents you refer to that demonstrate how you meet the minimum requirement. Provide links to published documents. If not published, please provide as a supporting document with your submission.**  |
| **Standard 5a - Processes for dealing with complaints and concerns** | Published policy setting out how complaints and concerns about registrants (for professional behaviours, and competence) will be handled, to include information about how outcomes from disciplinary proceedings will be published. This should include clear thresholds for escalation of concerns. |  |  |
| A process for all parties to appeal outcomes. |  |  |
| Processes are accessible and clear to all parties, with appropriate support offered when needed.  |  |  |
| Process for recruitment, training, including relevant EDI training, and ongoing monitoring of those key decision makers in disciplinary processes. |  |  |
| 1. Mechanism for making sure outcomes are consistent.
 |  |  |
| 1. Process for Quality Assurance of decisions.
 |  |  |
| 1. Process for ensuring that actions are taken to restrict practice where there are serious safety concerns.
 |  |  |
| 1. Adjudication of complaints is separate from governance Boards, Committees and the Chief Executive (or equivalent). Decision makers at different stages of the process including appeal should not have previously been involved in the complaint.
 |  |  |
| 1. Register assumes responsibility for investigating and prosecuting complaints, with complainant as witness rather than prosecutor in cases that reach the threshold for formal hearings
 |  |  |
| 1. Lay involvement in complaints decisions.
 |  |  |
| 1. A policy for reporting concerns to other relevant agencies (such as the Police or Social Services).
 |  |  |
| 1. Processes for ensuring that other Accredited Registers are notified of disciplinary outcomes.
 |  |  |
| **Standard 5b – Transparency of decisions and outcomes** | 1. The Register should publish complaints outcomes in line with its Publications policy for outcomes, so that members of the public can make informed decisions about who they see.
 |  |  |

1. Please use the space below to add any further evidence of how your organisation has robust processes in place for ensuring that concerns about registrants are dealt with in a transparent, timely, and fair way.

**Standard Six: Governance - The governance of the organisation** **supports public protection and promotes transparency, integrity and accountability.**

1. Please provide links to any published information about the governance of the organisation.
2. Please provide the following relevant registration numbers:

Companies House:

Charity Commission and/or Office of Scottish Charities Regulator and/or the Charity Commission for Northern Ireland:

Information Commissioners Office:

## Provide the following details (we will review financial documents as part of the site visit):

Income from previous financial year:

Outgoings for previous financial year

Current unrestricted reserves

Registrant fees

1. Please provide the dates of the next two Board meetings so we can arrange to observe as part of our assessment.
2. Please complete the following table.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Minimum requirement** | **Description – how does your organisation meet the minimum requirement?**  | **Evidence - List any documents you refer to that demonstrate how you meet the minimum requirement. Provide links to published documents. If not published, please provide as a supporting document with your submission.**  |
| **Standard 6a - Financial and organisational management** | 1. Articles of Association, mission statements have a clear focus on public protection.
 |  |  |
| 1. A policy in place for managing conflicts of interest.
 |  |  |
| 1. Clear separation between management of register functions, education and training provision, and professional body.
 |  |  |
| 1. Publication of key governance documents – Board papers, minutes, registers of interests that relate to Accredited Register.
 |  |  |
| 1. Process in place for anyone to raise a concern or complaint about the Accredited Register
 |  |  |
| 1. Liability insurance is in place.
 |  |  |
| 1. Process for setting annual budget, reserves level based on forecasting information.
 |  |  |
| 1. Register should have relevant data processing policies in place, including for holding and processing EDI data.
 |  |  |
| 1. Business continuity arrangements in place.
 |  |  |
| 1. Clear and documented approach to organisational risk management, with the Board taking an active role in regular review of risks
 |  |  |
| **Standard 6b – Strategic leadership and accountability** | 1. Governance arrangements are published, with supporting Terms of Reference for Boards.
 |  |  |
| 1. Clear expectations for Board members that will ensure they can discharge their legal responsibilities.
 |  |  |
| 1. Ensure that governance arrangements and membership include diverse range of perspectives and expertise not limited to those practising in the role (for example lay members).
 |  |  |
| 1. Registers have fair processes in place for the recruitment and training, including relevant EDI training, and seek to achieve diversity in the composition of its senior leadership, Board and Committee members.
 |  |  |

1. Please use the space below to add any further evidence of how your organisation supports public protection and promotes transparency, integrity and accountability.

**Standard Seven: Management of risks arising from the activities of registrants**

1. Please complete the following table.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Minimum requirement** | **Description – how does your organisation meet the minimum requirement?**  | **Evidence - List any documents you refer to that demonstrate how you meet the minimum requirement. Provide links to published documents. If not published, please provide as a supporting document with your submission.**  |
| **Standard 7 - Management of risks arising from the activities of registrants** | * + - 1. A risk register/matrix covering risks arising from the activities of registrants, which is discussed by the organisation’s leadership and Board on a periodic basis
 |  |  |
| * + - 1. Organisation’s website and other materials provide clear and accessible information about the limitations and benefits of treatments offered by roles registered.
 |  |  |

1. Please use the space below to add any further evidence of how your organisation manages the risks arising from the activities of your registrants.

**Standard Eight: Communications and engagement**

1. Please provide details of any social media accounts that you may have:

Facebook:

Twitter:

Instagram:

LinkedIn:

Other:

1. Please complete the following table.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Minimum requirement** | **Description – how does your organisation meet the minimum requirement?**  | **Evidence - List any documents you refer to that demonstrate how you meet the minimum requirement. Provide links to published documents. If not published, please provide as a supporting document with your submission.**  |
| **Standard 8 - The organisation provides clear and accessible information to the public, its registrants and other stakeholders about itself, the role(s) it registers, and about the Accredited Registers programme. It uses engagement with relevant stakeholders to inform and enhance public protection.**  | 1. Clear and accessible organisational website.
 |  |  |
| 1. Published statements (including on social media) are in line with aims of organisation and programme.
 |  |  |
| 1. Commitment to collaborate with Accredited Registers and other key stakeholders.
 |  |  |
| 1. Organisation provides clear information about accreditation on its website and other communications channels and requires registrants to do the same. The register must ensure that only registrants working in the UK use the Accredited Registers Quality Mark.
 |  |  |
| 1. Key processes are published (for example complaints, registration).
 |  |  |
| 1. Grades of Membership/registration should be clearly explained.
 |  |  |
| Has policies/processes in place to seek, understand and use the views and experiences of service users and other stakeholders.  |  |  |

1. Please use the space below to add any further evidence of how your organisation supports public protection and promotes transparency, integrity and accountability.

**Standard Nine: Equality, Diversity and Inclusion - The organisation** **demonstrates its commitment to equality, diversity and inclusion and ensures that its processes are fair and free from unfair discrimination.**

1. Please complete the following table.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Minimum requirement** | **Description – how does your organisation meet the minimum requirement?**  | **Evidence - List any documents you refer to that demonstrate how you meet the minimum requirement. Provide links to published documents. If not published, please provide as a supporting document with your submission.**  |
| **Standard 9a - Regulatory functions are underpinned by fairness and equity of access to registrants and service users** | Register has relevant internal policies in place such as whistleblowing, antibullying, recruitment. |  |  |
| Register considers EDI when appointing decision makers and in the composition of Boards, Committees and Panels. It should aim for diversity where possible and consider how to reduce unconscious bias.  |  |  |
| * + - 1. The register should provide accessible information aimed at service users about its role, the occupations covered on the register and key functions such as complaints handling.
 |  |  |
| * + - 1. The register should provide support to those involved in a complaints process where needed. This should include enabling complainants to make a complaint and supporting them through the process.
 |  |  |
| * + - 1. The register should remove any unnecessary barriers to participating in the complaints handling process for all involved and make sure it considers reasonable adjustments appropriately
 |  |  |
| **Standard 9b – Understands the diversity of its registrants, service users and complainants and has an awareness of issues that may impact those with protected characteristics as defined by the Equality Act 2010*[[1]](#footnote-2)*** | * + - 1. The register should collect demographic data about its registrants to understand more about the diversity of its registrant base.
 |  |  |
| * + - 1. The register should use the demographic data it collects to identify if there are any areas of potential unfairness in its regulatory processes, and/or barriers to registration or education and training, and to act on these.
 |  |  |
| * + - 1. Register works to understand the likely demographics of service users so it can identify where any further support or guidance may be needed.
 |  |  |
| **Standard 9c – Promote and enhance EDI by seeking to understand and act on issues affecting the roles registered and service users** | * + - 1. The Register publishes information about how it will comply with the Equality Act 2010, and work to promote EDI more broadly.
 |  |  |
| * + - 1. The register should work with other organisations where necessary to promote EDI and remove any unnecessary barriers for its registrants and their service users.
 |  |  |

1. Please use the space below to add any further evidence of how your organisation demonstrates its commitment to equality, diversity and inclusion and ensures that its processes are fair and free from unfair discrimination.

**Checklist**

|  |  |
| --- | --- |
| Have you read our [*Guidance on applying for accreditation*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/guidance-documents/180711-application-process---v1-0.pdf?sfvrsn=b5c7220_10)*,* [*Guidance on the Standards for Accredited Registers*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/guidance-on-the-standards-for-accredited-registers.pdf?sfvrsn=165f4920_6)*,* and the [*Evidence Matrix*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/standards-for-accredited-registers/accredited-registers-evidence-framework-for-standards.pdf?sfvrsn=55f4920_6)?  | Yes/No |
| Have you provided evidence to support your answers, for example, signposting to sections of relevant documents and providing examples of how your organisation complies with the Standards in practice? |  |
| Have you completed and submitted Form A1 and the benefits table? (if you have applied for a provisional Standard One assessment this does not need to be re-sent) |  |
| Have you completed and submitted Form A3 (if you have applied for a provisional Standard One assessment and there have been no significant changes, this does not need to be re-sent) |  |
| Have you completed and submitted the *Risk matrix*? (if you have applied for a provisional Standard One assessment and there have been no significant changes, this does not need to be re-sent) |  |
| Are you and your Governing Board/Committee satisfied that it can demonstrate it meets the requirements of the Standards? |  |
| Do you agree to pay the non-refundable feeand any additional fee determined by the Authority according to the variables explained in the [*Fees and Payment*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/guidance-documents/fees-and-payment-2020.pdf?sfvrsn=905d7220_16)guidance at the time you submit this application? |  |

**Declaration**

I confirm that the above is true and understand that it will used by the Professional Standards Authority to complete its assessment of Standard Nine:

Signature:

Print Name:

Job title/Position:

Organisation:

Date:

1. Or groups listed under Section 75 of the Northern Ireland Act. [↑](#footnote-ref-2)