



BASW Accreditation scheme for providers of continuing professional development for social workers

A Guide to Making an Application - Organisation

Introduction

This Guide has been written for **organisations or sections/departments of organisations** that are seeking BASW accreditation as providers of CPD activity for social workers.

It is essential that you refer to this Guide whilst putting your application together. It should be read alongside:

- The Application form – Organisation [BAS05]
- The Overview Guide [BAS01]

This Overview Guide will help you to understand and respond to the specific narrative and evidence requirements that are in place for organisations that wish to apply for accreditation under BASW's Accreditation Scheme. Suggestions for types of evidence you may want to use are provided to help you think about and best represent your organisation and its CPD activities. These lists are by no means prescriptive or exhaustive, but are designed to help you think of evidence that you can produce from within your own organisation that is relevant to your provision of CPD.

You may find it useful to put yourself in the place of the person who will be reviewing (assessing) your application and think about the information and supporting evidence they are likely to be looking for so that they have confidence that your organisation meets the required standards.

Accreditation will entitle you to be listed on the BASW website as an accredited organisation. The website database will be accessible to anyone looking for organisations to provide CPD for themselves, their staff or their clients.

The accreditation application and review process has been developed, agreed and piloted with employers and CPD providers in the social work sector. It is objective, impartial and robust and based on peer review and evaluation. Its intention is to ensure the quality of

your organisation as a provider of CPD for social workers and to offer you supportive feedback, so you can find ways to improve the quality, even where this is already a high standard.

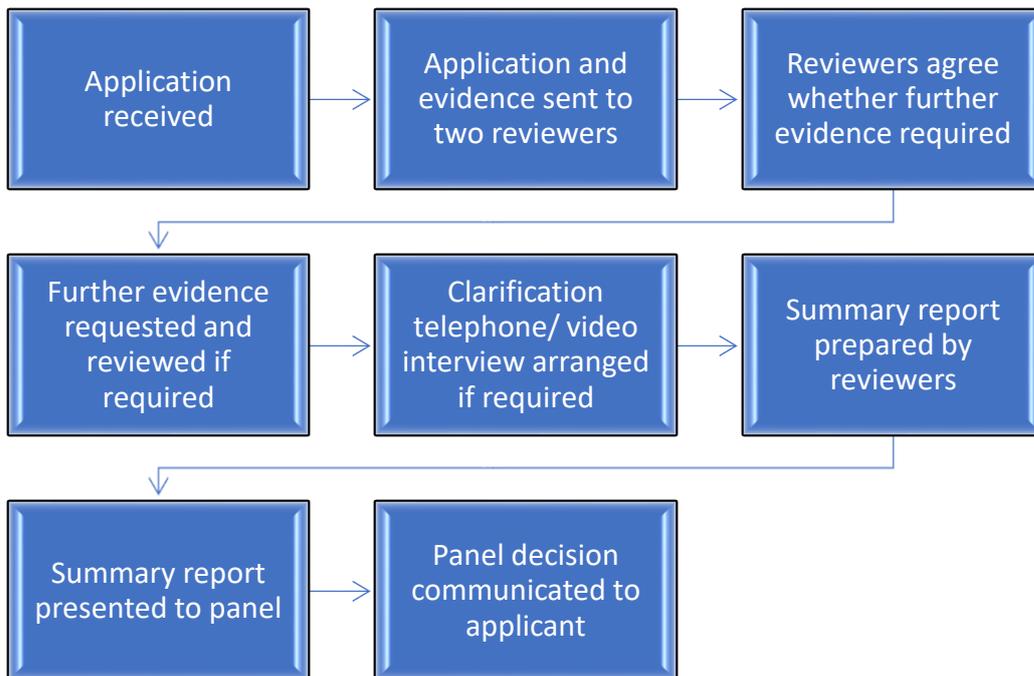
What do we mean by an organisation offering CPD provision?

For the purposes of BASW's Accreditation Scheme, the term 'organisation' refers to a wide range of organisational structures and departments, including:

- Organisations, whether commercial or otherwise, whose business is to offer CPD and other learning and development activity for social workers;
- Organisations that deliver CPD for social workers as one element of its business, for example a Trade Union;
- Departments within organisations, such as a local authority or the voluntary/private sector which offer CPD for social workers;
- A faculty, school or other educational department within a University or a College which offers CPD – as distinct from qualifying programmes – for social workers;
- Providers of E-learning and similar.

What happens after your application has been submitted?

The process which your application will go through looks like this:



After your application has been submitted and you have paid the appropriate fee, your application will be assessed by two CPD accreditation reviewers: one with expertise in the country/countries where the applicant works, will be the lead reviewer. The other will be an external, independent reviewer. Both will be suitably qualified and trained.

After they have assessed your application and its accompanying evidence, the reviewers may feel they need more information from you before they make a recommendation. You will then be asked to provide further evidence in relation to specific elements of your application within a scheduled timescale. Where the reviewers feel they need further clarification of facts on specific items of evidence, they may request a telephone/video interview with you. The purpose of this interview is to clarify and deepen the understanding of your application and is not an opportunity for you to present additional or new evidence. On many occasions, reviewers will feel able to make their recommendations on whether or not the application should be recommended for accreditation without a call for further evidence or clarification.

The reviewers will make their recommendation, in the form of a brief report, which will be submitted to the Accreditation Review Panel for a decision on accreditation.

The Review Panel will make one of four possible decisions:

- Accredit
- Provisional accreditation, allowing time for further development

- Defer decision pending receipt of further information/evidence
- Not accredit

Accreditation will be awarded where all criteria are deemed by both reviewers to be fully met.

Provisional accreditation is likely to apply to organisations which are just setting up to deliver CPD for social workers. They may choose to apply for BASW accreditation at the start of their operations. In this instance, they would be unlikely to have evidence for all criteria, for example feedback from learners. If all other criteria were met, provisional accreditation could be granted with the expectation that the organisation concerned would provide the additional evidence within agreed timescales. If this evidence is forthcoming, full accreditation could be awarded for the remainder of the accreditation period (normally three years).

A deferred decision will arise when the organisation has not provided sufficient information and evidence to assure the reviewers that it can meet all criteria. You will be given guidance on what further information/evidence to submit and timescales within which to submit it. The Accreditation Review Panel will make a final decision at that point.

If the Panel's decision is not to accredit, you will be invited to re-apply in the future, not sooner than six months from the decision of the Panel, to give time to implement changes that will help to address the gaps in your original application.

In limited circumstances you may have the opportunity to appeal the decision of the Review Panel. The Appeal Form is available via the BASW website.

Organisational accreditation is for a period of three years, during which time accredited organisations will be required to provide a short annual return showing further evidence of continuing effectiveness, addressing any recommendations from the reviewers, and advising BASW of any relevant changes.

Completing the application form

The application form consists of four sections:

- **Section 1** is basic information about your organisation and the CPD provision it offers.
- **Section 2** sets out the criteria which must be met to gain accreditation.
- **Section 3** is your evidence to support the narrative in sections 1 and 2.
- **Section 4** is a checklist to make sure you have included everything you need to in relation to making this application.

Supporting evidence

Much of your supporting evidence will take the form of documents, and where possible you should attach these with your application. However, you may also wish to use weblinks or video or audio evidence, and this would be very welcome. This would be particularly useful in demonstrating how you work with learners during CPD sessions. However, you will want to think through implications of issues such as data protection and confidentiality if you choose to use this type of evidence. If some of your evidence is not in the form of a written document, links should be included within **Section 3** of the application form.

The application form gives you an opportunity to show which piece of evidence relates to which of the statements that make up the accreditation criteria. In the box provided, you will provide an evidence number, and you will almost certainly find that one piece of evidence is relevant for several statements. It is important, however, that the evidence you provide very clearly links to the relevant statement. Reviewers will not read through a whole learner handbook, for instance, to find the bit that relates to accessibility issues. You will need to give the number of the evidence, and a page/paragraph reference so the reviewers can go straight to what you want them to read. Similarly, if you are giving a link to your website as part of your evidence, you should provide the link to the relevant page, not simply the home page. This will ensure that reviewers can focus on matching the evidence and your application narrative, without having to search for the relevant information.

Detailed guidance on filling in the application form.

Section 1 - Applicant details

1. Organisation name	It needs to be clear whether it is an entire organisation, or part of an organisation that is applying for accreditation. For example, if it is the Faculty of Social Work within the University of ABC, this should be recorded as Faculty of Social Work (University of ABC).
2. Contact name	These details should be of the person completing the application on behalf of the organisation. Unless otherwise stated, it is assumed that this person will be the designated contact for future correspondence with BASW. Please let us know the best way to contact you.
3. Address	
4. Telephone number	
5. Email address	
6. Website (if applicable)	This should be of the applying organisation named above, (for example the Faculty or department), and not the parent organisation, where the two have separate websites. If the applying organisation has a home page which is contained within the website of the parent organisation, then please insert a link to the applying organisation's home page. If your organisation uses Twitter or Facebook for its CPD training activities, please give those details too.

<p>7. UK countries in which you offer your provision</p>	
<p>8. Areas of CPD on offer</p>	
<p>9. For approximately how many social workers do you expect to offer CPD in an average year?</p>	
<p>10. Overview of business purpose / mission statement / business scope</p>	<p>This should describe the work of the applying organisation. If it is relevant for the purposes of contextualising the application, include brief details about the parent organisation. An organisational map could be helpful to show how the organisation is structured.</p>

Section 2 - Specific criteria for organisation accreditation

- In the table overleaf, the first column identifies each of the criteria to be addressed. You are required to write a brief narrative for each of the statements, giving specific and concrete examples of how you meet each one. We suggest about 250 words for each of the underpinning criteria and 200 words for each of the other statements that make up the remaining criteria.
- The second column gives examples of evidence you might wish to attach in support of your narrative. Not all these examples will be applicable to you, and you may wish to attach different types of evidence. It is up to you to select and submit evidence which best supports your narrative. Much of your evidence is likely to be documentary, but audio or video links would be welcomed. Please make sure that you give precise page references or hypertext links which will take the reviewers directly to the evidence you want them to look at.
- When considering your evidence, you will want to take due regard of the need to anonymise documents where you have not sought permission of learners or other stakeholders to use their names.
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- Dimension 7 applies to organisations which offer a significant amount of inter-professional learning. It seeks to ensure that the needs of all learners are understood and met. You do not have to complete this dimension if the majority of your work is with social workers only.
- The word 'stakeholder' is used throughout to mean any or all of learners, employers, commissioners of your CPD, and service users and carers. The term 'service users' refers to people who use social work services. The people who attend your courses or other learning events are referred to as 'learners' throughout.

DIMENSION 1 - UNDERPINNING CRITERIA	
CRITERION	Evidence to support your narrative (examples).
<p>a) Your organisation can demonstrate how its development and delivery of continuing professional development (CPD) provision for social workers is consistent with the BASW Code of Ethics</p>	<ul style="list-style-type: none"> • Learning resources made available to learners • List of CPD topics offered • Course/CPD session marketing materials • Communications with stakeholders • Session planning notes • Feedback from stakeholders • Evidence of planning CPD activity with commissioners/employers. • CVs of learning facilitators
<p>b) Your organisation can demonstrate how its development and delivery of CPD for social workers fits into the relevant professional and regulatory frameworks for social work in the UK country/countries for which you offer provision</p>	
DIMENSION 2 - FACILITATING LEARNING	
<p>a) People working for your organisation understand their role and responsibilities and the boundaries of their role in relation to facilitating learning</p>	<ul style="list-style-type: none"> • Written guidance to staff on roles and responsibilities • Relevant staff qualifications • Staff training on facilitating learning • Feedback from learners and other stakeholders
<p>b) People working for your organisation have access to, and use, appropriate learning and other resources to deliver high quality CPD</p>	<ul style="list-style-type: none"> • Feedback from learners and other stakeholders • Examples of learning materials • Link to venue website • Audio/video excerpt showing learning facilitator with learners
<p>c) People working for your organisation use session planning skills appropriately</p>	<ul style="list-style-type: none"> • Session planning documents • Minutes of meetings with commissioners/stakeholders • Emails etc to and from commissioners/stakeholders. • Learner and other

	stakeholder feedback.
d) People working for your organisation ensure that facilitation of learning is inclusive for all participants and meets individual learners' needs	<ul style="list-style-type: none"> • Marketing materials • Communications between you and learners re any additional needs • Session plan which shows activities suited to range of needs • Adjustments you have made to accommodate needs • An audio or video excerpt showing learning facilitator with learners
e) People working for your organisation use a range of appropriate techniques to motivate and support learners within CPD sessions	<ul style="list-style-type: none"> • Session planning documents • Learner and other stakeholder feedback. • An audio or video excerpt showing learning facilitator with learners
f) People working for your organisation employ a range of appropriate methods to assess participants' learning throughout the duration of the learning event/programme, which may, but is not required to, include formal assessment	<ul style="list-style-type: none"> • Session planning documents • Examples of Q and A activities, quizzes, self-assessment activities, etc • Follow-up evaluations from learners and/or commissioners/employers
DIMENSION 3 - WORKING IN PARTNERSHIP	
a) Your organisation's learning programmes are developed and delivered in collaboration with employers, commissioners, social workers and social work organisations, as appropriate, to meet the CPD needs and aspirations of social workers	<ul style="list-style-type: none"> • Minutes of meetings/correspondence with commissioners and employers. • Feedback from learners and other stakeholders. • National/regional policy documents
b) Your organisation's marketing and publicity materials give full and clear information to enable social workers, and employers/commissioners to make appropriate choices of CPD activity	<ul style="list-style-type: none"> • Flyers and posters • Emails to promote CPD activity • Communications with stakeholders

	<ul style="list-style-type: none"> • Web pages and other social media
<p>c) Your organisation includes the perspectives of service users and carers in its CPD provision, and co-produces and involves service users and carers in design and delivery wherever appropriate</p>	<ul style="list-style-type: none"> • Learning resources • Session planning notes • Minutes of meetings with service users and carers • Audio or video excerpt showing learning facilitator with learners • Correspondence with service users and carers
DIMENSION 4 - QUALITY ASSURANCE AND IMPROVEMENT	
<p>a) Your organisation has a clear strategy and purpose for the CPD it offers</p>	<ul style="list-style-type: none"> • Mission statement • Business plan • Website 'About Us' page, or similar
<p>b) Your organisation has in place appropriate quality assurance policies and procedures for all aspects of its CPD provision</p>	<ul style="list-style-type: none"> • QA policies • Timetable/cycle of QA activity • Completed self-evaluations • Action plans • Annual reports • Minutes of meetings • Completed learner evaluations • Feedback from other stakeholders • Observations of learning facilitators • 'You said, we did' statements
<p>c) Your organisation regularly evaluates the CPD provision it offers in order to improve its service to learners</p>	
<p>d) Your organisation takes steps to evaluate the impact of its CPD provision on the practice of its learners</p>	<ul style="list-style-type: none"> • Learner self-assessment at start and end of CPD activity • Follow-up surveys with learners • Feedback from employers and other stakeholders
<p>e) Your organisation takes steps to evaluate the impact of its CPD provision on the lives of people who use services, and carers</p>	<ul style="list-style-type: none"> • Feedback from employers/commissioners • Research findings • Feedback from service user and carer groups

DIMENSION 5 - PROFESSIONAL DEVELOPMENT OF FACILITATORS	
a) People working for your organisation have the relevant knowledge, skills and, where appropriate, qualifications to deliver your CPD provision	<ul style="list-style-type: none"> • CVs of learning facilitators • Brief details of external contributors. • Stakeholder feedback • An audio or video excerpt showing learning facilitator with learners
b) People working for your organisation undertake continuous professional development to maintain the knowledge and skills necessary to deliver high quality CPD provision	<ul style="list-style-type: none"> • CPD offered by your organisation for its learning facilitators • Details of courses/support offered to other contributors to CPD provision. • Appraisals • Stakeholder feedback
DIMENSION 6 - LEADERSHIP AND MANAGEMENT	
a) Leaders set a clear direction for the organisation which results in high quality learning opportunities	<ul style="list-style-type: none"> • Mission statements • Job descriptions of leaders • 360-degree evaluations.
b) Leaders and managers communicate regularly with all stakeholders to ensure aims and approaches are relevant to the needs of social work and social workers at relevant stages of their careers	<ul style="list-style-type: none"> • Minutes of meetings with stakeholders • Schedule of planned meetings with stakeholders • LNAs and action plans
DIMENSION 7 - WORKING WITH INTERPROFESSIONAL GROUPS OF LEARNERS (You need only address these criteria if your organisation regularly offers CPD to groups that include other professions, such as health workers, the police, or lawyers.)	
a) People working for you as facilitators have appropriate knowledge of the professional and legislative context relevant to the CPD requirements of participants who are not social workers and integrate this into the learning activities	<ul style="list-style-type: none"> • CVs of other professionals involved in CPD delivery • Session content • Session planning • Learning resources • Feedback from learners and other stakeholders • An audio or video excerpt showing learning facilitator with learners

<p>b) People working for you facilitate dialogue between different professions, and understanding of each other's role, within CPD sessions</p>	<ul style="list-style-type: none"> • CVs of other professionals involved in CPD delivery • Session content • Session planning • Learning resources • Feedback from learners and other stakeholders • An audio or video excerpt showing learning facilitator with learners
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Section 3 of the application form.

Section 3 comprises a numbered list of your attached supporting evidence.

Section 4 of the application form.

Section 4 is a checklist for you to ensure that you have done everything that you need to for your application.