

# Procedures



## Key documentation - Form 1:

- is the application form completed by the school seeking accreditation for the Quality Mark for CPD Leadership (Form 2 provides schools with additional guidance on the standards criteria).
- records the outcomes of a verification visit.
- fulfils the requirement to evidence that the school has reached a recognised quality to achieve the required outcomes for either bronze, silver or gold level in relation to the Quality Mark for CPD Leadership.
- may also be used to quality assure the process of accreditation, for example where issues have been raised.
- when completed it will be submitted by the verifier to the local authority within 5 working days of the visit

## Preparation for Visit:

1. The verification visit will be undertaken by suitably qualified and experienced CPD Leader representative.
2. The verifier will have received the completed application form (Form 1) before contacting the school
3. The verifier will contact the school, (Form 5 to prompt) to agree a date for the visit and send confirmation of the visit at least 2 weeks in advance.
4. The confirmation letter (Form 6) will include the following:-
  - o Date, time of visit and name(s) of visiting representatives
  - o Details of what will be required during the visit:
    - \* Room for discussions
    - \* Evidence schools might wish to present
    - \* Schedule of meetings with staff as appropriate

## The Visit

1. The verifier should be given the opportunity to meet with the CPD Leader, relevant staff and scrutinise relevant documentation.
2. The verifier completes Form 1 and uses Form 3 to guide the process.
3. The prompt questions on the guidance for verifiers for evidence (Form 3) are designed to be used by verifiers irrespective of their specialist background to guide the verification process.
4. Verbal feedback will be given on the day of the visit when the school will be informed of the recommendation which the verifier is making to the local authority.

## Post Visit

1. The completed Form 1 should be sent to the local authority within 5 working days.
2. The local authority will confirm the accuracy of the recommendation for the award, seek clarification or amendment or express alternative views which may require further consultation using the comments box at the end of Form 1.
3. If there is disagreement about the recommendations made which cannot be resolved, the comments will remain on the final version of Form 1 to inform any subsequent visit.
4. Formal notification of the outcome of the verification process will be sent by the local authority to the school within 10 working days of receipt of completed Form 1.
5. Details of when and how they receive the certificate and plaque will also be sent by the local authority.
6. The local authority will keep a copy of any relevant documentation.



# Process Flowchart

