



Preparing your Application for BAC Accreditation

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Overview of BAC Accreditation Schemes

- **Short Course Provider (SCP)**

- for any UK based provider who delivers courses which are 26 weeks (6 months) or less
- If the provider has overseas centres they are either UK only accreditation or UK & Overseas accreditation

- **Online, Distance and Blended Learning (ODBL)**

- for any UK based provider who delivers their courses solely online

- **College**

- for any UK based provider who predominately offers courses longer than 26 weeks

- **International Centre**

- for any overseas based provider offering any length courses but without any courses which are recognised as Higher Education (HE).

- **Independent Higher Education (IHE)**

- for any UK or Overseas based provider who offers HE courses

HE courses are determined as academic courses recognised on the UK Regulated Qualifications Framework (RQF) from Level 4 or higher. For example; HND, Foundation Degree, Undergraduate Degree, Post Graduated Certificate, Master's, PhD

Overview of Accreditation Process

- Enquiry for BAC accreditation
- Skype or Telephone meeting with Accreditation Manager or HE Manager
- Application Submission
- Application & Supporting Document Scrutiny
- Inspection Planning
- Inspection (aim to be within 6-8 weeks of submission)
- Inspection Report Submission to BAC
- Inspection Report Submission to independent Accreditation Council
- Accreditation Council Meeting
- Notification of Accreditation Council's Decision within 10 working days

Eligibility for Accreditation



Scheme	Criteria
SCP	<ul style="list-style-type: none">- Courses are 26 weeks (6 months) or less- Main centre is UK based- Training venues are on its own premises or have been selected specifically for individual programmes
ODBL	<ul style="list-style-type: none">- Provider is established as offering online, distance or blended learning- Provider can show evidence of financial stability (3 yrs of audited accounts)- Services provided must be managed and administered in the UK- There is an accountable management team based in the UK & have effective control of the organisation- The head of the organisation or designated principal/director must be a legal resident in the UK- The head of the organisation or designated principal/director must have clear contractual responsibilities of the running of the organisation & for the quality of the work- There are no grounds to believe the head of the organisation or designated principal/director or any other senior manager are unfit for their responsibilities. <p>Such grounds may be an assessment of a previous position held at another BAC accredited provider, in particular any provider which consistently failed to meet BAC's standards or failed to repay debts owed to BAC</p>

Eligibility for Accreditation (continued)

Scheme	Criteria
College	<ul style="list-style-type: none">- Provider is UK based- The provider offers FE or Training- Evidence of financial stability can be shown (3 yrs audited accounts)- The management team is UK based and has effective control of the organisation- The head of the organisation or designated principal/director must be a legal resident in the UK- The head of the organisation or designated principal/director must have clear contractual responsibilities of the running of the organisation & for the quality of the work- There are no grounds to believe the head of the organisation or designated principal/director or any other senior manager are unfit for their responsibilities.

Eligibility for Accreditation (continued)

Scheme	Criteria
IC	<ul style="list-style-type: none">- The organisation is based outside of the UK- The organisation is licenced by their local, regional or national licensing agency to operate as an educational/training provider- Teaching is offered in English- The organisation is not publically (state) funded- The organisation predominately teaches learners aged 16 or over- There is an accountable management team who have effective control of the organisation- The head of the organisation or designated principal/director must have clear contractual responsibilities of the running of the organisation & for the quality of the work- There are no grounds to believe the head of the organisation or designated principal/director or any other senior manager are unfit for their responsibilities- The organisation has been delivering a relevant educational/training programme for a minimum period of 2 years

Eligibility for Accreditation (continued)



Scheme	Criteria
IHE	<p>Open to UK or overseas providers</p> <ul style="list-style-type: none">- The provider is able to show evidence of financial stability (3 yrs audited accounts)- The head of the organisation or designated principal/director must have clear contractual responsibilities of the running of the organisation & for the quality of the work- There are no grounds to believe the head of the organisation or designated principal/director or any other senior manager are unfit for their responsibilities- The organisation has been delivering a relevant educational/training programme for a minimum period of 2 years <p>UK – the provider is privately run (not state funded)</p> <ul style="list-style-type: none">- the provider offers all or most programmes at HE level- the provider offers its students a range of resources appropriate to those studying at the level of HE <p>Overseas – the provider is privately run</p> <ul style="list-style-type: none">- the provider meets one or more of the following requirements:

IHE Overseas Provider Requirements

An overseas provider wishing to apply for the IHE scheme must meet **one or more** of the following requirements in addition the eligibility criteria

- The organisation is working in a formal collaborative partnership with a UK institute which has degree awarding powers. The UK institute must be a Recognised Body as defined by the Department of Education
- The organisation is working in a formal collaborative partnership with a Royal Chartered Body recognised within the UK
- The organisation offers programmes recognised by the Office of Qualifications and Examinations (Ofqual) at level 5 or above on the RQF
- The organisation holds national or federal approval/licence or national accreditation and its awards are recognised by UK NARIC or The USA Department of Education.

Please note that all providers are looked at on a case by case basis so if you do not meet one or a couple of the eligibility criteria for your scheme, BAC will make a final decision on eligibility based on the individual organisation.

Application Form



- It is the same Application Form for each scheme, but there may be specific questions that are only for specific schemes.
- The application form will ask for:
 - Organisation's contact details, Manager/Owner, Named Contact
 - Referees – 2 people who know the organisation in a professional capacity, one of whom should be able to provide a personal reference for the head of the organisation
 - Organisation details: type of company (Ltd? Sole Trader?...), name of bank and accountants
 - A brief overview of the type of provision provided and background history
 - Details of Management, Staff, Student/Participant Numbers (correct at time of application), Breakdown of UK and Overseas Students/Participants
 - Details of services offered and which services are included in fees

Application Form (continued)

- All application form will ask for:
 - A list of the courses running at time of application. If an organisation is aware they will be adding or removing courses by the time of the inspection, please note this on the list
 - The head of the organisation to sign and date a document confirming their organisation is compliant with legal and statutory requirements
 - The head of the organisation will be asked to sign and date a 'General Declaration' confirming that the information provided in the application is accurate, up-to-date and provides a true account of the provider and its provision
- All applications will have a check list for the supporting documents asked to be submitted with the application form. There is an under 18 checklist too for those providers who recruit under 18s.

Supporting Forms

In addition to a completed application form, we ask for supporting documents to provide evidence for your operation.

All Schemes

- Documents showing legal status of organisation
- Secure tenure of premises, e.g. a lease or hire agreement
- Last 3 years of audited accounts (if the organisation has not been operating long enough to comply they supply internal accounts instead)
- Organogram or outline description of management structure with names & job titles
- Detailed CVs & job descriptions of management and tutors/trainers
- Staff handbook which should include disciplinary and grievance procedures
- Participant/Learner handbook which should include appeals and complaints procedures
- Current Course brochures & other marketing materials
- Course application form with details of fees and refund policy
- Outline of curriculum for each programme, including assessment procedures
- Current class timetable
- Copies of confirmation from the organisation or body which accredits your courses, if applicable. (Required: confirmation per accredited programme)
- Copies of formal agreements with other providers or awarding bodies for any non-degree courses offered.

Supporting Forms (continued)

IHE	<ul style="list-style-type: none">- Copies of partnership agreements with UK higher education institutions or chartered bodies- Copies of any validation agreements with degree awarding power universities in the UK and or overseas- Copies of audits and academic reviews carried out or on behalf of awarding bodies or partnership institutions- Certificate of Confirmation from the organisation which quality assures your own degrees- Copies of any confirmation of national license/s to operate as an educational provider and deliver degree programmes
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Points to Remember

- With all applications we ask that an application fee and inspection management are submitted. If the application does not go on to an inspection, the inspection management fee is refunded.
- Length of time between application submission to accreditation will vary provider to provider. Ideally the process takes 32 weeks

However, there are stages in the process where delays can occur:

- 1) Application & Supporting Document Scrutiny – if an application is missing documentation or information, a delay can occur while BAC and the provider correspond to fulfil the application requirements
- 2) Organising the inspection. This will depend on the availability of the provider and the inspectors.
- 3) Submission of Inspection Report to BAC. As our reports are published we will send them to the provider for ‘fact checking’ where we ask the provider to confirm the information of the organisation is correct

These 3 areas can cause a delay in the process.

Delays can also occur if fees have not been paid in full.

- All applications and inspections are looked at on an individual basis, so if a standard is not applicable to one provider, they will not be assessed on it.
- During the inspection there will be a request to look at documents not submitted with the application. The scheme documents list which documents may be requested next to each inspection area.

Question Time



Thank you for attending today. If you have any questions after the session has ended, please email me at rosie.fairfax@the-BAC.org
Rosie Fairfax