

Thank you for applying for BAC accreditation.

We hope you find these guidance notes a useful aid to help you complete the application. If you do have any questions, please contact BAC at info@the-BAC.org or call on (+44) (0)300 330 1400

BAC can only initiate the process if a complete application has been received.

Complete Application:

Required Document	Notes
Completed application form	Must include a full list of courses the organisation currently advertises and a full list of all staff members
Signed Declaration and Terms and Conditions	All three parts must be signed to be accepted
Supporting Documents	There is a checklist included in the application form Please complete this list as well as the application form. There is a space next to each document to make a comment If something is not applicable please put N/A

- Please ensure that the form is filled in accurately and in full. Failure to provide all the information and documentation requested will lead to a delay in the processing of the application.
- An inspection will not be arranged until BAC is satisfied that the application review has been completed successfully in full. Organisations are therefore strongly advised to take the submission of the application very seriously and to ensure that all requests for information are answered in all possible detail. Information on the accreditation process is provided in the Accreditation Handbook and in the relevant Scheme Document, which organisations are strongly advised to read thoroughly before attempting to complete the application form.
- There is an additional document accompanying the application documents. This does not need to be sent with the application pack, but the organisation should start working on it as soon as possible.

Self-Evaluation Form	<i>To be returned no later than 15 working days before the on-site inspection.</i> It does not need to be submitted as part of the application This is a very important tool in the quality assurance process. If you wish for further guidance on how to complete this form, please contact the office and we can arrange for a meeting with the Chief Inspector or a webinar to guide you through.
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- The note reference numbers correspond to those provided on the relevant section of the application form.
- Certain questions may not be applicable to your organisation. This does not mean that an application for accreditation cannot proceed, but simply reflects the diversity of organisations applying to BAC. If you feel that a question cannot be answered adequately within the terms of this application form, please make an additional statement on the form or accompanying email.



- Please send an electronic copy of the application form, signed declaration and the supporting documents to info@the-BAC.org

This is the preferred form of receiving the application.

BAC will accept hard copies through the post. The address to send it to is:

Ground Floor
14 Devonshire Square
London
EC2M 4YT

If sending in the post, please send two copies.

When an application has been received, an email confirming receipt is sent to the contact named on the application form. If you have not received confirmation of receipt within 2 working days, please contact BAC immediately.

APPLICATION FORM GUIDANCE

Ref number	Guidance
<i>GN1</i>	This address will be used for all correspondence unless otherwise indicated and it will be the address which the inspectors will be provided with when arranging the inspection.
<i>GN2</i>	Ensure that the contact person identified is fully available during work hours and will be able to answer any queries about the application authoritatively and comprehensively. Please ensure the email address included is specific to the relevant person and not a generic address.
<i>GN3</i>	Please provide two referees who have a professional relationship with the provider, such as accountants, solicitors or awarding bodies. References from participants, friends, relatives, past or current employees, trustees are not acceptable. You should ensure that the referees named are willing and able to provide an appropriate reference as soon as it is requested by BAC.
<i>GN4</i>	Please ensure all relevant parts of Section 1A are completed. It is imperative that BAC has full details of the legal and financial status of organisations applying for accreditation so that the necessary checks can be made. Provide as much accurate detail as possible.
<i>GN5</i>	Section 1B requests a brief general description of the organisation. This is to help BAC’s application reviewer and inspectors to gain an overview of what the provider does and how it operates. You do not need to try to ‘sell’ the organisation; a factual account is what is required. Please include mission aims, target market to recruit student body from, type of education or training offered.



	We need to know your reasons for seeking accreditation to ensure that the type of accreditation you are applying for is appropriate.
GN6	This is not a requirement for SCP accreditation, as some courses do not lead to awards, but if you have approval from awarding bodies, please let us know.
GN7	The Department for Education (DfE) is a government department with which all schools and providers with learners of compulsory school age must be registered if they have 5 or more participants under the age of 16 on a full-time course.
GN8	You must declare all other accreditations by other bodies.
GN9	Please make sure that all premises are declared including the office if training not delivered there. Only those premises which have been declared at the application stage will be included in the initial inspection. Please also ensure that the maximum capacity of each classroom is included, as well as detailed notes on the facilities. If using external premises for course delivery, please complete this section in relation to premises hired to describe how they are fit for purpose.
GN10	It is very important that the numbers of participants listed in Section 4 are current and accurate. If the provider does not currently have any participants enrolled, please state the number of participants from the most recent intake and make this clear on the form. If the provider has not yet begun operating, 0 must be entered against all the number requests.
GN11	If the provider has participants under the age of 18, all staff must have been subject to a Disclosure and Barring Service check.
GN12	When filling in Appendix A, please complete all fields for each entry. If courses have not yet started or currently have no participants enrolled on them, you should still enter the details and provide an explanation in the appropriate box. The list provided should match exactly with information in publicity material and on the website. The NQF/QCF level of any award must be provided.
GN13	Please list all staff employed by the provider; All management, administrative, academic and ancillary staff should be listed. Full-time, Part-time and seasonal staff should all be listed.
GN14	This checklist is provided to help providers to ensure that all the documentation which must accompany the application form is submitted. Failure to include any of the documents listed will significantly delay the application. Please label the documentation with the corresponding letter to make it easier for BAC's application reviewer to process. Please ensure that two copies of all documentation are provided as this will help to speed up the organisation of inspections.
GN14 A	Please include company records from Companies House (or your country's equivalent), if applicable.
GN14 B	Please provide full copies of the lease, if premises are leased. If using external premises for course delivery (such as hotels/function rooms), please provide copies of any agreements or relevant correspondence with such venues.



GN14 C	If the provider is newly established and does not have three years of audited accounts, please supply bank statements or internal accounts to prove financial status and stability.
GN14 D	The organogram provided must outline the management structure of the organisation and must include all senior, academic and administrative staff employed, displaying full names and job titles.
GN14 E	Please provide full CVs detailing qualifications, training and experience of all senior management and academic staff, as well as a copy of their job descriptions. Qualifications listed on CVs need to include the dates and places of study and the awarding bodies. As part of a provider's internal quality assurance, all staff qualifications should have been checked and verified. BAC does not accredit providers which employ staff with unrecognised academic qualifications.
GN14 F & G	Please ensure that the staff and participant handbooks provided are directly relevant to the provider and are not generic documents downloaded from the internet. If the nature of the courses deems these unnecessary, please provide a copy of the organisation's complaints and grievance procedures setting out the stages involved.
GN14 H	Please provide copies of all marketing materials used by the organisation and ensure that all courses advertised are current and accurate. It is essential that information on the organisation's website and in publicity material represents the organisation and its provision honestly and is not in any way misleading to prospective participants. BAC expects all publicity material and the organisation's website to be free of any typographical, spelling and grammatical errors. Ensure that all documentation is proof-read before submission.
GN14 I	Please provide details of participant fees for each course and the provider's refund policy. This policy must be fair and provide prospective participants with the opportunity to recover the majority of any fees paid in advance should they be able to take up their place on the programme. An administration fee can be retained but this must be set at an appropriate level with regard to the total fees paid and must not exceed £300.
GN14 J	Please ensure curricula are correct and up to date; this is particularly pertinent for externally validated courses.
GN14 K	Please provide timetables for all courses. If the provider is new and classes have not yet begun, please provide examples of proposed timetables.
GN15	Complete all fields of Appendices A and B on each row. Do not leave any columns blank.
GN16	Ensure that a cheque or BACS transfer for the Application Fee and Inspection Management Fee Deposit. No action will be taken until we have received payment in full.

To be completed only by those organisations who recruit learners/trainees under the age of 18.



SAFEGUARDING EVIDENCE GUIDANCE

GN C1	<p>There must be a safeguarding policy in place which sets out the provider’s procedures to ensure the safety of under 18s. There is no specific format, but the policy should be clear, relevant to the provider and include the following key areas:</p> <ul style="list-style-type: none"> • Codes of conduct • Policy statements • Safer recruitment (full checks carried out on applicants) • Health and safety • Training • Welfare provision • Child protection procedures
GN C2	<p>All staff with roles involving responsibility for or substantial access to under 18s must undergo DBS disclosure checks by the Disclosure and Barring Service (in England and Wales) or Protecting Vulnerable Groups Scheme (in Scotland) or Access NI (in Northern Ireland), or Police ‘Certificate of Good Conduct’ (outside the UK). These must be in line with the organisation’s safeguarding policy. The staff should be made aware of the provider’s safeguarding policy and code of conduct. The individual should have the <i>Enhanced</i> DBS check; BAC recommends that to ensure that the check is kept up to date, they register on the online update service which requires a yearly subscription fee to be paid. From the date of the DBS check, the individual has 14 days to register online. The record must be kept in secure conditions and must be destroyed, by secure means, as soon as it is no longer needed. It should normally only be kept for up to six months after a recruitment decision has been made. Before the disclosure is destroyed, the details must be recorded including the level of disclosure, unique reference number and if it has been cleared.</p>
GN C3	<p>Risk assessments for activities inside premises and for all outdoor activities including excursions should be stated and suitable arrangements made for the supervision and safety of under 18s outside lesson times. Leisure programme provision should be implemented which is appropriate to the age, ability and interests of the individuals, especially for under 16s.</p> <p>There must be sufficient adult supervision for all scheduled activities both on and off site which take into account the type of activity, age, gender and needs of the learners.</p> <p>Clear rules must be provided which are appropriate to the age of the learners, what they may be doing outside of scheduled activities times and without supervision. There must be procedures in place to ensure that these rules are adhered to.</p> <p>The rules for what learners may do outside the lesson times will be based on the provider’s risk assessments of the premises and location. Rules should be known to all staff and learners and be given in writing.</p>
GN C4	<p>There must be clear evidence of staff training on safeguarding, including codes of conduct which are especially important to protect staff dealing with older teenagers as they ensure that there is</p>



	<p>safeguarding to avoid compromising situations where there could be a misunderstanding or malice which may put them at risk of accusation.</p> <p>Providers must have and implement appropriate induction procedures and human resources policies for all staff. All staff and learners must be made aware of conditions and procedures under which a learner may be asked to leave the course. The staff and learners must be informed of policies and procedures when dealing with abusive behaviour.</p>
GN C5	<p>During the recruitment process, job applicants should be provided with information on the provider's commitment to safeguarding and the roles which involve responsibility for or substantial access to under 18s.</p> <ul style="list-style-type: none"> • References must be checked and referees must be asked if there is any reason why the applicant should not be engaged in situations where they have responsibility for or access to persons under 18 • Any gaps in job history must be explained • Proof of identity and qualifications must be produced • Appropriate suitability checks must be carried out prior to confirmation of appointment
GN C6	<p>Parents/ guardians of under 18s should be provided with information and well informed of procedures and care during their child's course. This particularly concerns times where learners may not be supervised. Before enrolment, parents/ guardians should receive an accurate description of the level of care and support which will be given to under 18s.</p> <p>The parents/ guardians must provide the organisation with a 24-hour contact number in the case of an emergency and the provider must give the parents/guardians a telephone number which can be used outside of office opening hours.</p> <p>Under 18s must be given pastoral care appropriate to their age, background and circumstances. A named person will be identified to staff and learners to deal with learners' personal problems.</p>
GN C7	<p>Homestay providers must be provided with information and work with the provider to ensure that the learners adhere to the rules with regard to free time outside of the scheduled activities, and particularly what time they are expected home at night. Providers will make sure that hosts are not lodging learners under the age of 16 with those who are 18 or over.</p> <p>Full criminal record checks must be carried out to check the suitability of those caring for or working with under 18s. This includes teachers, care-givers in the homestay, welfare staff, residential supervisors and activity staff. In the case that these providers are contracted by a third party, the provider must have a formal agreement to confirm that the suitability checks are up to date.</p>
GN C8	<p>An adult who has been vetted by the provider must always be present overnight and normally during the day when under 16s are home. Providers must ensure that either their own accommodation or that of an agency in homestay or residential accommodation will not lodge under 16s with learners of 18 years or over.</p>



	<p>First aid facilities and an appropriately trained member of staff must be available at all times, and arrangements will be made with a local doctor in case of emergencies.</p> <p>There should be a ratio of residential adults to learners of at least 1:20 for learners aged 12-17 and 1:15 for under 12s in residential accommodation.</p> <p>Laundry arrangements should be made available for learners while staying at the accommodation.</p>
GN C9	Where a provider has a significant number of learners under the age of 18, it is expected that there will be a member of staff with specific responsibility for safeguarding.

PAYMENT:

Details of the application process can be found in the relevant Scheme Document and the BAC Accreditation Handbook. Both of these can be downloaded from the BAC website

A guide to assist with the completion of this form is also available on the website. Where guidance notes are provided, this is indicated by a note reference number e.g. (GN1).

The submission of this form and the required additional documentation is the first stage in applying for accreditation. The form and documentation will be evaluated in detail and BAC will not proceed further with the inspection unless it appears from this submission that the provider is likely to meet the requirements for accreditation. It is therefore essential that the information provided is comprehensive and accurate.

Please submit the application documents electronically. This can be via email (info@the-BAC.org) or document sharing platform such as 'Dropbox'. If sending via a document sharing platform, please ensure the access code and or password is sent by email to BAC when notifying that the application is ready to be downloaded.

The application fee and Inspection Management Fee deposit is payable on submission of application. If your organisation needs an invoice, please notify BAC before sending the application.

Fees can be made by cheque or Bank Transfer. Please see below for the details for making a bank transfer.

Paying from inside the UK	<p>Account Name: British Accreditation Council for Independent Further and Higher Education</p> <p>Bank Name: CAF Bank Ltd.</p> <p>Address: 25 Kings Hill Avenue, Kings Hill, West Malling, Kent ME19 4JQ</p> <p>Account No.: 00010161</p> <p>Sort Code: 40 - 52 – 40</p>
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<p>Paying from Outside the UK</p>	<p>Account Name: British Accreditation Council for Independent Further & Higher Education</p> <p>Bank Name: HSBC City Corporate Banking Centre</p> <p>Bank Address: 60 Queen Victoria Street, London EC4N 4TR</p> <p>Swift code: MIDLGB2141W</p> <p>Account number: 72138549</p> <p>IBAN No: GB48MIDL40053072138549</p> <p>Ref: BACIFHE10161</p>
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