

Accrediting Process Summary

Accreditation signifies your training programme is KCS aligned, well organised, professionally delivered and technically robust.

The accredited organisation:

- Can accredit to any number of the seven KCS levels
- Can change levels covered or certificate volumes at any point
- Has a two year licence (renewable)
- Pays a fee based on the levels to which accredited
- Issues personal KCS certificates to learners
- Is committed to maintaining standards and improving its training programme



1. Register	Formal commitment	Guides & templates	Administrative information
2. Planning	Gap analysis	Timetable	Review approach
3. Portfolio	Submission form	Training programme components	KCS Alignment
4. Review	Progress reports	Discussion	Amendments
5. Completion	Checklist 100%	All components in place	Criteria met
6. Sign-off	Meeting to conclude process	Collaboration & communication	Welcome pack issued

