

RE-ACCREDITATION GUIDE

Standard Accreditation

INTRODUCTION

This document outlines the process for Standard LCS re-accreditation for existing LCS accredited organisations that results in the issue a further two-year licence to use the LCS. It needs to be used in conjunction with the document **LCS Re-accreditation Questionnaire**.

Visit the LCS [website](#) for further information and to download documents relating to re-accreditation.

RE-ACCREDITATION STAGES

The stages in the re-accreditation process are:

| Stage | Activity | Who | Notes |
|-------|---|---------------|--|
| 1 | Organisation signals decision to re-accredit | Applicant | Around 1 month before expiry date |
| 2 | Accreditation documents sent | LCS | Questionnaire, guide, forms |
| 3 | Re-accreditation questionnaire completed and submitted to LCS | Applicant | There is an opportunity for a periodic discussion and review of the evolving questionnaire if necessary. |
| 4 | Sign off meeting to review submission & discuss future | LCS/Applicant | Usually physical – virtual possible |
| 5 | Final Approval; Welcome Pack and certificates sent to applicant | LCS | Pack contains updated organisation certificate, certificate template, terms, etc |
| 6 | Communications; Applicant invoiced | LCS | LCS website updated; option for news item |

RE-ACCREDITATION QUESTIONNAIRE

The **re-accreditation questionnaire** provides a review of the previous licence period, an update on the previous submission and focuses on any proposed changes for the next licence period.

It captures the following information:

- Certificates issued (historical and forecast)
- Organisation update
- Training activities review
- LCS alignment check

For each key component of the training system, the questionnaire asks if any changes have taken place or are planned, covering:

- Course descriptions, aims & learning outcomes
- Training material
- Assessment
- Implementation evidence
- Delivery, teaching methods & staffing
- Quality assurance & continuous improvement
- Admissions
- Training support & organisation

For those areas where there have been changes, or some are proposed, supporting information or documents can be provided.

Several templates are provided to summarise key information, including the **LCS Alignment Matrix, Delivery Capability Matrix** and **LCS Levels, Biography template, Courses, Assessment & Learning Hours Summary**. Word and Excel versions of the first two of these are available (the spreadsheet versions are for more complex training programmes).

These templates are embedded in the **Re-accreditation Questionnaire** document and can be opened, completed and re-saved as an embedded document if necessary. They are also available separately if required.

RE-ACCREDITATION SIGN OFF MEETING

Once the questionnaire is completed and no issues are identified, a sign-off re-accreditation meeting takes place. This will usually be at the applicant's place of business, though can be virtual (eg using Skype, WebEx), if it is not practical to meet.

| Agenda | | Who |
|--------|--|---------------|
| 1 | Introduction | LCS/Applicant |
| 2 | Review of LCS experience (previous 2 years) | Applicant |
| | Reflection on overall experience, training system development, volume of certificates, nature of course participants, issues encountered, customer feedback & evaluation, suggested changes to LCS | |
| 3 | Resubmission Proposal | Applicant |
| | Summary of plan (from the Questionnaire); questions from LCS & discussion. | |
| 4 | LCS Update | LCS |
| | Development of the LCS business, innovations, developments; collaboration opportunities | |
| 5 | Actions | LCS/Applicant |
| | Agreed actions and welcome pack contents | |

FEES

The table below shows the re-accreditation fees for Standard accreditation for commercial organisations. Also shown are the comparative annual cost and the minimum potential cost per certificate for all levels:

| RE-ACCREDITATION | INTERNAL OR EXTERNAL* | MAXIMUM NUMBER OF CERTIFICATES ISSUED PER YEAR AT LEVEL 1B AND ABOVE | | | | | |
|--|-----------------------|--|--------|--------|--------|---------|---------|
| | | 100 | 200 | 300 | 500 | 750 | 1000 |
| Two year re-accreditation | External | £4,000 | £5,100 | £6,300 | £8,450 | £11,000 | £13,350 |
| | Internal | £3,400 | £4,350 | £5,350 | £7,150 | £9,350 | £11,350 |
| COMPARISON: COST PER YEAR | | | | | | | |
| Re-accreditation | External | £2,000 | £2,550 | £3,150 | £4,225 | £5,500 | £6,675 |
| | Internal | £1,700 | £2,175 | £2,675 | £3,575 | £4,675 | £5,675 |
| COMPARISON: MINIMUM COST PER CERTIFICATE for all levels | | | | | | | |
| Re-accreditation | External | £10.00 | £6.38 | £5.25 | £4.23 | £3.67 | £3.34 |
| | Internal | £8.50 | £5.44 | £4.46 | £3.58 | £3.12 | £2.84 |

NOTES

1. Fees shown are exclusive of VAT.
 - i. Note: VAT will not normally be applicable when the accredited organisation is based and provides services outside the UK.

2. An organisation accredited to LCS Levels 1b and above, can issue LCS Level 1a Certificates at **no additional fee**, up to the number of Level 1b and above certificates it plans to issue. For example, an organisation that intends to issue up to 300 Level 1b (and above) certificates per year, can also issue 300 Level 1a certificates per year at no charge.
3. If an accredited organisation wants to issue more than its permitted number of no-charge Level 1a certificates, it can do so in one of two ways:
 - i. Remain on its fee band and **pay a fee for each Level 1a certificate issued**. The charge will be **£2.00** (plus VAT) for the first **2,500** Level 1a certificates and **£1.00** (plus VAT) thereafter for over **2,500** Level 1 certificates.
 - or
 - ii. Move up to the next fee band and benefit from the additional free Level 1a certificate allowance of that band. Note that a pro rata fee is payable when moving up fee bands.
4. The two-year accreditation fee is payable when accreditation has been granted. Fees for pay-for-issue Level 1a certificates should be paid on a regular basis after issue (the precise schedule to be agreed between the LCS and the organisation).
5. There are no fees payable other than the accreditation fee and, where applicable, fees for pay-for-issue Level 1a certificates.
6. **Internal** refers to a system that is dedicated to training in-house employees. **External** refers to a system that primarily trains members of the public or other organisations' employees.
7. The fees shown above are applicable to **commercial organisations**, defined as those organisations that are geared to making a profit from their business activities. Separate fee schedules are available for SMEs and for public service organisations. The LCS defines public service organisations as those that are not commercially oriented and deliver services for the benefit of the public or society on a not-for-profit basis.
8. Traditionally taught training systems (that is, not web based) planning to issue **only Level 1a** certificates should refer to LCS management for the relevant fee schedule.
9. Training systems that exclusively deliver **online training** (at Level 1a) are subject to a separate fee schedule.