

# Accrediting Process Summary

Accreditation signifies an LCS aligned, well organised, professionally delivered, technically robust, CI training programme or system.

The accredited organisation:

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



<b>1. Register</b>	Formal commitment	Guides & templates	First invoice raised
<b>2. Planning</b>	Gap analysis	Timetable	Review approach
<b>3. Portfolio</b>	Submission form	Training system components	LCS Alignment
<b>4. Review</b>	Progress report	Discussion	Amendments
<b>5. Completion</b>	Checklist 100%	All components in place	Criteria met
<b>6. Sign-off</b>	Meeting at organisation	Collaboration & communication	Welcome pack