

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 granting of a further two-year licence to use the LCS. It needs to be used in conjunction with the online **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 6 weeks before expiry date
2	Re-accreditation questionnaire completed and submitted to LCS. Google Drive Accreditation Folder checked	Applicant	Option to discuss process and address any queries.
3	Sign off meeting to review submission & discuss LCS developments	LCS/Applicant	Usually, a virtual meeting
4	Welcome Pack sent to applicant	LCS	
5	Communications; Applicant invoiced Google Drive Accreditation Folder updated	LCS	Pack contains updated organisation certificate, certificate template, terms, etc LCS website updated; congratulations PR

RE-ACCREDITATION QUESTIONNAIRE

The **re-accreditation questionnaire** provides a review of the previous accreditation period, an update on the previous submission and focuses on any proposed changes for the next accreditation 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
- Training support & organisation, admissions

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 **Trainer Biography template**, **Courses, Assessment & Learning Hours Summary**.

These templates can be downloaded via links in the questionnaire and then uploaded to the questionnaire when completed.

YOUR CLOUD BASED LCS ACCREDITATION FOLDER

The LCS maintains a cloud based **LCS Accreditation Folder** for your organisation in Google Drive. You will need to view this folder to check that it contains up to date information on your accredited training programme and the re-accrediting process provides an opportunity to ensure it does.

The folder should contain up to date material relating to your lean/CI training programme, such as a description of the overall training programme structure, sample training material and assessments, information on delivery resources and support resources.

You will be provided with secure access to view the folder, which has several sub-folders – including **Admin**, **Certificates**, **Training material and documents**.

The LCS will update the folder when the re-accreditation process has been completed and it can be viewed throughout the accreditation period and updated in necessary.

RE-ACCREDITATION SIGN OFF MEETING

Once the questionnaire is submitted and no issues are identified, a sign-off re-accreditation meeting takes place. This will usually be a virtual meeting.

Agenda		Who
1	Discussion 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	
2	Resubmission Proposal	Applicant
	Summary of plan (from the Questionnaire); questions from LCS & discussion.	
3	LCS Update	LCS
	Development of the LCS business, innovations, developments; collaboration opportunities	
4	Actions	LCS/Applicant
	Agreed actions and welcome pack contents	

FEES

The fee table is shown below and you can check your re-accreditation fee through the **online fee calculator**. This allows to see what your fee would be for different certificate volume forecasts, including scenarios where you may want to issue a high number of Level 1a certificates.

You should refer to the accompanying notes and in particular #2) which details the free Level 1a certificate quota and #3), which details the fees for additional Level 1a certificates that you may consider issuing above you band quota.

Fee Bands	Commercial external	Commercial internal	Public service
A: 200 Level 1a, 200 Level 1b+	£4,300	£3,700	£3,450
B: 400 Level 1a, 400 Level 1b+	£5,500	£4,700	£4,500
C: 600 Level 1a, 600 Level 1b+	£6,800	£5,800	£5,550
D: 1,000 Level 1a, 1,000 Level 1b+	£9,100	£7,700	£7,500
E: 1,500 Level 1a, 1,500 Level 1b+	£11,850	£10,100	£9.650
F: 2,000 Level 1a, 2,000 Level 1b+	£14,400	£12,250	£11,800

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 can be paid at the start of the two year licence period or when the need arises during accreditation.
5. Unused pay-for-issue Level 1a certificates at the end of the accreditation period can be transferred over to the next accreditation period.
6. There are no fees payable other than the accreditation fee and, where applicable, fees for pay-for-issue Level 1a certificates.
7. **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.
8. **Commercial organisations** are defined as those organisations that are geared to making a profit from their business activities. 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.