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 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 1 month before expiry date
2	Accreditation guide accessed	Applicant	Online questionnaire, downloadable guide
3	Re-accreditation questionnaire completed and submitted to LCS. Google Drive Accreditation Folder checked	Applicant	Option to discuss process and address any queries.
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 Google Drive Accreditation Folder updated	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

- 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**. Word and Excel versions of the first two of these are available (the spreadsheet versions are for larger training programmes).

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 system 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 system, such as a description of the overall training programme structure, sample training material and assessments, information on delivery resources and general support resources. You will be

provided with secure access to view the folder, which has several sub-folders – for example called Admin, Certificates, Training material and documents.

Note that in the past, some accredited organisations provided physical submissions, so their folders may not contain current material. All submissions should now be in a digital form, thus enabling the folder to reflect the current state of the accredited training system.

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 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, Google Hangouts, 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

You can check your re-accreditation fee through the **online fee calculator**. This 'ready reckoner' 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.

The fee table that the ready reckoner refers to is shown on the following page (relating to standard accreditation for commercial organisations). This also shows comparative annual costs and the minimum potential cost per certificate for all levels.

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.

RE-ACCREDITATION	INTERNAL OR EXTERNAL*	MAXIMUM NUMBER OF CERTIFICATES ISSUED AT LEVEL 1B AND ABOVE					
		A 200	**B** 400	**C** 600	**D** 1,000	**E** 1,500	**F** 2,000
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 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. 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.

9. 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.