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BASW Accreditation scheme for providers of continuing professional development for social workers

APPLICATION FORM

Organisation

These accompanying guidance documents will be helpful when you come to complete the application form:

* A Guide to Making an Application – Organisation [BAS03]
* Overview Guide [BAS01]

Section 1 – Applicant details

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| 1. **Organisation name** |  |
| 1. **Contact name** |  |
| 1. **Address** |  |
| 1. **Telephone number** |  |
| 1. **Email address** |  |
| 1. **Website** |  |
| 1. **UK countries in which you offer CPD provision** |  |
| 1. **Areas of CPD offered** |  |
| 1. **For approximately how many social workers do you expect to offer CPD in an average year?** |  |
| 1. **Overview of business purpose / mission statement / business scope** |  |

Section 2 – Specific criteria for Organisation accreditation

In about 250 words for each of the underpinning criteria statements, and about 200 words for each of the other statements, giving clear examples where possible, tell us how your organisation’s practice in CPD provision meets the criteria below.

**Please indicate within your narrative the evidence number(s) relevant to your examples, as well as listing the evidence number(s) in the boxes at the end of each section.**

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| **DIMENSION 1** - **Underpinning criteria**   1. Your organisation can demonstrate how its development and delivery of continuing professional development (CPD) provision for social workers is consistent with the BASW Code of Ethics 2. Your organisation can demonstrate how its development and delivery of CPD for social workers fits into the relevant professional and regulatory frameworks for social work for the UK country/countries in which you offer provision |
| **APPLICANT’S RESPONSE** |
| 1. Your organisation can demonstrate how its development and delivery of continuing professional development (CPD) provision for social workers is consistent with the BASW Code of Ethics |
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| 1. Your organisation can demonstrate how its development and delivery of CPD for social workers fits into the relevant professional and regulatory frameworks for social work in the UK country/countries for which you offer provision |
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| **Evidence Number(s) for Dimension 1** |

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| **DIMENSION 2 - Facilitating learning**   1. People working for your organisation understand their role and responsibilities and the boundaries of their role in relation to facilitating learning 2. People working for your organisation have access to, and use, appropriate learning and other resources to deliver high quality CPD 3. People working for your organisation use session planning skills appropriately      1. People working for your organisation ensure that facilitation of learning is inclusive for all participants and meets individual learners’ needs 2. People working for your organisation use a range of appropriate techniques to motivate and support learners within CPD sessions 3. People working for your organisation employ a range of appropriate methods to assess participants’ learning throughout the duration of the learning event/programme, which may, but is not required to, include formal assessment |
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|  |
| **Evidence Number(s) for Dimension 2:** |

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| **DIMENSION 3 - Working in partnership**   1. Your organisation’s learning programmes are developed and delivered in collaboration with employers, commissioners, social workers and social work organisations, as appropriate, to meet the CPD needs and aspirations of social workers 2. Your organisation’s marketing and publicity materials give full and clear information to enable social workers, and employers/commissioners to make appropriate choices of CPD activity 3. Your organisation includes the perspectives of service users and carers in its CPD provision, and co-produces and involves service users and carers in design and delivery wherever appropriate |
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| 1. Your organisation includes the perspectives of service users and carers in its CPD provision, and co-produces and involves service users and carers in design and delivery wherever appropriate |
|  |
| **Evidence Number(s) for Dimension 3:** |

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| **DIMENSION 4 - Quality assurance and improvement**   1. Your organisation has a clear strategy and purpose for the CPD it offers 2. Your organisation has in place appropriate quality assurance policies and procedures for all aspects of its CPD provision 3. Your organisation regularly evaluates the CPD provision it offers in order to improve its service to learners 4. Your organisation takes steps to evaluate the impact of its CPD provision on the practice of learners 5. Your organisation takes steps to evaluate the impact of its CPD provision on the lives of people who use services, and carers |
| **APPLICANT’S RESPONSE** |
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| 1. Your organisation has in place appropriate quality assurance policies and procedures for all aspects of its CPD provision |
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| 1. Your organisation regularly evaluates the CPD provision it offers in order to improve its service to learners |
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| 1. Your organisation takes steps to evaluate the impact of its CPD provision on the practice of learners |
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| 1. Your organisation takes steps to evaluate the impact of its provision on the lives of people who use services, and carers |
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| **Evidence Number(s) for Dimension 4:** |

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| **DIMENSION 5 - Professional development of facilitators**   1. People working for your organisation have the relevant knowledge, skills and, where appropriate, qualifications to deliver your CPD provision 2. People working for your organisation undertake continuous professional development to maintain the knowledge and skills necessary to deliver high quality CPD provision |
| **APPLICANT’S RESPONSE** |
| 1. People working for your organisation have the relevant knowledge, skills and, where appropriate, qualifications to deliver your CPD provision |
|  |
| 1. People working for your organisation undertake continuous professional development to maintain the knowledge and skills necessary to deliver high quality CPD provision |
|  |
| **Evidence Number(s) for Dimension 5:** |

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| **DIMENSION 6 - Leadership and management**   1. Leaders set a clear direction for the organisation which results in high quality learning opportunities 2. Leaders and managers communicate regularly with all stakeholders to ensure aims and approaches are relevant to the needs of social work and social workers at relevant stages of their careers |
| **APPLICANT’S RESPONSE** |
| 1. Leaders set a clear direction for the organisation which results in high quality learning opportunities |
|  |
| 1. Leaders and managers communicate regularly with all stakeholders to ensure aims and approaches are relevant to the needs of social work and social workers at relevant stages of their careers |
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| **Evidence Number(s) for Dimension 6:** |

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| DIMENSION 7 - **Working with inter-professional groups of learners**  (You need only address these criteria if your organisation regularly offers CPD to groups that include other professions, such as health workers, the police, or lawyers.)   1. People working for you as facilitators have appropriate knowledge of the professional and legislative context relevant to the CPD requirements of participants who are not social workers and integrate this into the learning activities 2. People working for you facilitate dialogue between different professions, and understanding of each other’s role, within CPD sessions |
| **APPLICANT’S RESPONSE** |
| 1. People working for you as facilitators have appropriate knowledge of the professional and legislative context relevant to the CPD requirements of participants who are not social workers and integrate this into the learning activities |
|  |
| 1. People working for you facilitate dialogue between different professions, and understanding of each other’s role, within CPD sessions |
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| **Evidence Number(s) for Dimension 7:** |

Section 3 – Supporting evidence

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| **Evidence number** | **Description of evidence submitted** |
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Section 4 – Applicant’s checklist

**Have you:**

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| * Have you read the Overview Guide and agree to the BASW Accreditation Scheme application process |  |
| * Checked that you have provided a full and complete response to each of the criteria? |  |
| * Compiled your evidence to support your responses? |  |
| * Completed the numbered evidence list (Section 3), giving each piece of evidence a unique number? |  |
| * Included your evidence with your application? |  |

Office use only:

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| Date application received: |  |
| Applicant ID |  |