**Accredited Registers:** **Annual accreditation check form**

#### About this form

This form should be completed by Accredited Registers. Your responses will be used as part of our annual check of your Register’s accreditation.

We will also audit your Register for accuracy and consider stakeholder feedback as part of the annual check. The annual check is not as detailed as the full renewal assessment, which usually takes place every three years.

If you have made significant changes to key policies and processes for any area, then where possible you should include links to published documents that you reference in your responses. Any unpublished documents can be submitted as additional documents, with the relevant question number clearly marked.

After receiving your completed form, we will let you know if we need any further information to complete the annual check. If there have been significant changes since our previous assessment, we may carry out a more in depth, targeted review against one or more of our [*Standards* *for Accredited Registers*](https://www.professionalstandards.org.uk/docs/default-source/publications/standards/standards-for-accredited-registers.pdf?sfvrsn=e2577e20_6). More information about our levels of assessment can be found in our [*Guidance on renewals, targeted reviews and outcomes*](https://www.professionalstandards.org.uk/what-we-do/accredited-registers/for-registers/renew-your-quality-mark)*.*

You should use black font in size 12 to complete this form and submit as a Word document to the Accreditation Team by email ([accreditationteam@professionalstandards.org.uk](mailto:accreditationteam@professionalstandards.org.uk)).

The Accreditation Team will notify Registers in advance of when this form is due. If we do not receive within the timeframes set out, we may need to carry out a targeted review to check whether the Standards are met.

#### Annual check – information required from Registers

[Insert name of Register]

1. Tell us about any changes you have made to address Recommendations issued at the last review, if applicable.

##### Standard 1: Eligibility and public interest

1. Have you made, or are you planning to make any changes to the types of role(s) registered?
2. Is there any new evidence about the benefits, or risks of roles(s) registered that could affect the public interest test? If so, you should send us an updated *Risk matrix* or *Benefits template*.

##### Standard 2: Management of the Register

1. Have there been any significant changes in registrant numbers during the past twelve months? If so, you should set these out and provide an explanation for the changes.
2. Tell us about any significant changes to registration processes. You should include links to any new policies and procedures.

##### Standard 3: Standards for Registrants

1. Tell us about any significant changes to standards for registrants. You should include links to any new policies and procedures.

##### Standard 4: Education and training

1. Tell us about any significant changes to education and training requirements. You should include links to any new policies and procedures.
2. If your organisation is also the main training provider for the Register, tell us about any key changes to how education and training has been delivered.

##### Standard 5: Complaints and concerns about registrants

1. Tell us about any changes in the number of complaints received over the past twelve months, and what you think has caused this.
2. Tell us about any significant changes to how you handle complaints and concerns about registrants. You should include links to any new policies and procedures.

##### Standard 6: Governance

1. Have there been any changes to key governance or leadership roles? You should tell us about changes to roles such as Chair, the Chief Executive, Board or Trustees, Registrar, and senior executives such as Directors.
2. Are there any key governance or leadership roles that are vacant? If so, you should tell us when you expect them to be filled.
3. Have there been, or are there expected to be any material changes to your Register’s financial position, which could put its sustainability at risk?

##### Standard Seven: Management of risks arising from the activities of registrants

1. Have you identified any new risks associated with the activities of registrants? If so, you should send us an updated *Risk matrix.*

##### Standard Eight: Communications and engagement

1. Have you made any significant changes to how you communicate and engage with key stakeholders, such as a new website?

##### Cross-cutting areas

1. Are there any other changes you haven’t told us about above, that could affect the Standards? You should describe these in brief below, setting out which Standard(s) you think they relate to.
2. Are there any significant changes planned for the next twelve months? This could include improvements, challenges or changes that may affect your Register’s performance in future.
3. Describe how any of the changes you have told us about in this form will affect those with protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion or belief, sex, sexual orientation). You should describe whether the impact is negative, positive or neutral and any actions put in place to minimise disadvantage or promote advancement of equalities.

#### Declaration

I confirm that the above is true and understand that it will used by the Professional Standards Authority to complete its annual check of accreditation.

Signature:

Job title:

Date: