**Introduction**

##### **Who is this form for?**

Before we accredit a register, we undertake an impact assessment to understand likely effects on different groups, and the wider health or care system. This application form (A3) is for registers that want to apply for Accredited Register status. It asks additional questions about the specific impacts that accreditation may have and will be used by the Accreditation team and the Accreditation panel to assess the impact of any decision we make regarding the accreditation of your register. We will also use information provided in other parts of your application to inform the impact assessment.

This form needs to be completed as part of your application for accreditation and should be submitted alongside Application Form A1 – Standard One or as part of your full application.

Before completing this form, you should read our:

* [*Guidance on applying for application*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/guidance-documents/180711-application-process---v1-0.pdf?sfvrsn=b5c7220_10)
* [*Impact assessment guidance*](https://www.professionalstandards.org.uk/docs/default-source/accredited-registers/guidance-documents/180710-impact-assessment-guidance-v1-0.pdf?sfvrsn=75e7220_10)*.*

#### How to complete this form

Your responses should be clear, and accurate. The information you provide in this form will be used for our assessment. It will be used by the Accreditation team, and by the Accreditation Panel which makes a final decision about whether to grant accreditation. When completing the form, please remember that the Accreditation team and the Accreditation Panel are not experts in your field, therefore any technical terminology and abbreviations should be explained.

If you refer to specific documents produced by your register, such as a policy or procedure, provide a link to where published if available. If not published, you should provide the document as additional information, clearly labelling which question it relates to. If you need to reference a document owned by another organisation you should provide a link. If not published, you should reference the source document and the relevant sections as follows: (author(s), date of publication, title, [available at: (for web publications)].

Your responses should be typed directly onto this application form in the boxes provided under the relevant questions, using bold, black font in size 12.

#### How to submit this form

This form should be submitted along with your application form by email to [accreditationteam@professionalstandards.org.uk](mailto:accreditationteam@professionalstandards.org.uk).

##### **Confidentiality**

## We will manage the information you provide in this application form in accordance with our information security policies which can be found on our website ([www.professionalstandards.org.uk](http://www.professionalstandards.org.uk)).

## Any information we receive, including personal information, may be published or disclosed in accordance with the access to information regimes (primarily the Freedom of Information Act 2000 (FOIA) the Data Protection Act 2018 (DPA) and the Environmental Information Regulations 2004).

## If you want the information that you provide to be treated as confidential, please be aware that, under the FOIA, there is a statutory Code of Practice with which public authorities must comply and which deals, amongst other things, with obligations of confidence. In view of this, it would be helpful if you could explain to us why you regard the information you have provided as confidential.

## If we receive a request for disclosure of the information, we will take full account of your explanation, but we cannot give an assurance that confidentiality will be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system will not, of itself, be regarded as binding on the PSA.

## We will process your personal data in accordance with the DPA and in most circumstances this will mean that your personal data will not be disclosed to third parties.

## If you have any questions or concerns about how your information is being processed please contact our Data Protection Office at [suzanne.dodds@professionalstandards.org.uk](mailto:suzanne.dodds@professionalstandards.org.uk)

***What happens next?***

We will acknowledge receipt of your application within three working days. We will then send you an invoice for the application fee. You can find information about the application fees on our [Resources](https://www.professionalstandards.org.uk/what-we-do/accredited-registers/resources) webpage*.* We will begin the *a*ssessment once we have received the fee.

**Assessing the impact of our decision**

#### Provide details of the register and the contact details of the person completing this form.

|  |  |
| --- | --- |
| **Name of register** |  |
| **Name of person completing the form** |  |
| **Email of person completing the form** |  |
| **Telephone number of person completing the form** |  |

### Impacts of accreditation

#### Equalities impacts

## As a public authority, we have regard for equality considerations when making accreditation decisions[[1]](#footnote-2). We are guided in this by the Public Sector Equality Duty, contained in Section 149 of the *Equality Act 2010.*

1. From your best available knowledge, how do you think that those with protected characteristics, as set out below, any positive or negative impacts associated with your register being accredited, please consider registrants employers and service users in your answers? You should describe these in the table below, referencing any data or evidence that underpins your assumptions.

|  |  |  |  |
| --- | --- | --- | --- |
| **Characteristic** | **Positive Impact** | **Neutral Impact** | **Negative Impact** |
| **Age** |  |  |  |
| **Disability** |  |  |  |
| **Gender reassignment** |  |  |  |
| **Marriage and civil partnership** |  |  |  |
| **Pregnancy and maternity** |  |  |  |
| **Race** |  |  |  |
| **Religion or belief** |  |  |  |
| **Sex** |  |  |  |
| **Sexual orientation** |  |  |  |

1. How does your Register seek to provide opportunities for fostering good relations between those who share “relevant protected characteristics”, and those who do not? “Relevant protected characteristics” are defined by the *Equality Act 2010* as the characteristics above, excluding marriage and civil partnership.
2. Please use the space below to highlight any other positive or negative impacts associated with accreditation of your register.

#### Costs impacts

1. What is the current registration fee? If this is part of a fee that offers other benefits such as membership of a professional association, you should provide a breakdown. (Please provide a link if this information is available on your website)
2. Do you intend to increase the registration fee after accreditation?
3. How many patients or service users do your registrants typically see in one week, to the best of your knowledge?
4. What are the average costs to patients and services for each session, to the most of your knowledge? If you can, tell us about the average range of costs, for example between £10 and £50 per session.
5. Are the costs of accreditation likely to lead to increase costs for registrants or patients and service users?
6. Are the costs of accreditation likely to lead to increased costs for employers?

#### Social and environmental impacts

1. Do your registrants work in the settings below?

|  |  |
| --- | --- |
| **Setting** | **Yes/No/Unsure** |
| NHS – primary/secondary/community care (please specify) |  |
| Private clinic |  |
| School |  |
| Local authority service (such as social care) |  |
| Other (please specify) |  |

1. Will employers of registrants or those eligible to be included on the register be affected by accreditation of your register? What advantages or disadvantages do you foresee for them? You should explain the reasons for your answer.
2. Do you foresee any impact in social terms including on employment? You should explain the reasons for your answer.
3. Will there be any impact of accreditation on the environment? You should explain the reasons for your answer.
4. Who else may be affected by accreditation of your register? For example, communities, small businesses, public sector. What advantages or disadvantages do you foresee for them? You should explain the reasons for your answer.

**Declaration**

I confirm that the above is true and that I fully understand the process to apply for the Accredited Registers programme of the Professional Standards Authority.

Signature:

Print Name:

Job title/Position:

Organisation:

Date

1. For more information about the considerations that underpin our questions in this section see: <https://researchbriefings.files.parliament.uk/documents/SN06591/SN06591.pdf> [↑](#footnote-ref-2)