**Document Checklist**

All documents listed below are embedded elsewhere in the questionnaire, and have been listed here as a convenient checklist/index for you.

**(please ensure all documents requested are submitted)**

**1. Organisational**

|  |  |
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| Response to prior OMR report requirements and recommendations |  |
| 1a. Organogram / Organisational Chart |  |
| 1b. Terms of Reference for all Committees, Boards |  |
| 1c. List of key officer roles and who holds each role |  |
| 1d. External Moderator’s report |  |
| 1e. Organisations Governance Documents (for example Bye-laws) |  |
| 1f. Working Online policy |  |
| 1g. Social Media / digital policy |  |
| 1h. Lone working policy |  |
| 1i. Annual accounts/reports for the last 3 years |  |
| 1j. Please provide a copy of your most recent business plan |  |

**2. Membership (no documents required for this section)**

**3. Ethics and Conduct**

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| --- | --- |
| 3a. All relevant Codes of Ethics and Professional Practice/Conduct |  |

**4. Diversity and Equality**

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| --- | --- |
| 4a. Diversity and Equality policy |  |

**5. Professional Practice Policies**

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| 5a. CPD Policy and procedures |  |
| 5b. Any additional supporting CPD documentation |  |
| 5c. Suitability/Return to Practice Policy and procedures |  |
| 5d. Supervision Policy |  |
| 5e. Details of supervision courses |  |
| 5f. Re-accreditation Policy, procedures, and forms, including appeals procedures |  |
| 5g. Please provide a selection of re-accreditation submissions (including pass, fail or referral) |  |

**6. Safeguarding**

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| 6a. Safeguarding Policy |  |

**7. Complaints**

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| 7a. Complaints tracking or log |  |
| 7b. Organisational complaints and appeals procedure |  |
| 7c. Training / Grievance procedures and appeals process |  |
| 7d. Complaints and appeals processes, including those for any members and trainees who are not UKCP accredited, or complaints about supervisors |  |

**8. Conflicts of Interest**

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| 8a. Conflict of Interest policies and procedures |  |
| 8b. Dual relationships/roles policy |  |

**9. Training Programme(s)**

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| 9a. Provide name and details for the external examiner |  |
| 9b. Copy of most recent report to your organisation (external examiner) |  |
| 9c. CVs for core training staff |  |
| 9d. Intake procedures and requirements:  9d1. describe and evidence appeals procedure  9d2. publicity material with pricing  9d3. Application forms  9d4. Procedures and process documents for interviewing applicants |  |
| 9e. Training Programmes- copies of:  9e1. Curriculum  9e2. Timetables  9e3. Reading lists  9e4. Student handbook  9e5. Prospectus |  |
| 9f. Provide details of Personal therapy/ personal development policy/procedure (if available) |  |
| 9g. Provide documentation relating to your safeguarding policies and procedures |  |
| 9h. Assessment- Written Work:  9h1. Evidence of assessment criteria for all written work  9h2. Guidance documents for trainees on the use of academic referencing  9h3. Examples of marking sheets used in assessing written work |  |
| 9i. Assessment- General:  9i1. Provide relevant documentation  9i2. Describe and evidence your final examination procedures by which you decide to accredit, defer or fail the trainees submission |  |
| 9j. Assessors/Examiners:  \*documentation that specifies the nature and scope of your relationship with assessors/examiners |  |
| 9k. Provide documentation relating to your APEL and APL procedures including suitability to practice procedures |  |

**10. Accrediting individuals**

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| --- | --- |
| 10a. Examples of submitted documentation |  |
| 10b. Procedures for accreditation |  |
| 10c. Guidance notes or other supporting documentation |  |