

MODIFICATIONS TO APPLICATION PROCESS FOR PILOTEE ORGANISATIONS

1. The following modifications to the QAS application process applies to the Organisations (or parts of Organisations) that participated in the IFoA's pilot Quality Assurance Scheme in 2014.
2. It recognises that those pilotees have recently been subject to a QAS application and assessment process that is largely the same form as that required for QAS accreditation. As such it would be unfair to require them to repeat any aspects of that process, if not entirely necessary.
3. The modifications will apply only in relation to the initial application process for those Organisations (or parts of Organisations). It will not apply in relation to monitoring requirements if accreditation is granted or to the renewal of QAS accreditation.
4. It will also only apply to applications for the same Organisation or part Organisation: if those who participated in the pilot scheme wish to apply for an identifiable part of the Organisation where it was the whole of the Organisation that participated in the pilot QAS then the usual application process will apply. Similarly, where part of an Organisation participated in the pilot and wishes now to apply for accreditation in respect of the whole Organisation, the usual process would apply.
5. Should those pilotee Organisations (or parts of Organisations) wish to seek accreditation under the QAS, the following modifications to the process will apply:
 - A full application form will not be required. Instead, Organisations will be required to complete:
 - (i) an Annual Return Form for the period from the date their pilot assessment report was agreed to the date of the application for full QAS status; and
 - (ii) A special supplementary information form for pilotee Organisations. That form is a brief form designed to capture any additional information required in terms of the QAS application process that was not required as part of the pilot scheme.
 - A full initial assessment visit will not be required. Instead, there will be a monitoring visit (likely to be 1-2 days) which is specifically designed to review any changes since the pilot assessment and to check that the Organisation (or part of the Organisation) is still meeting the requirements of APS QA1. That visit will focus, in particular, on any changes to the Organisation or its policies and procedures since the pilot assessment visit.
 - The pilot Assessment Report will be put to and considered by the QAS Sub Committee when determining the Organisation's application. The decision as to whether or not QAS status is awarded is for the QAS Sub Committee to determine following their usual process.

- There will also be a brief Special Supplementary Report provided by the Assessment Team to accompany the pilot Assessment Report. That Supplementary Report will be prepared following the monitoring visit and will confirm whether there is anything that causes the Assessment Team to change the conclusions set out in the pilot Assessment Report. That will be shared with the Organisation in draft and will be finalised in the same way as for the pilot Assessment Reports. There will also be the same opportunity for informal feedback as there would be during any assessment or monitoring visit carried out by the Assessment Team.
6. All other requirements will remain as for the usual application process. This includes the deadline of 1 November 2015 if an Organisation (or part of an Organisation) wishes to be part of the first batch of accreditations.

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