

# Accredited Registers

## Publications Policy

July 2021

# 1. Introduction

- 1.1 This Policy sets out what we will publish following our decision about accreditation of a Register, and for how long.

## 2. Type and duration of publication

- 2.1 The Authority publishes a range of documents and reports. This Policy only covers those documents and outcomes that relate to the accreditation of a register.
- 2.2 Outcomes of application for preliminary assessment against Standard One:
- Will be published on the Accreditation Decisions page of the website
  - Will be removed if the Register proceeds to a full application, since the final decision against Standard One will be incorporated within the final report and published as set out below
  - If Standard One is not provisionally met, then the report will remain online for one year from the date of publication.
- 2.3 Outcomes of initial application for full accreditation:
- Will be published on the Accreditation Decisions page of the website
  - Reports of decisions granting accreditation (including accreditation with Conditions) for the first time will be published and remain online until the renewal report is published, or until five years after accreditation expires if renewal is not sought.
  - Reports refusing accreditation will be published and remain online for five years from the date of publication. Reports will only be published following the outcome of any appeal.
- 2.4 Outcomes of full renewal assessments:
- Will be published on the [Accreditation Decisions](#) page of the website
  - Reports of decisions granting reaccreditation (including accreditation with Conditions) will be published and remain online until the next annual renewal report is published, or until five years after accreditation expires if renewal is not sought
  - Reports detailing removal of accreditation will be published and remain online for five years from the date of publication. Reports will only be published following the outcome of any appeal.
- 2.5 Outcomes of annual checks:
- Confirmation that the annual check is complete will be published on the Accreditation Decisions page of the website.
  - If the annual check has triggered a targeted review, then the outcome from this will be published in accordance with paragraph 2.9.

- 2.6 If a register voluntarily leaves the programme, their most recent accreditation report will remain on the Accreditation Decisions page of the website for five years from date of publication. This will be accompanied by a note stating that they have withdrawn.
- 2.7 Notification of change reports:
- Will be published on the Accreditation Decisions page of the website for 12 months
  - Notification of suspension of accreditation:
  - Will be published on the register's entry on the register directory
  - Will be published on the Accreditation Decisions page of the website
  - Will be published until the suspension has been lifted
  - Will be included in the register's renewal of accreditation report. Where suspension has occurred outside of the annual renewal process, a specific report will be completed and published on the Panel Decisions page.
- 2.8 Notification of withdrawal of accreditation:
- Will be published on the Accreditation Decisions page of the website. This will remain on the page for the same duration as the report
  - Will be included in the register's renewal of accreditation report. Where removal has occurred outside of the annual renewal process, a specific report will be completed and published on the Accreditation Decisions page. This will be published for the same duration as an annual renewal report detailing removal of accreditation
  - A register's entry on the register directory will be removed once removal has been confirmed, following the outcome of any appeal.
  - If a register confirms it will not renew its accreditation when its current accreditation period expires, it will remain accredited up to this point (subject to meeting any Conditions that are due in advance of this).
- 2.9 Targeted reviews:
- Notification of a targeted review will be published on the register's entry on the register directory while in progress
  - Notification of a targeted review will be linked to from the Accreditation Decisions page of the website.
  - Outcomes will be published in line with annual reviews as per 2.6, 2.7 and 2.11.
  - Any new Conditions or Recommendations issued will be updated in the report published on the Accreditation Decisions page. The register's entry on the register directly will highlight this.
  - If the targeted review concludes with no further action, this will be updated on the register directory entry. It will be removed when the register's next annual check or full renewal assessment report is published.
- 2.10 Conditions issued either through the full renewal assessment or a targeted review:

- Will be published on the register's entry on the register directory
- Will be removed from the register's entry on the register directory once a Panel has agreed that a Condition has been met
- Will remain in the report published on the Accreditation Decisions page.

### 3. Publication of appeals

3.1 The types of decisions that can be appealed are set out in our *Appeals policy*.

3.2 Notifications of lodging appeals:

- Will be published on the register's entry on the register directory
- Will be placed on the Accreditation Decisions section of the website
- Will be published until the appeal has concluded.

3.3 Appeal outcomes:

- Will be published on the register's entry on the register directory
- Will be linked to from the report in the Accreditation Decisions page of the website
- Will be published until the next annual check or full renewal assessment is published. Where accreditation is removed, the outcome will be published for 12 months.

### Version Control

Printed documents are uncontrolled. This document is only valid on the day it was printed.

Version	Status	Description of Version	Date Completed
1.0		New Policy	23 June 2018
1.1		Updated to include publication of in-year reviews	3 July 2020
2.0		Updated to reflect changes to accreditation processes	29 July 2021