

Guide to referencing, listing and uploading evidence for course & service accreditation applications and ARR forms

How to present your evidence

Due to the use of different computer software and operating systems, we ask that you do not embed documents within the annual rolling review (ARR) form itself, as this can cause access problems and possible delays during your assessment.

Therefore, please upload your evidence separately to your ARR form into your secure accreditation portal. This ensures confidential protection of your data, and we can securely access your evidence.

The only exception to this is weblinks, which can be embedded into the form. Please note that we cannot accept evidence that is located on staff-only sections of websites which require a log in, such as Moodle, Blackboard, SharePoint etc. Instead, please take screenshots of the evidence, ensuring it is clear enough for us to read. You may wish to copy these into a separate Word document.

How to reference your evidence

Please use appendix numbers in a well-organised and assembled order starting with 01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11 and so on followed by the name of the document. This ensures your evidence stays in order and is easy for the assessors to cross reference. If you have more evidence within one appendix you can use letters to split this out. You can also add a link.

For example:

Appendix 01 - Code of Conduct

Appendix 02 - Staff Handbook

Appendix 02a - Workplace policies

Appendix 02b - Confidentiality & data protection

Appendix 03 - Room plan

Appendix 05 - <https://www.bacp.co.uk/membership/accreditation/>

Specific cross-referencing

If the evidence is provided as a sentence within a document, please indicate exactly where this can be found by adding a page number/paragraph/line number or provide the page number and highlight it within the document.

For example:

Appendix 06 - Confidentiality - page 6, paragraph 2, line 15

or

Appendix 06 - Confidentiality - page 6 (then **highlight sentence within the document**)

How to list your evidence

In the ARR form you will see the following:

Supporting evidence - title of document and appendix number

Please list your evidence in this box. All boxes in the form will expand automatically to fit your responses as you type. The form has been designed specifically for A4 portrait format.

Please do not alter the wording, orientation of the form or modify it by deleting boxes, changing its content, size or format or save it as another type of file, as it may become incompatible with our office software.

Please ensure the supporting evidence names match the names of the documents you upload.

For example:

Supporting evidence - title of document and appendix number

Appendix 02 - Staff Handbook

Appendix 02a - Workplace policies

Appendix 02b - Confidentiality - page 6, paragraph 2, line 15

Appendix 05 - <https://www.bacp.co.uk/membership/accreditation/>

Where to upload your evidence

When you receive your ARR submission invite, we will send you a link to your secure accreditation portal. Please upload your ARR form and supporting documents in the relevant ARR folder which we have created for you.

Your secure portal is only accessible by you and any colleague you have asked us to grant access. This ensures your documents and assessment reports are confidential to only those required.

If you have not received a link to your secure portal or experience any issues when uploading your documents, please e-mail the course and service accreditation team.

Information and assistance

Please do contact us for further information or if you wish to discuss any part of your application at accred.service@bacp.co.uk or accred.course@bacp.co.uk

It is a course or service's responsibility to comply with the [Information Commissioner's Office \(ICO\)](#) requirements when sharing personal data for accreditation purposes.

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