

LASER Alliance (LA) 10 Stage Accreditation Check List

Stage	* Task for Accreditation applicant/ LA Coordinator	Notes
<input checked="" type="checkbox"/>		
1	Confirm LA membership and register interest for accreditation with LA Coordinator	Please note that 'individual' LA members cannot apply – only SME and Large LA members LA Coordinator will send the portfolio pro-forma for completion
	⇓	
2	Visit an accredited LA member to observe practice with children and young people, and talk through the mechanics of the accreditation and operating	Information on accredited organisations will be provided by the LA Coordinator
	⇓	
3	Start work on compiling portfolio of evidence ** Applicants must start with Bronze, then on to Silver and eventually Gold Accreditation sequentially to try and ensure continuing development of practice.	Bronze Accreditation Award – 1 domain Silver Accreditation Award – 3 domains Gold Accreditation Award – 5 domains (two pieces of case study evidence are required for each domain) Ref. RoSPA's 10 Principles for Effective Safety Education
	⇓	
4	Complete portfolio coversheet to ensure that all evidence is included	Incomplete or unclear information will delay the process of accreditation
	⇓	
5	Confirm payment of accreditation fee	Payment must be received before portfolio can be reviewed and site visit by LA Coordinator
	⇓	
6	Submit coversheet and portfolio of evidence to LA Coordinator	Incomplete or unclear information will delay the process of accreditation
	⇓	
7	LA Coordinator visit site to observe practice with children and young people, and clarify any queries from evidence submitted	Site visit will be scheduled with applicant within one month of receiving satisfactory coversheet and portfolio
	⇓	
8	LA Coordinator presents portfolio of evidence to LA Accreditation Board	The Accreditation Board can approve the Accreditation or request further evidence
	⇓	
9	LA Coordinator confirms Accreditation Board's decision in writing	If further evidence has been requested this will need to be re-submitted to the Accreditation Board for approval
	⇓	
10	LA Coordinator presents Accreditation Certificate at formal ceremony organised by the applicant.	These events are opportunities to showcase good practice and promote the importance of high quality practical safety education. They can provide positive press opportunities for the successful applicant and their partners. LA Accreditation is valid for two years.

*Tasks for applicant – in black

Tasks for LA Coordinator – in blue

This process will be reviewed annually with the LA Coordinator, Accreditation Board and applicants for accreditation.