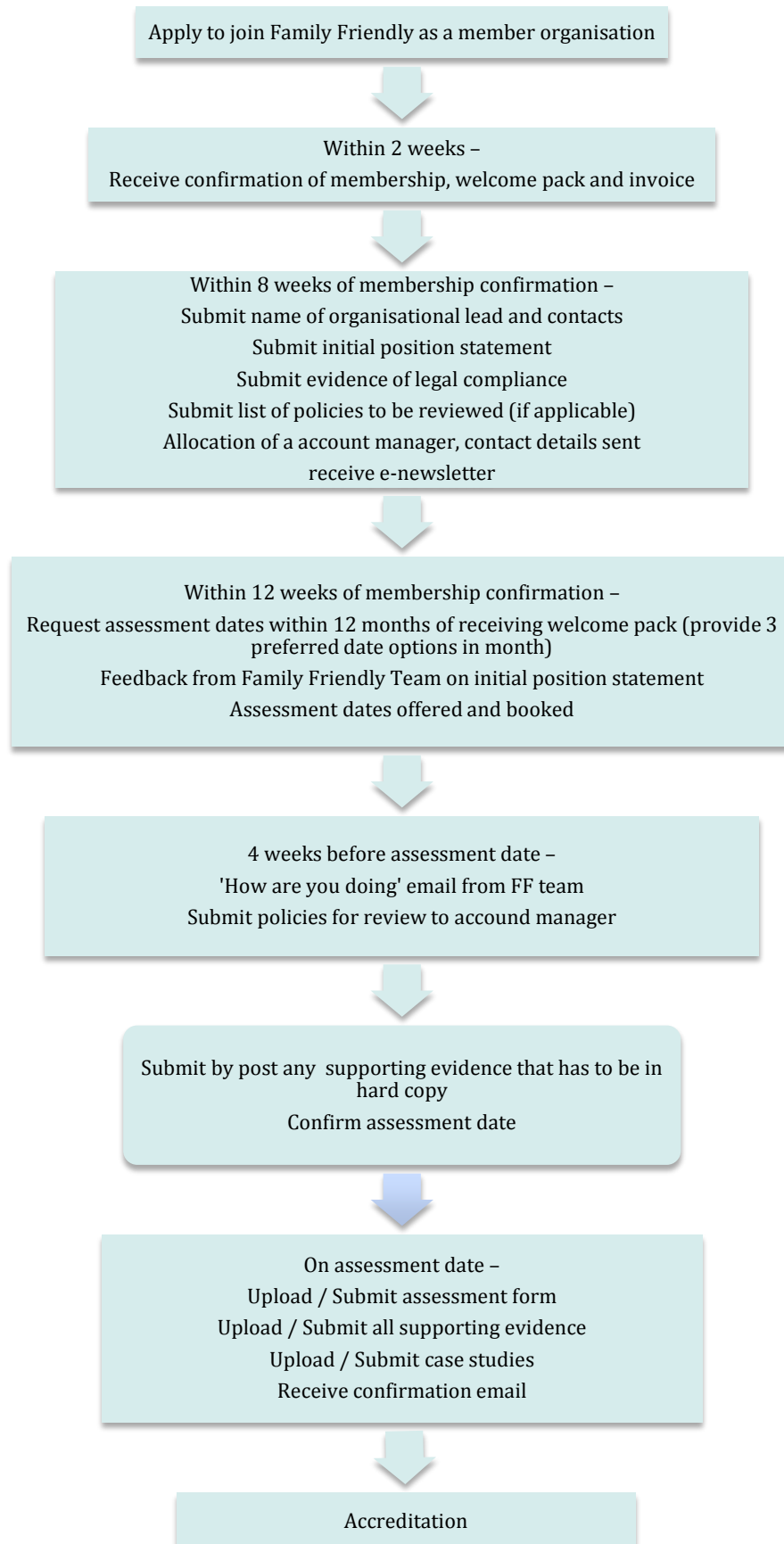
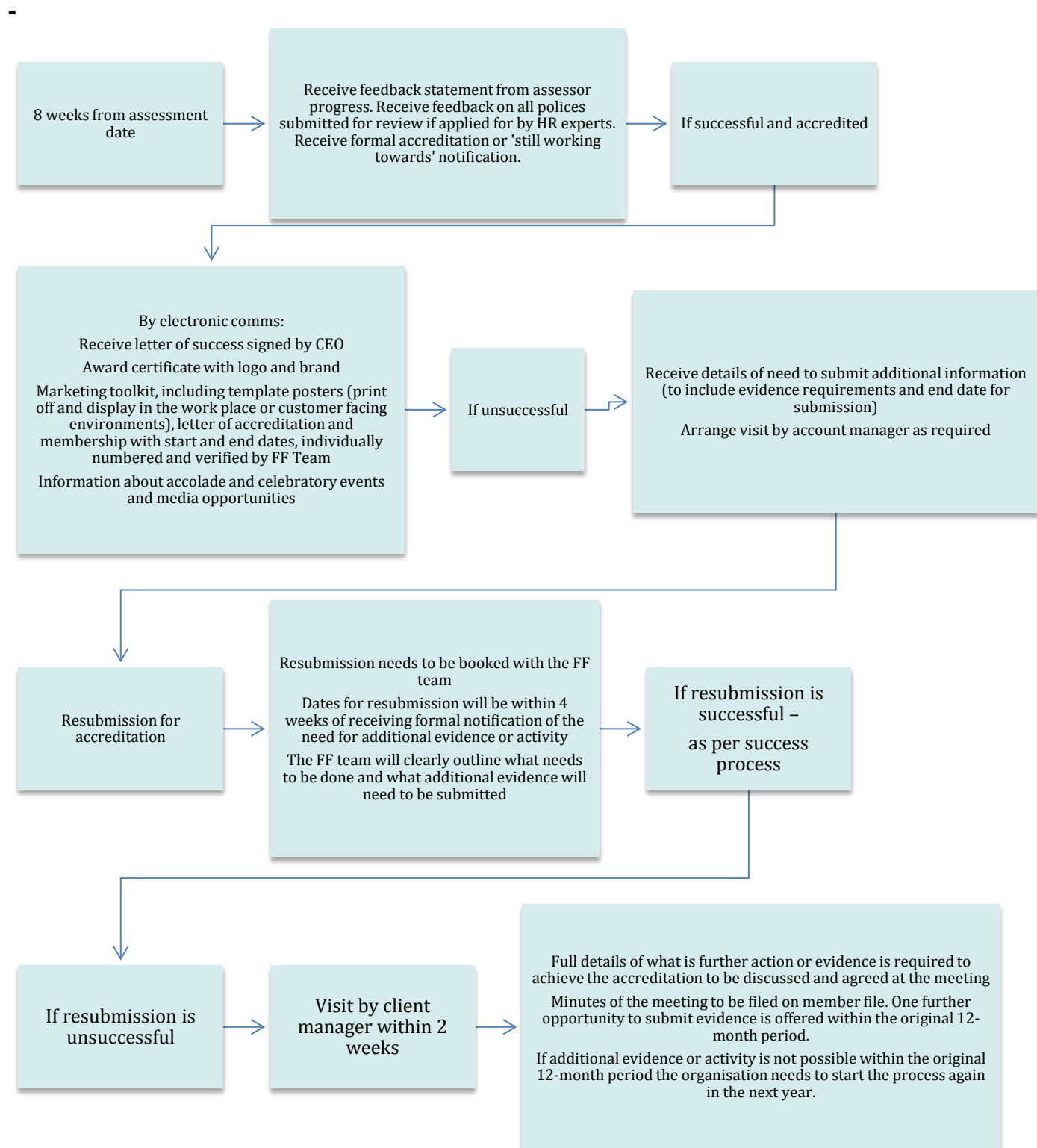


Family Friendly Accreditation Process and Timeline



Assessment Process and Timeline showing success and resubmission pathway.



Full Details

1. Apply to join Family Friendly as a member organisation
2. Within 2 weeks of application – Receive confirmation of membership, welcome pack and invoice

To include:

- CEO welcome
- Scheme overview
- Assessment process and guidelines
- Minimal legal standards (compliance)
- Contact details
- Commitment documents signed off
- FAQs
- Data protection statement
- Membership number
- Website details and member username and login

3. Within 8 weeks of membership confirmation
 - Submit initial position statement
 - Name of organisational lead and contacts
 - Submit evidence of legal compliance
 - Submit list of policies to be reviewed
 - Allocation of an account manager and contact details sent
 - Received first e-newsletter
4. Within 12 weeks of membership confirmation
 - Request assessment dates within 12 months of receiving the welcome pack (three preferred date options in month)
 - Feedback from FF Team on initial position statement
 - Assessment dates offered and booked
5. Four weeks before assessment date
 - How are you doing email from FF team
 - Submit policies for review to FF team and e-versions for HR expert
 - Submit any supporting evidence that has to be in hard copy
 - Confirm assessment date
6. On assessment date
 - Submit assessment form
 - Submit all supporting evidence electronically
 - Submit case studies
 - Receive confirmation email
7. Eight weeks from assessment date
 - Receive feedback on case studies from FF team
 - Receive feedback on all policies and procedures from HR expert via FF team
 - Receive feedback on overall assessment
 - Receive formal accreditation/working towards notification

Post Assessment

1. If successful –

- Receive letter of success signed by CEO
- Receive award certificate with logo and brand
- Receive notification of award poster (print off and display in the workplace or customer-facing environments)
- Receive letter of accreditation and membership with start and end dates, individually numbered and verified by FF Team
- Receive information about accolade and celebratory events and media opportunities

2. If unsuccessful –

- Receive details of need to submit additional information (to include evidence requirements and end date for submission)
- Receive letter of working towards signed by FF team director
- Receive “We are working towards accreditation” poster
- Arrange visit by account manager as required

3. Resubmission for accreditation

- Resubmission needs to be booked with the FF team
- Dates for resubmission will be within 4 weeks of receiving formal notification of the need for additional evidence or activity
- The FF team will clearly outline what needs to be done and what additional evidence will need to be submitted

4. If resubmission is successful –

- Receive letter of success signed by CEO
- Receive award certificate with logo and brand
- Receive notification of award poster (print off and display in the workplace or customer-facing environments)
- Receive letter of accreditation and membership with start and end dates, individually numbered and verified by FF Team
- Receive information about accolade and celebratory events and media opportunities

5. If resubmission is unsuccessful –

- Visit by account manager within 2 weeks
- Full details of what is further action or evidence is required to achieve the accreditation to be discussed and agreed at the meeting
- Minutes of the meeting to be filed on member file
- One further opportunity to submit evidence is offered within the original 12-month period.
- If additional evidence or activity is not possible within the original 12-month period the organisation needs to start the process again in the next year.
- Receive “We are working towards accreditation” poster