

## Factsheet 2

### Getting ready for the Recertification Panel

At the end of the three-year certification cycle, training services are required to attend a **Recertification Panel**.

As a Certificated Training Service, you will be given three months' notice of the Re-certification Panel date and a panel date will be booked.

The Recertification Panel differs from the initial certification panel in three key respects.

1. You must demonstrate compliance with UKAS surveillance requirements.
2. The submission of a quality improvement case study.
3. A presentation to panel covering progress in specific areas.

#### **1. You must demonstrate compliance with UKAS surveillance requirements**

Only those organisations that have met the requirement to have had 20% of Senior Trainers and 20% of Affiliate Organisations observed will be eligible to attend panel.

The Certification Co-ordinator will be able to confirm the level of surveillance undertaken as required.

The panel members will be provided with access to this information along with the previous two years' Annual Reviews.

#### **2. The submission of a quality improvement case study**

Organisations attending panel will be required to submit a training case study prior to attending panel. It can cover any one of the three presentation topics.

The case study, which should be no more than two or three pages, should use the following format:

- Identify the progress domain, i.e., restraint reduction, the inclusion of lived experience in training development or delivery or improving the quality of training delivery.

- Provide some background context so that the progress can be fully understood.
- Explain how you defined the domain and made it measurable.
- Describe the data you gathered and the sense you made of it.
- Explain how you have, or intend to use, this information and learning.

The aim of the case study is to provide evidence of progress within the scheme, and to inform the further development of the standards and certification process.

### **3. A presentation to panel covering progress in specific areas**

Organisations attending panel will be required to make a short, 15 to 20-minute presentation covering the following three areas:

1. Progress on restraint reduction.
2. Progress made in relation to Std 1.5.
3. Progress made in relation to quality of training delivery (including that of Affiliate Organisations).

**Note:** The panel consideration of these three requirements will be on a case-by-case basis, as not all organisations operate affiliates and there may be differences in the quality of data offered by in-service training providers vs. commercial training providers.

The panel will raise questions based on the case study, and the presentation.

The panel must decide whether suitable and sufficient evidence has been provided to convince them that the Certificated Training Service (and Affiliate Organisations) continue to operate within the Restraint Reduction Network Training Standards, and in line with the certification scheme requirements outlined in ISO17065.

If you have any questions about Affiliate Observations, please contact:  
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