

Factsheet 1

Getting ready for the Annual Review

As part of the certification contract **Certificated Training Services (CTS)** are obliged to complete **Annual Reviews**.

The **Annual Reviews** are designed to check that **Certificated Training Services** remain compliant with the Restraint Reduction Network (RRN) Training Standards.

A particular focus of such checks is evidence that Trainers remain RRN competent and that organisations have completed robust quality assurance checks.

The Assessor who observes training will be looking at the following general areas:

1. Submitting evidence
2. Annual checks
3. Timeframe for completion
4. The 20% observation requirement

1. Submitting evidence

It is vitally important that any new evidence is submitted via the online submission portal (currently Submittable). This is because your certification is contingent on compliance with the RRN Training Standards. Therefore, your evidence portfolio needs to be up-to-date. When adding new or updated evidence you will have opportunity to delete/remove outdated evidence.

2. Annual checks

The appointed Assessor will be reviewing evidence in a number of key areas:

- **Are your contact details up to date?** Has there been any change in address, email, or phone contact details? Any change in personnel?
- **Any curriculum changes?** Any curriculum added or removed?
- **Any scope changes?** Any change to scope? Populations? Settings? Nations? Affiliated Organisations?
- **Any changes to Senior Trainers?** All RRN competent? For example, First Aid Updates, Annual Trainer Refreshers. Any Trainers added/removed?

- **Any evidence of Quality Assurance activity?** Evidence of QA, evidence of how any non-conformities have been managed.
- **Any other annual updates:** Evidence of up-to-date insurance, TNA, training proposals, review of continuing rationale for physical techniques.

Please note any changes of scope, or additions may give rise to additional assessment requirements.

3. Timeframe for completion

The **Annual Reviews** must be completed within four weeks of the anniversary of the certification date (see 'Customer Handbook'). A failure to do this would be a major non-conformity, which could lead to restriction on certification.

4. The 20% observation requirement

Bild ACT are required to observe 20% of Senior Trainers, and 20% of Affiliate Organisations during the three-year assessment cycle. A failure to achieve this would prevent a CTS from attending the third-year recertification panel. This could lead to a suspension of certification.

If you have any questions about Affiliate Observations, please contact:
certification@bild.org.uk