## Application for Level 2 Accredited Practitioner and Level 3 Advanced Practitioner status: Terms & Conditions

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| *Definitions* | 1. In the following terms and conditions, the word ‘accreditation’ will refer to the process of applying for Level 2 Accredited Practitioner status or Level 3 Advanced Practitioner status.
2. The accreditation process is a principles-based assessment of a person’s practical and technical knowledge and expertise of social value and impact management in line with the SVI Framework. The accreditation process does not include an audit and will not include independent verification of any primary data collection or third party research that has been undertaken.
3. The ‘Assurance Provider’ refers to Social Value UK who provide the accreditation service on behalf of Social Value International
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| *Making an application* | 1. Applications are managed by the Assurance Provider on behalf of Social Value International. Applications can be made directly to the Assurance Provider or to Social Value International.
2. To apply for accreditation the applicant must hold a current membership of Social Value International, either directly or through a Joint Member Network before the point of application.
3. This is an individual accreditation application. It is not possible for an organisation to apply for this accreditation.
4. For an application for Level 2 Accredited Practitioner or Level 3 Advanced Practitioner status the applicant must have undertaken and passed a report assurance application or undertake an application as outlined in clause 8.
5. The report assurance application can be made simultaneously to the Level 2 Accredited Practitioner or Level 3 Advanced Practitioner status, or the Report Assurance application can be completed prior to the accreditation application.
6. If the application is being made simultaneously with the Report Assurance application then the applicant must also agree to the Report Assurance Terms and Conditions of application.
7. The application will include:
	1. A complete copy of the report, including any appendices, with all references to the author removed (preferably in MS Word version or similar)
	2. A complete Excel (or similar) version of the impact map used as the basis for this analysis, with all references to the author removed
	3. Evidence of permission to submit the report from the relevant organisations
	4. A signed copy of the terms and conditions of application.
	5. A copy of your CV and your supporting statement of interest in Social Value and SROI
8. The contact details submitted with the application must be those of the lead author and applicant.
9. The Assurance Provider will process applications in order of the dates on which they are received. If there are more applications than can be included in one round, priority will be given to applicants in order of receiving the applications, and to those who were current members of Social Value International prior to making their application.
10. Applications for accreditation must be submitted within the timeframes set out by the Assurance Provider.
11. Applications must use the official Social Value International documents released and dated for the appropriate round. The deadline for applications will be 17:00 GMT on the stated closing date.
12. It is the responsibility of the applicant to make sure that all the requirements for application are met.
13. Applications that do not meet all requirements, are not complete or do not meet the stated deadlines will be returned and a new application must be resubmitted.
14. Complete applications that cannot be assessed due to high demand will be retained and given priority in the next round.
15. Applications must be made in English. Feedback (written and verbal) will also be given in English.
16. Results of the application will not be released without confirmed payment.
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| *The report* | 1. The applicant must be the author of the report that is being submitted as part of the accreditation application:
	* Level 2 Accredited Practitioner application: The applicant must be *at least* the Lead Author of the report
	* Level 3 Advanced Practitioner application: The applicant must be the Sole Author of the report
2. It is possible for the applicant to have used assistance with the data collection for the report e.g. facilitating interviews and focus groups however this must be designed by the lead author.
3. It is at the Assurance Managers discretion to review the time lag of the report being used for the accreditation application to ascertain if the report suitably meets the requirements of the accreditation application. If the report passed assurance meeting a previous version of the SVI Report Assurance Standard criteria than the current version, there may be the need to submit a more recent report OR to undertake additional assessment as a part of the accreditation process.
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| *The assessment process* | 1. The application will undergo an internal assessment by the Assurance Provider, before an external assessor is assigned to review the application.

***If the report being submitted HAS NOT already passed assurance then the report will progress through the full Report Assurance process in alignment with the Report Assurance Terms and Conditions. Please refer to the Report Assurance Terms and Conditions for more detail.***1. Once the report has been assured the applicant will be invited for a final stage interview which will take place with a member of the Assurance Team, and the external assessor. The interview will be no longer than 1 hour, and will cover general knowledge of social value and impact management, and specific technical areas of assessment based on the applicants own social value and impact management practice.
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| *Results* | 1. For a Level 2 Accredited Practitioner application there are two possible outcomes of an application:
	1. The applicant shows a good understanding of the SVI Framework and Social Value Principles. Level 2 Accredited Practitioner status has been awarded.
	2. The applicant does not demonstrate a sufficient understanding of, and consistency with, the SVI Framework and Social Value Principles. Level 2 Accredited Practitioner status cannot be awarded at this time.
2. For a Level 3 Advanced Practitioner application there are two possible outcomes
	1. The applicant shows a good understanding of the SVI Framework and Social Value Principles. Level 3 Advanced Practitioner status has been awarded.
	2. The applicant does not demonstrate a sufficient understanding of, and consistency with, the SVI Framework and Social Value Principles. Level 3 Advanced Practitioner status cannot be awarded at this time.
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| *Additional terms and conditions* | 1. If a report has failed to meet the assurance criteria it is possible for the author to re-apply using an amended version of the same report. However, this will be rejected if the applicant received more than the standard feedback (which is one written recommendation form and a one hour Skype feedback session with the assessor) during the first application. The final decision on this will be made by the Assurance Manager in collaboration with the original assessor.
2. Association of an individual with Social Value International or an affiliated network does not imply any professional standard. Social Value International and the Assurance Provider will not be responsible for any claims made about the quality of a report, or about the professional standing of any person associated with a report, other than the assurance statement.
3. Social Value International and the Assurance Provider will not be responsible for any actions that an organisation takes based upon a report that has been submitted for accreditation.
4. An assured report does not grant SVI Practitioner status to the author/authors of the report unless it is part of a full application for SVI Practitioner status.
5. Applicants agree that the only assurance or accreditation statement that may be attached to a report is the wording provided by the Assurance Provider on behalf of Social Value International
6. The Assurance Provider will not accept responsibility for any applicant’s commercial interests that result either from a delay in application, delay in the assessment process or decisions that do not lead to the awarding of SVI Practitioner status. The Assurance Provider cannot take any responsibility for undertakings given by applicants to their clients on matters relating to the timing of the accreditation process.
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I declare that I have read, understood and agree to the above terms & conditions:

Signed: Date: