

Application Process for Accredited Practitioner Status

This process will judge an individual's understanding of SROI principles through a report of which the individual is the sole author. Applicants will declare that they are the author and provide proof that the permission of the organisation has been granted in submitting the report. Applicants will also be required to submit an SROI CV showing relevant experience and a supporting statement of current involvement/interest in SROI (each no longer than one side of A4). In addition applicants will need to prove that they have completed approved Accredited Practitioner training before the date of their application.

A successful applicant will be granted Accredited Practitioner status for 3 years. This will be extendable to 5 years with the timely submission of a further report. After this period permanent status can be applied for by providing evidence of continuing involvement & professional development in SROI

SROI Report Assurance

Members can also submit an SROI report for assurance. This process seeks to ascertain whether or not a report complies or does not yet comply with SROI principles. Since it is the report to which an assurance statement could be attached, these reports can be by more than one author. Individuals will not be able to derive Accredited Practitioner status from such reports.

Applicants will need to provide proof that the permission of the organisation to submit the report has been granted. In the case of submission of a report by joint authors, a principal applicant will be required through whom all correspondence will be conducted.

Process

- Application form requested
- Application will include Terms and Conditions that must be agreed and returned with report to be considered (along with any additional requirements for Accredited Practitioner status)
- The SROI Network will confirm date of panel at which assessors recommendations on report will be considered - The panel¹ will require that the authors name appears only on a removable front sheet, the intention being for assessors to judge work anonymously. Assessors will demonstrate independence & impartiality through declaring any potential conflict of interests and avoiding any potentially inappropriate involvement in assessment.
- Assessors will be sent report for assessment (minimum & maximum of 2 assessors each application) and the result along with the proposed draft assurance/accreditation statement will be sent to committee members a minimum of a week before the panel meeting).
- The decision is reviewed, agreed or altered & ratified by the committee at a formal meeting for the purpose
- The applicant is informed of the result
- In the event of an unsuccessful application the applicant is given feedback on what needs to be adjusted to reach compliance and opportunity to re-submit within 6 weeks of the date of the written confirmation of notification of result. Engagement after this period will require a new application which may be chargeable

¹ Panel will be made up of SROI Network Assurance Sub-committee members

- Unsuccessful applicants will also be given a right to appeal² an unsuccessful application within 4 weeks of the date of the written confirmation of notification of result. (This will be lodged in writing & considered at the next committee meeting). Engagement after this period will require a new application which may be chargeable.
- In the event that status is not granted after appeal stages the applicant will be required to submit a new application at some stage in the future which may be chargeable.

Applicants may disagree with the decision regarding their application. In this case where the matter cannot be resolved informally a formal appeals process can be involved by the applicant. This will involve:

- The applicant lodging grounds for appeal with the Chair of the Assurance Panel within 4 weeks of the date of the written confirmation of result.
- Consideration of the appeal by the Assurance Panel at the next available opportunity. (Representation to the panel may involve further assessment)
- Final appeal at level of The SROI Network Board which will consider only the original grounds for appeal and the decision of the Assurance Panel.
- If, after appeal stages, the application is not successful the applicant will be required to submit a new application for any further consideration. Any further applications will be chargeable.

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² Appeal process available could include the involvement of an additional assessor. A further level of appeal, for example to the Board of The SROI Network is currently under consideration.