

## DEFENCE INSTRUCTIONS AND NOTICES

(Not to be communicated to anyone outside HM Service without authority)

**Title:** Army Accreditation Policy

**Audience:** All Army Personnel

**Applies:** Immediately

**Expires:** When replaced

**Reference:** 2007DIN07-027

**Released:** August 2007

**Channel:** 07 Training and Education

**Content:** Provides strategic guidance on the development, management and implementation of accreditation in the Army

**Sponsor:** HQ DETS(A)

**Contact:** Army Accreditation Cell, HQ DETS(A), Trenchard Lines, Upavon, PEWSEY, Wiltshire, SN9 6BP. Upavon Mil (94344) 8107

## ARMY ACCREDITATION POLICY

### BACKGROUND

1. The Government and MOD remain committed to increasing recognition of the excellence in Army education, training and experience. Provision of accreditation opportunities is a vital contributor to, and is a component of the Army's Personnel Development Agenda. It is also a vital part of the Army's Whole Life Development (WLD) concept. The Government Skills Strategy<sup>1</sup> drives MOD Accreditation Policy, which was revised in 2006<sup>2</sup>. Army Accreditation Policy has been derived from national and MOD policies, whilst taking into account the unique nature of employment in the Army.

### SCOPE

2. This policy applies to all Regular Army personnel<sup>3</sup>, and covers the attainment of qualifications at or above Level 2 on the National Qualifications Framework. Basic Skills are covered under a separate Army policy, although it should be noted that overlap exists.

3. This policy supersedes the previous iteration included in the 'Learning Forces' AGAI<sup>4</sup>.

### AIM

4. To provide strategic guidance, in accordance with Defence Accreditation Policy, for the management and development of accreditation activities within the Army.

### CONSTRAINTS

5. Significant initiatives such as the Review of Soldiers' Careers, Training and Education (ROSCTE), the implementation of DTR and the OCD Stage 3 review will undoubtedly impact on the delivery of accreditation in the future. Defence Accreditation Policy will inevitably be amended to reflect these new developments. However, the requirement to issue timely policy direction for accreditation remains and is the rationale for this policy.

### BENEFITS OF ACCREDITATION

6. Accreditation is provided to satisfy one or more of the following benefits:

a. **Aid to Recruitment.** The opportunity to gain valued and recognisable qualifications forms an integral part of Recruiting Group's strategy and the 'offer'. As a career of first choice, the Army must provide attractive incentives to potential recruits. In this respect, Service career accreditation contributes to an individual's perception of future employability post discharge.

b. **Improved Retention.** By linking accreditation to career development stages, attainment of recognised qualifications creates a pull though effect and promotes retention. Indeed, the ROSCTE Study<sup>5</sup> identified that there is a relationship between accreditation and retention rates within the Army.

c. **Increased motivation.** Personnel will be better motivated if it can be demonstrated that the Army is actively trying to satisfy their future needs by offering the opportunity to achieve valued qualifications. The Military Covenant underpins this principle.

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<sup>1</sup> Mar 2005, DfES, 'Getting on in Business, Getting on in Work'.

<sup>2</sup> 2006DIN06-058 Defence Accreditation Policy - Mar 06.

<sup>3</sup> TA accreditation is currently undergoing significant development as part of the CRF strategy to improve the Terms of Service for TA personnel.

<sup>4</sup> AGAI Vol 2 Ch 73.

<sup>5</sup> APRC/P(07)05 dated 30 May 07. Para 34.

- d. **Measurement of Professional Competence.** The provision of nationally recognised qualifications provides external agencies (such as the Health and Safety Executive and the Engineering Council) with evidence of professional competence. In many such instances qualifications may be mandated as a legal requirement.
- e. **Personal and Professional Development.** Top up, and parallel study to achieve full completion of qualifications, complements Army training by increasing individual learning and developing intellectual capacity. These improve and enhance the ability to cope with the increasing complexities and uncertainties of modern warfare.
- f. **Enhanced Operational Capability.** The combination of the above benefits will ultimately lead to enhanced operational capability.

## GOVERNANCE

- 7. **Defence Accreditation.** The Director General Training and Education (DGTE) is the sponsor for Defence Accreditation Policy<sup>6</sup> and directs MOD policy through the forums shown at Annex A.
- 8. **Army Accreditation.** DETS(A), as the Army Service Director of Education (SDE), is the lead for accreditation policy, and is responsible for:
  - a. **Army Accreditation Policy and Strategy.** Army Policy and Strategy is defined by DETS(A) through consultation with appropriate stakeholders. This is achieved through the Army Accreditation Steering Group, chaired by DETS(A), and engaging representatives from HQ AG, HQ CRF, DAPS, HQ ARTD, HQ DITrg(A) and HQ LAND. TORs are included at Annex B. Accreditation strategy is communicated at desk level via the WLD Forum, where all A&SDs should be represented.
  - b. **Development of Pan Army Accreditation Schemes.** Schemes, which have utility across all the Army such as 'management' or 'leadership' accreditation schemes, are developed centrally by HQ DETS(A). Management of these schemes may be subsequently delegated to appropriate departments (e.g. qualifications available to RMAS cadets are managed by HQ RMAS).
- 9. **Head Of Profession Primacy.** Defence Accreditation Policy gives responsibility for the accreditation of vocationally specific skills to the 'Head Of Profession' (HOP); in the Army this is the Arms and Service Directors (A&SD)<sup>7</sup>. A&SD are their own Subject Matter Experts and have their focus on the development of whole career paths. This policy reflects that fact, and is in line with the Army's training system where A&SD are Training Standards Authorities (TSA) for their professions. However, to ensure visibility of activity and, where appropriate, to promote harmonisation across the Army and Defence, A&SD are required to seek HQ DETS(A) approval for all new schemes. A&SD are encouraged to set up accreditation cells to manage this requirement<sup>8</sup>.
- 10. **Defence Training Establishments (DTEs).** DTEs provide an opportunity to achieve convergence and cohesion of accreditation activities across the services. The Defence Accreditation Policy<sup>9</sup> appoints HQ DETS(A) SDE for all Package 2 establishments. This includes:
  - a. Defence College of Logistics and Personnel Administration (DCLPA).
  - b. Defence College of Intelligence (DCI).

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<sup>6</sup> 2006DIN-06-058.

<sup>7</sup> ART Div are the HOP for recruiting and instructing; other exceptions exist across the Army.

<sup>8</sup> Some A&S already have appropriate cells where accreditation is managed, i.e. The Personal Development Advisory Team – DInf, Royal Artillery Centre for Personal Development and Royal Engineers Vocational Education and Training Trust.

<sup>9</sup> Para 1e to Annex C to 2006DIN-06-058.

c. Defence College of Policing and Guarding (DCPG).

11. DTE accreditation staff should engage with single service HOP<sup>10</sup> accreditation staff through internal accreditation working groups. HQ DETS(A) representation will be provided to offer advice on policy, give direction where necessary and ultimate approval. Issues that cannot be resolved internally should be referred to HQ DETS(A) for discussion at the Defence Accreditation Cell (DAC). The DTE accreditation governance model is shown at Annex C.

12. **Package 1 DTEs.** HQ TGDA (RAF) is the lead organisation for accreditation within DTR Package 1. This includes the following DTEs:

- a. Defence College of Aeronautical Engineering (DCAE).
- b. Defence College of Electrical and Mechanical Engineering (DCEME).
- c. Defence College of Communications and Information Systems (DCCIS).

A&SDs are able to influence the selection, delivery and management of accreditation opportunities in Package 1 DTEs through the DTR Customer Executive Board. It should be noted, however, that HQ DETS(A) remains the SDE for all Army learners, and will be able to assist in this process where necessary.

## ARMY TARGETS

13. The Army has set the following accreditation targets in accordance with Defence Accreditation Policy<sup>11</sup>. The targets are subject to availability of resources, and also where suitable frameworks exist or may be developed.

- a. **New Recruits.** All new entrants to the Army are to be offered access to a full<sup>12</sup> qualification at or above Level 2 before the end of Phase 2 training. Apprenticeships may be completed in the Field Army.
- b. **Through Career Opportunities.** All A&SD are to develop and implement elective accreditation pathways for their soldiers which extend from Level 2 to Level 6 of the National Qualifications Framework (NQF) as part of a soldier's career development opportunities.
- c. **MOD Funding Priorities<sup>13</sup>.** The following MOD funding priorities are to be applied:
  - (1) Priority 1: Accreditation schemes to gain wider employability skills; that is, a full Level 2 qualification.
  - (2) Priority 2: Accreditation schemes to gain Technician, Advanced Craft, Skilled Trade and Associate Professional Skills at Level 3.
  - (3) Priority 3: Accreditation schemes to gain higher education skills and qualifications.

## ACCREDITATION SELECTION

14. **Scheme Selection.** Accreditation of Education, Training and Experience should be maximised across the Army at the highest level available through the award of nationally valued and recognised qualifications. The selection of an appropriate qualification is complex, and

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<sup>10</sup> For the Army this is the Arms and Service Directors.

<sup>11</sup> Para 11 2006DIN-06-058.

<sup>12</sup> The Qualifications and Curriculum Authority define a 'full qualification' as equivalent in volume to 5 GCSEs, or an Apprenticeship or Advance Apprenticeship.

<sup>13</sup> Defence Accreditation Policy. Para 22.

requires regular liaison between the A&SD and the appropriate Sector Skills Councils (SSC)<sup>14</sup>. Liaison with the SSCs should continue to ensure that each accreditation scheme remains valid within the industry. A list of current SSCs is at Annex D. It should be noted that some A&SDs may be required to liaise with several SSCs to meet the accreditation requirements for all of their skills areas. The following guidelines should be followed in the qualification selection process:

a. **Qualification type.** Accreditation schemes should only use those qualifications on the National Database of Accredited Qualifications (NDAQ)<sup>15</sup>. The qualification type will be dependent on the skills level of personnel. A&SD are to decide an appropriate accreditation level based on the educational levels of their soldiers and the advice from the SSCs. The following qualifications types are acceptable:

- (1) **Level 2.** Apprenticeships.
- (2) **Level 3.** Advanced Apprenticeships.
- (3) **Level 4.** Certificates of Higher Education.
- (4) **Level 5.** Foundation Degrees.
- (5) **Level 6.** Honours Degrees.
- (6) **Level 7.** Postgraduate Certificates/Diplomas, Masters Degrees.
- (7) **Level 8.** Doctorates.

b. Other qualifications may be accepted within a particular skills area where the A&SD can demonstrate that it is an accepted and valued qualification in the relevant industry.

c. **Awarding Body Selection.** With over 110 registered awarding bodies available in the UK, the Army does not advocate the use of a specific awarding body. However, the use of more than two awarding bodies for the same training should be avoided. Most importantly, each accreditation scheme should use the awarding body best suited to its development. Defence Accreditation Policy guidelines<sup>16</sup> should be followed; HQ DETS(A) can provide advice as required.

d. **Delivery mechanism.** The delivery mechanism may vary for each scheme, but must be justified by each A&SD. Certain schemes may involve 'in-house' solutions, with military staff utilised to deliver and assess the qualification; other A&SD may prefer to use commercial contractors.

e. **Extension Of Training.** Whilst much of the Army's training can 'map'<sup>17</sup> across to civilian qualifications, there will inevitably be some gaps which exist in the programme. Whilst the Army is keen for soldiers to have maximum opportunity to gain civilian qualifications, funding and time constraints dictate that, under normal circumstances, no extension of training will be permitted solely to meet accreditation requirements<sup>18</sup>. Exceptionally, in accordance with Defence Accreditation Policy<sup>19</sup>, authority for an extension of training of up to 10% may be sought in order to obtain accreditation. Where it is believed

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<sup>14</sup> SSCs are 'skills champions' that represent of the 25 skills areas in the UK. Newly developed in 2000, the SSCs are licensed by the government to develop the National Occupational Standards in each skills area. SSCs define competence levels in their industry and are vital to the UK skills development system.

<sup>15</sup> The NDAQ is the new name for national qualification framework at [www.openquals.co.uk](http://www.openquals.co.uk).

<sup>16</sup> Annex F to 2006DIN-06-058.

<sup>17</sup> Map is the common term to compare and equate military training objectives to the learning outcomes required by civilian qualifications.

<sup>18</sup> As directed in Paragraph 9.d(2) of the Army Individual Training Strategy (APRC P(05)21 dated 8 Nov 05).

<sup>19</sup> Para 16b(2) 2006DIN-06-058. Caveats for the extension of training are numerous and should be scrutinised prior to staffing submissions to HQ DETS(A).

that a case is justified, a submission is to be staffed to HQ DETS(A) in the first instance requesting confirmation that a justification exists. HQ DETS(A) will then consider the submission, in conjunction with other appropriate staff branches, and either confirm or reject the justification. Where justification is confirmed, the Accreditation Sponsor must then seek formal endorsement and funding through the SOTR process, or equivalent, for authorisation to extend training. It should be noted that approval will not be granted for extensions that exceed 10% of the original course duration. Where an individual wishes to pursue a higher level civilian qualification than that available from the accreditation of authorised and funded training, then he/she must do this through the process of Continuous Personal Development.

15. **Scheme approval.** Defence Accreditation Policy requires HQ DETS(A) to approve all new Army accreditation schemes<sup>20</sup>. A&SD should consult HQ DETS(A) when an appropriate accreditation scheme is being developed to ensure that current Defence and Army requirements are considered at an early stage. The process is shown at Annex E. It should be noted that whilst the process may appear bureaucratic, it has been made as comprehensive as possible to ensure all factors are considered. HQ DETS(A) will provide advice where there is a requirement to expedite the process.

## ACCREDITATION DEVELOPMENT

16. Development and introduction of accreditation schemes should adhere to the following:

a. **MOD Funded and Elective Schemes.** The A&SD is responsible for setting up all vocational accreditation schemes, although advice and support is available on request from the accreditation cell at HQ DETS(A). This may be a labour intensive activity, especially for those A&SD with a large variety of disciplines. The recommended process is shown at Annex F.

b. **Learning and Skills Council (LSC) Funded Schemes.** A&SD will, in partnership with HQ DETS(A) and other bodies, develop the scheme through a process outlined at Annex G. All LSC funded schemes are centrally managed by Project VELVET in HQ DETS(A), although the A&SD remains actively involved in the management and success of the scheme in the training organisation and the Field Army.

c. **Pan Army Leadership and Management schemes.** HQ DETS(A) is to lead on the development of generic accreditation opportunities that have application to all A&SDs.

## ACCREDITATION DELIVERY

17. Each A&SD is responsible for the effective delivery of their accreditation schemes. Active management of these schemes is vital to the maintenance of successful programmes<sup>21</sup>. Comprehensive guidance on management of accreditation schemes is included in the Defence Accreditation Policy<sup>22</sup>, which applies to all Army schemes. In addition, A&SD should note the following:

a. **External Quality Assurance Standards.** All accreditation schemes are to conform to regulations set by the appropriate external agency. LSC funded schemes are to be compliant with the Adult Learning Inspectorate (ALI) Common Inspection Framework, and Higher Education accreditation schemes (Level 4 and above) must comply with Quality Assurance Agency (QAA) regulations. To ensure compliance, the ALI or QAA may conduct site visits to the A&SD, training organisations and the Field Army; HQ DETS(A) will offer advice and support as requested.

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<sup>20</sup> Para 1b Annex C to 2006DIN-06-058.

<sup>21</sup> Several schemes were suspended in 2005.

<sup>22</sup> Annex G to 2006DIN-06-058.

b. **Internal Quality Assurance.** The following internal quality assurance systems must exist and be robustly applied:

(1) **Student evaluation.** All students must be afforded the opportunity to provide feedback on the accreditation scheme. Where the training provider facilitates this feedback, the A&SD should ensure a formal report, and access to the original feedback data, is provided.

(2) **Scheme review.** All accreditation schemes should be reviewed annually to ensure that the accreditation meets the needs of both the individual and the Army.

(3) **Scheme inspections.** The A&SD must ensure their entitlement (and exercise that entitlement) to inspect the accreditation provision. HQ DETS(A) will support any such inspection or developmental visit. In accordance with Defence Accreditation Policy<sup>23</sup>, HQ DETS(A) may also inspect any scheme delivered for Army personnel subject to providing the A&SD with two weeks' written notice.

c. **Monitoring and reporting.** The Army provides data to DGTE for the MOD Skills Development Plan and the DGTE Defence Directory of Qualifications. A&SDs are required to contribute to this process by completing an Army Accreditation Return (AAR), which must be submitted annually to HQ DETS(A) no later than 7 Apr. The return should detail all accreditation activity in place on 31 Mar each year. A calling notice, with appropriate completion notes, will be disseminated by 31 Jan each year.

d. **Completion rates.** All Army accreditation schemes should comply with MOD targets (the AAR will provide A&SD with the means of capturing this information). A&SDs are to ensure at least 75% of those enrolled complete the qualification within the standard timeframe. HQ DETS(A) can advise A&SD as to what the 'timely completion rate' is for each programme.

## A&SD POLICIES

18. Each A&SD should develop WLD or Accreditation Policies. These commonly include other WLD issues including Basic Skills and Personal Development and should give practical advice to the chain of command on the use of tools that support WLD, such as the Personal Development Record (PDR). All such policies should be reviewed by A&SD annually and forwarded to HQ DETS(A).

## FUNDING

19. **Mandated Civilian Qualifications.** Mandated civilian qualifications are more correctly described as training requirements rather than accreditation schemes. Where qualifications are required for an appointment or trade the Army will meet the cost of the qualification<sup>24</sup>.

20. **LSC Funded Provision.** The LSC funds the bulk of the Army's existing accreditation schemes, including all Apprenticeships and Advanced Apprenticeships. There is therefore no cost to the individual. LSC funding is only guaranteed for the current financial year and may be withdrawn at short notice. The central management of LSC funded schemes by HQ DETS(A) (via Project VELVET) provides Army coherence and a single voice to the LSC. Applications for new apprenticeship schemes should be directed to HQ DETS(A)/Project VELVET for consideration as and when required.

21. **Learning Forces Funding.** DETS(A) has limited funds to support the development of accreditation opportunities for Army personnel through the Learning Forces (LF) initiative<sup>25</sup>.

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<sup>23</sup> Annex C, Para 2.e.

<sup>24</sup> Defence Accreditation Policy. Para 21.

<sup>25</sup> These funds also support the Army's Basic Skills Strategy.

Funding is normally only available for initial implementation of schemes. Subsequent funding must be sought from the MOD, or via individual contribution for qualifications at above Level 2. LF funding bids are normally only accepted from A&SDs and must be supported by the A&SD's WLD policy. HQ DETS(A) will promulgate an invitation for bids in Jan of each year, which must be received by the end of Mar. The bids will then be assessed and A&SDs will subsequently be informed of the outcome.

22. **MOD Funded Schemes.** Accreditation that would otherwise be unfunded may be supported through the STP at the TLB/HLB discretion where sufficient justification is made. Budget holders review these on a case-by-case basis. However, the scheme still requires HQ DETS(A) approval and is to be included in the AAR.

23. **Project VELVET or Trust funds.** Funding support may be available from either 2<sup>nd</sup> call Project VELVET funding, or Trust funding to support appropriate accreditation schemes. Bids must have 1\* endorsement and will be considered by the Project VELVET Steering Committee, which meets three times per year.

24. **Individual Contribution.** All other accreditation is funded by the individual who may elect to use either Standard Learning Credits (SLC) or Enhanced Learning Credits (ELC) to support the activity.

## SUMMARY

24. Providing transferable qualifications for Army personnel is an important part of the Army's Personnel Strategy. Managing this provision in accordance with this policy is a function of the chain of command, which Army commanders at all levels are to support. In doing so, the Army accepts its responsibilities as an employer by providing access to valued qualifications which will enhance the operational capability of the Army and help to prepare Army personnel for their subsequent transition to a civilian career.

## Annexes:

- A. Defence Accreditation Governance.
- B. Army Accreditation Steering Group TORs.
- C. DTE Accreditation Governance Model.
- D. UK Sector Skills Councils.
- E. Accreditation Scheme Approval Process.
- F. Development Process for MOD and Elective Funded Schemes.
- G. Development Process for LSC Funded Schemes.

**DEFENCE ACCREDITATION GOVERNANCE**

1. Accreditation is governed through the following forums:
  - a. **Defence Individual Training and Education Executive Group (DITEEG).** A 2\* meeting held quarterly, chaired by DGTE with DAG as the Army's representative.
  - b. **Training and Education Policy Group (TEPG).** A 1\* meeting held 3 times a year under the chair of the Dir TE POL DGTE. The Army has joint representation by DETS(A) and DITrg(A).
  - c. **Defence Education Strategy Group (DESG).** A quarterly OF4/OF5 level group with Army representation provided by HQ DETS(A) - SO1 Learning and Development, chaired by DD TE DGTE, responsible for the implementation of the TEPG directives.
  - d. **Defence Accreditation Cell (DAC).** A monthly desk level group that aims to implement the strategy developed at the DESG. It is a working level forum where accreditation issues can be resolved and best practice shared. HQ DETS(A) - SO2 Accreditation attends this forum.
  - e. **Project VELVET Steering Committee.** The purpose of the Committee is to provide support to DETS(A) in the delivery of MOD and Army targets for Learning and Skills Council funded accreditation. Workstrands include:
    - Oversight of the Project VELVET Project Board, including business and finances.
    - Monitoring progress of the project against specified milestones.
    - Approval of the priorities for expenditure of 2<sup>nd</sup> Year funding surpluses articulated in the Project VELVET development plan and, where applicable, 3<sup>rd</sup> Year funding surpluses, and decide on any appeals submitted by A&SDs.
    - Approval of the annual project management budget (overhead costs).
    - Address and advise on policy challenges which may include the impacts of DTR.Address and seek to resolve resource challenges faced by the Project, including MIS, legal and assurance issues.
  - f. **Army Accreditation Steering Group.** A 1\* forum, chaired by DETS(A), with representation from DAPS, ARTD, AG and DI Trg(A). Provides strategic direction of accreditation and personal development activities across the Army.
  - g. **Army Whole Life Development (WLD) Forum.** Quarterly meeting of A&SD's accreditation stakeholders, chaired by Colonel Learning Strategy HQ DETS(A). The meeting aims to share accreditation best practice, provide networking opportunities for A&SD's representatives, introduce new initiatives and disseminate information from the DAC.

**ARMY ACCREDITATION STEERING GROUP**

**TERMS OF REFERENCE**

**BACKGROUND**

1. Accreditation of Army education, training and experience provides invaluable recognition of the professionalism of Army personnel. It is, however, characterised by complexity; and therefore it is essential that vocationally specific and pan-Army activities be guided by an overarching understanding of the environment and the opportunities available. The audit of army accreditation identified commendable work across all Arms and Services. However, it identified a lack of strategic governance<sup>1</sup> and recommended that an appropriate body be formed to address the gap.

**AIM**

2. Chaired by DETS(A), the aim of the Army Accreditation Steering Group (AASG) is to provide strategic direction of accreditation activities across the Army.

**COMPOSITION**

3. The following organisations should be represented on the AASG:

- a. DETS(A) - Chair.
- b. HQ AG.
- c. HQ ARTD.
- d. HQ DI Trg (A).
- e. HQ Land.
- f. HQ CRF.
- g. HQ DM(A).
- h. A & SD Representative.

**SCOPE**

4. The AASG should:

- a. Guide the development of Army Accreditation Policy.
- b. Provide strategic direction of Officer/Soldier accreditation activities.
- c. Provide appropriate liaison with Sector Skills Councils when required.
- d. Promote the concept of whole life development across the Army and encourage the engagement of key gatekeepers.

5. The AASG links into the wider defence governance model of accreditation shown at Appendix 1.

**FREQUENCY**

6. The AASG should meet biennially.

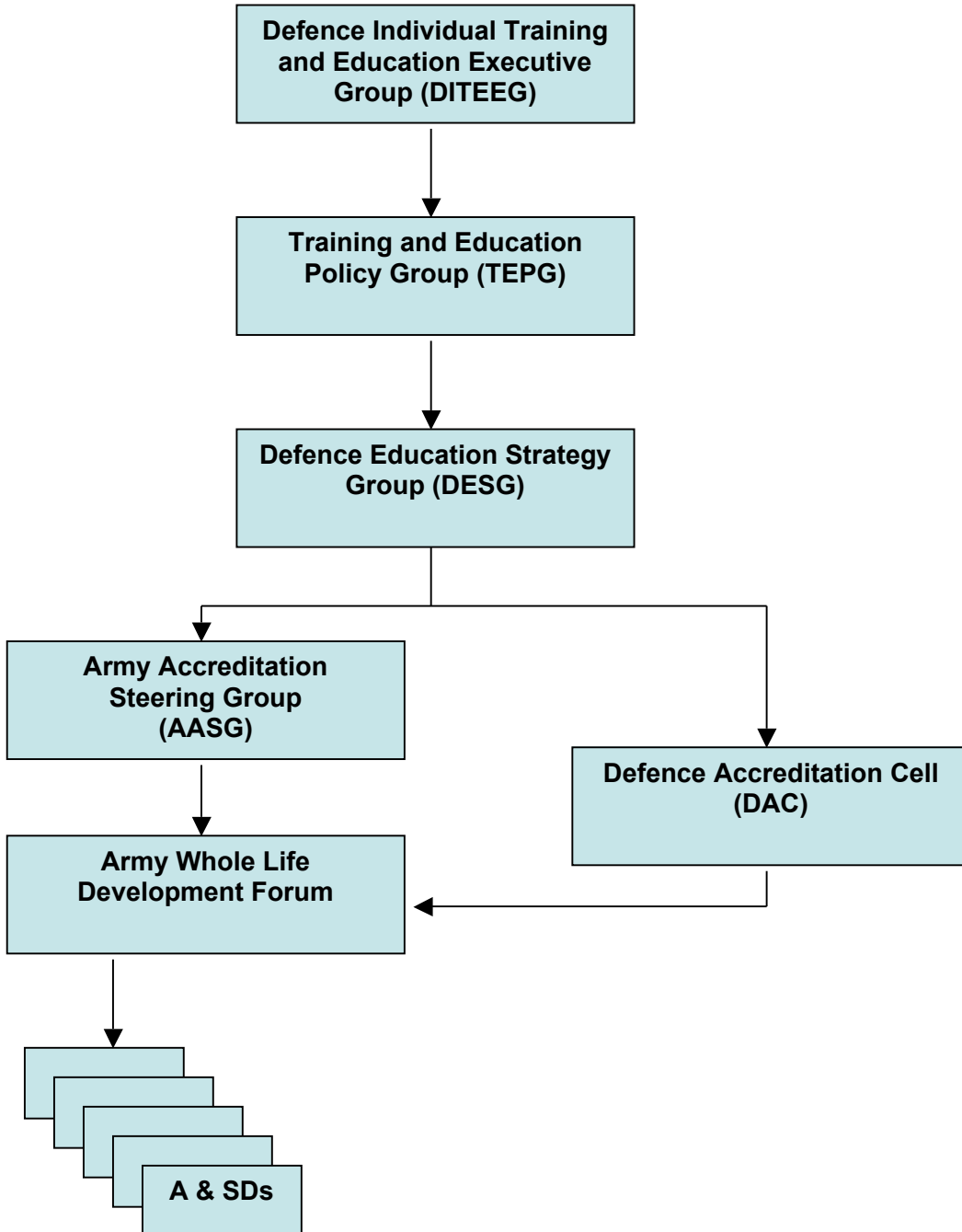
Appendix:

- 1. Defence Accreditation Governance Model.

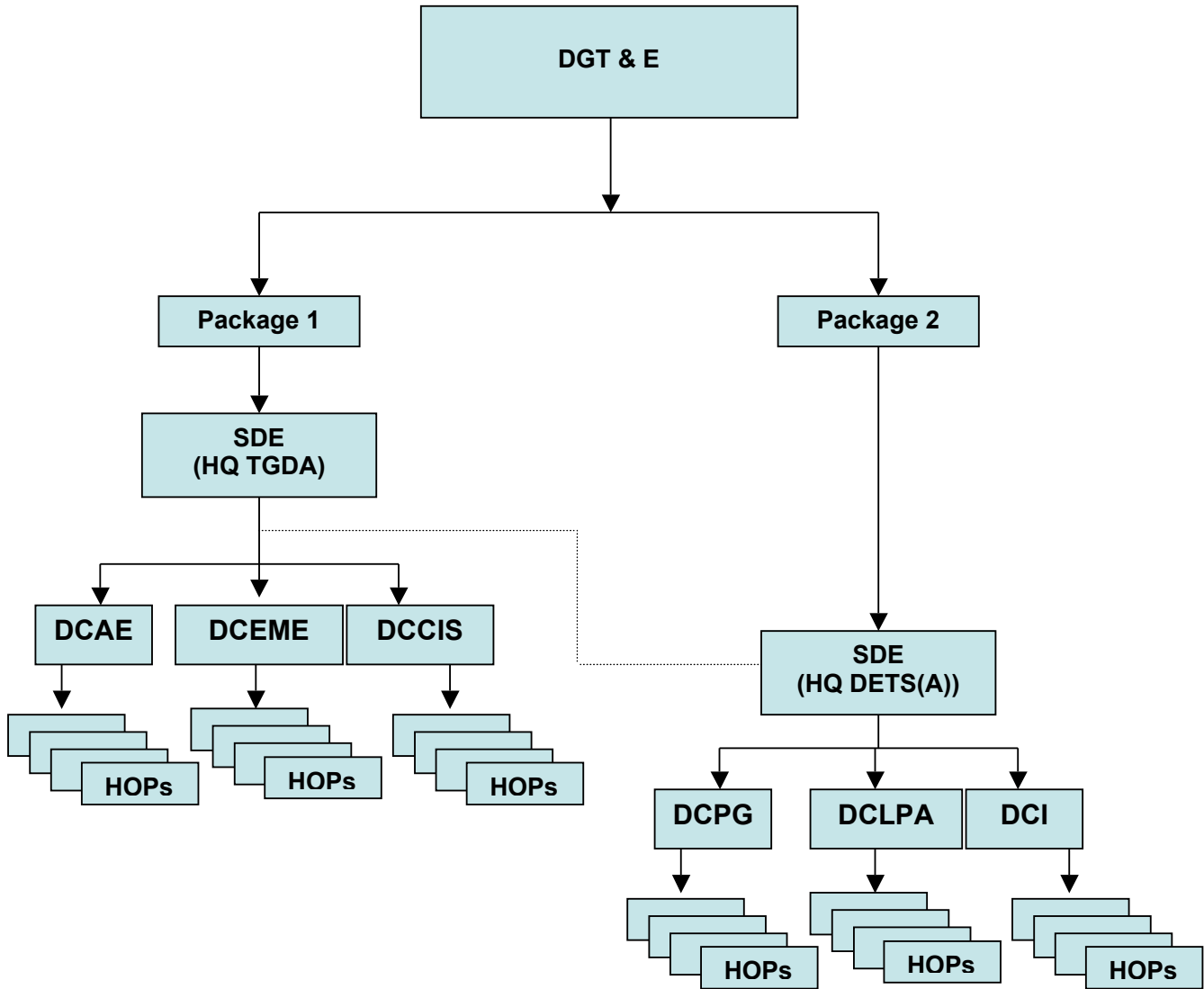
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<sup>1</sup> Army Accreditation Audit. Para 13.

**DEFENCE ACCREDITATION GOVERNANCE MODEL**



DTE ACCREDITATION GOVERNANCE



**UK SECTOR SKILLS COUNCILS**

Ser	SSC Name	Sector	Contact details
(a)	(b)	(c)	(d)
1	Asset Skills	Property services, housing, cleaning services and facilities management	Asset Skills 2 The Courtyard 48 New North Road Exeter Devon EX4 4EP <b>Tel</b> 01392 423 399 <b>Email</b> <a href="mailto:enquiries@assetskills.org">enquiries@assetskills.org</a> <b>Web</b> <a href="http://www.assetskills.org">www.assetskills.org</a>
2	Automotive Skills	The retail motor industry	Automotive Skills 93 Newman Street London W1T 3DT <b>Tel</b> 020 7436 6373 <b>Email</b> <a href="mailto:info@automotiveskills.org.uk">info@automotiveskills.org.uk</a> <b>Web</b> <a href="http://www.automotiveskills.org.uk">www.automotiveskills.org.uk</a>
3	Cogent	Chemical, nuclear, oil and gas, petroleum and polymer industries	Cogent Unit 5, Mandarin Court Centre Park Warrington WA1 1GG <b>Tel</b> 01925515200 <b>Email</b> <a href="mailto:info@cogent-ssc.com">info@cogent-ssc.com</a> <b>Web</b> <a href="http://www.cogent-ssc.com">www.cogent-ssc.com</a>
4	ConstructionSkills	<b>Sector:</b> Construction	CITB-ConstructionSkills Bircham Newton Kings Lynn Norfolk PE31 6RH <b>Tel</b> 01485 577 577 <b>Email</b> <a href="mailto:information.centre@citb.co.uk">information.centre@citb.co.uk</a> <b>Web</b> <a href="http://www.constructionskills.net">www.constructionskills.net</a>
5	Creative & Cultural Skills	Advertising, crafts, cultural heritage, design, The Arts and music	Creative & Cultural Skills 11 Southwark Street London SE1 1RQ <b>Tel</b> 020 7089 5866 <b>Email</b> <a href="mailto:info@ccskills.org.uk">info@ccskills.org.uk</a> <b>Web</b> <a href="http://www.ccskills.org.uk">www.ccskills.org.uk</a>
6	Energy & Utility Skills	Electricity, gas, waste management and water industries	Energy & Utility Skills Friars Gate Two 1011 Stratford Road Shirley

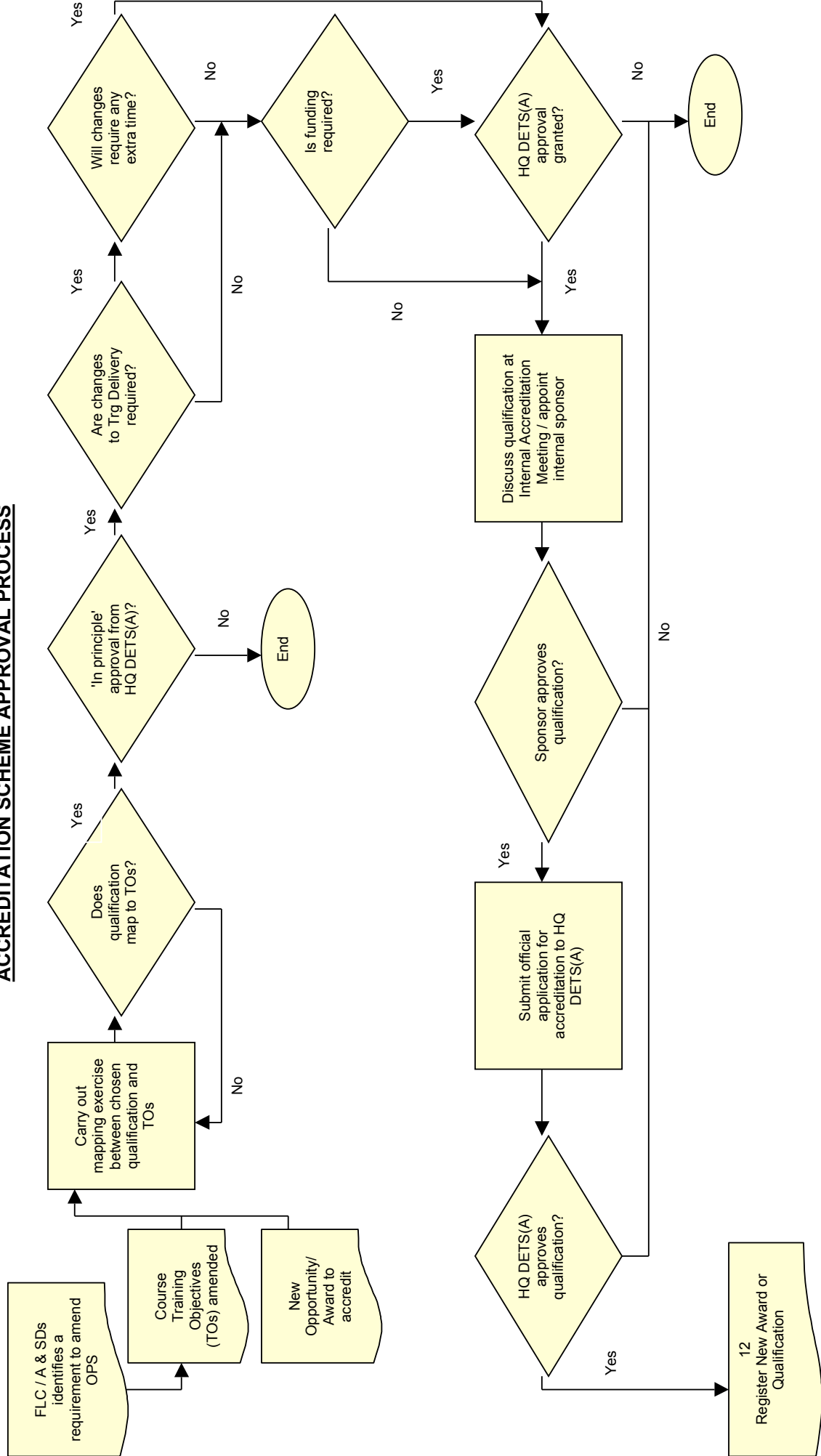
			Solihull West Midlands B90 4BN <b>Tel</b> 0845 077 9922 <b>Email</b> <a href="mailto:enquiries@euskills.co.uk">enquiries@euskills.co.uk</a> <b>Web</b> <a href="http://www.euskills.co.uk">www.euskills.co.uk</a>
7	e-skills UK	Information technology, telecommunications and contact centres	e-skills UK 1 Castle Lane London SW1E 6DR <b>Tel</b> 020 7963 8920 <b>Email</b> <a href="mailto:info@e-skills.com">info@e-skills.com</a> <b>Web</b> <a href="http://www.e-skills.com">www.e-skills.com</a>
8	Financial Services Skills Council	Financial services industry	Financial Services Skills Council 51 Gresham Street London EC2V 7HQ <b>Tel</b> 020 7216 7366 <b>Email</b> <a href="mailto:info@fssc.org.uk">info@fssc.org.uk</a> <b>Web</b> <a href="http://www.fssc.org.uk">www.fssc.org.uk</a>
9	GoSkills	Passenger transport	GoSkills Concorde House Trinity Park Solihull West Midlands B37 7UQ <b>Tel</b> 0121 635 5520 <b>Email</b> <a href="mailto:info@goskills.org">info@goskills.org</a> <b>Web</b> <a href="http://www.goskills.org">www.goskills.org</a>
10	Government Skills	<b>Sector:</b> Central Government	Government Skills SSC Secretariat c/o Cabinet Office Admiralty Arch The Mall London SW1A 2WH <b>Tel</b> 020 7276 1611 <b>Email</b> <a href="mailto:cgssc@cabinet-office.x.gsi.gov.uk">cgssc@cabinet-office.x.gsi.gov.uk</a> <b>Web</b> <a href="http://www.government-skills.gov.uk">www.government-skills.gov.uk</a>
11	Improve Ltd	Food and drink manufacturing and processing	Improve Ltd Ground Floor Providence House 2 Innovation Close Heslington York YO10 5ZF <b>Tel</b> 0845 644 0448 <b>Web</b> <a href="http://www.improveltd.co.uk">www.improveltd.co.uk</a> <b>Email</b> <a href="mailto:info@improveltd.co.uk">info@improveltd.co.uk</a>
12	Lantra Sector: Post	Environmental and land-based industries	Lantra Lantra House Stoneleigh Park

			<p>Nr Coventry Warwickshire CV8 2LG <b>Tel</b> 024 7669 6996 <b>Email</b> <a href="mailto:connect@lantra.co.uk">connect@lantra.co.uk</a> <b>Web</b> <a href="http://www.lantra.co.uk">www.lantra.co.uk</a></p>
13	Lifelong Learning UK	<b>Sector:</b> Employers who deliver and/or support the delivery of lifelong learning	<p>Lifelong Learning UK 5th Floor St Andrew's House 18-20 St Andrew Street London EC4A 3AY <b>Tel</b> 0870 757 7890 <b>Email</b> <a href="mailto:enquiries@lifelonglearninguk.org">enquiries@lifelonglearninguk.org</a> <b>Web</b> <a href="http://www.lifelonglearninguk.org">www.lifelonglearninguk.org</a></p>
14	People 1st	Hospitality, leisure, travel and tourism	<p>People 1st 2nd Floor Armstrong House 38 Market Square Uxbridge Middlesex UB8 1LH <b>Tel</b> 0870 060 2550 <b>Email</b> <a href="mailto:info@people1st.co.uk">info@people1st.co.uk</a> <b>Web</b> <a href="http://www.people1st.co.uk">www.people1st.co.uk</a></p>
15	Proskills UK	Process and manufacturing industries	<p>Proskills UK Ltd Centurion House 85B Milton Park Abingdon Oxon OX14 4RY <b>Tel</b> 01235 833844 <b>Email</b> <a href="mailto:info@proskills.co.uk">info@proskills.co.uk</a> <b>Web</b> <a href="http://www.proskills.co.uk">www.proskills.co.uk</a></p>
16	SEMTA	Science, engineering and manufacturing technologies	<p>SEMTA 14 Upton Road Watford Hertfordshire WD18 0JT <b>Tel</b> 01923 238 441 <b>Email</b> <a href="mailto:infodesk@semta.org.uk">infodesk@semta.org.uk</a> <b>Web</b> <a href="http://www.semta.org.uk">www.semta.org.uk</a></p>
17	Skillfast-UK	Apparel, footwear and textiles and related businesses industry	<p>Skillfast-UK Richmond House Lawnswood Business Park Redvers Close Leeds LS16 6RD <b>Tel</b> 0113 2399 600</p>

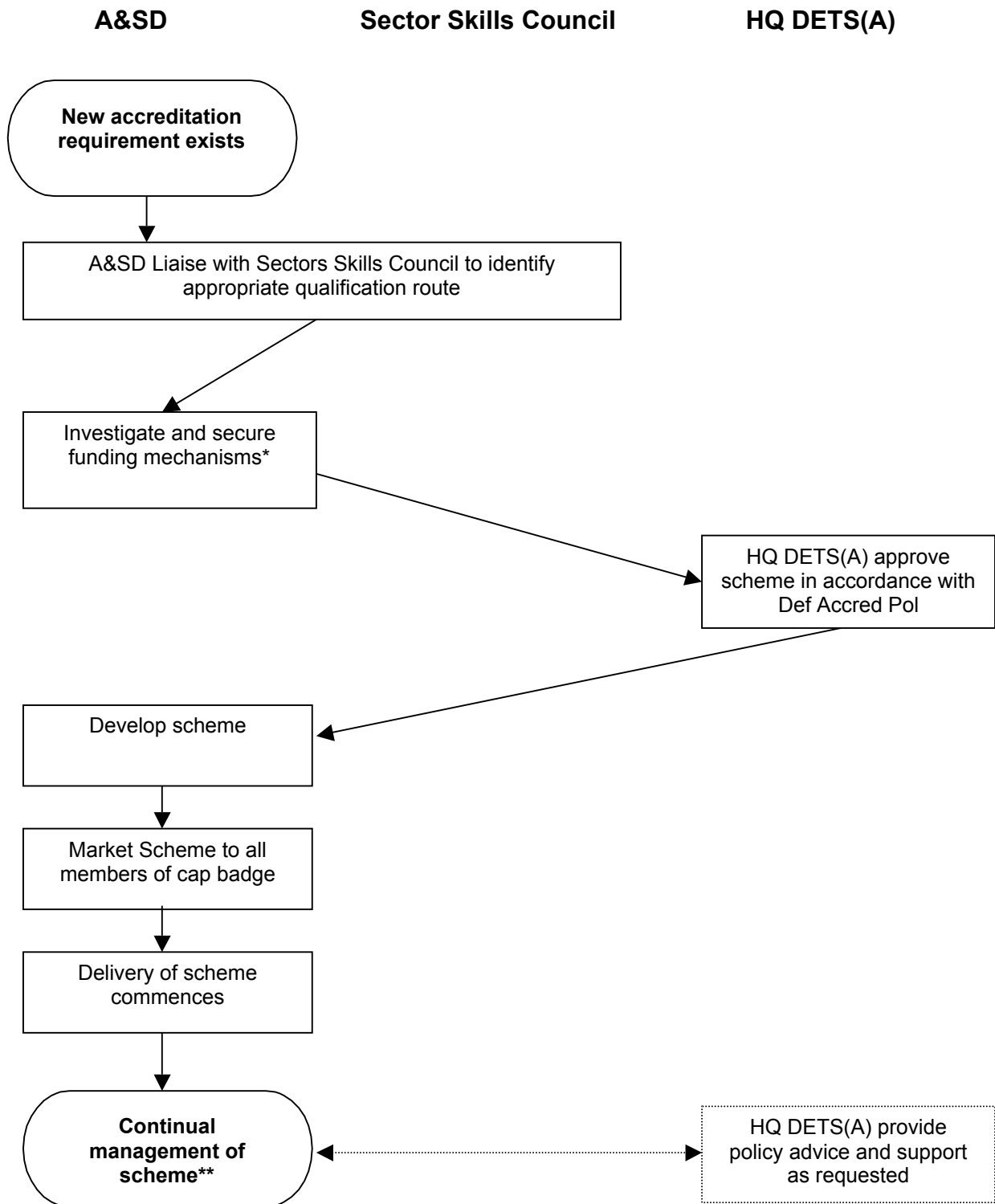
			<p><b>Email</b> <a href="mailto:enquiries@skillfast-uk.org">enquiries@skillfast-uk.org</a>  <b>Web</b> <a href="http://www.skillfast-uk.org">www.skillfast-uk.org</a></p>
18	Skills for Care and Development	Social care, children and young people	<p><b>Skills for Care and Development</b>  General enquiries:  <a href="mailto:sscinfo@skillsforcareanddevelopment.org.uk">sscinfo@skillsforcareanddevelopment.org.uk</a></p> <p><b>England:</b>  Andrea Rowe, CEO of Skills for Care  0113 245 1716  <a href="mailto:sscadmin@skillsforcare.org.uk">sscadmin@skillsforcare.org.uk</a></p> <p>Jane Haywood, CEO of The Children's Workforce Development Council  Tel: 0113 244 6311  Email:  <a href="mailto:sscadmin@skillsforcare.org.uk">sscadmin@skillsforcare.org.uk</a></p> <p><b>Wales:</b>  Rhian Huws Williams, CEO of Care Council for Wales  02920 780630  <a href="mailto:info@ccwales.org.uk">info@ccwales.org.uk</a></p> <p><b>Scotland:</b>  Carole Wilkinson, CEO of Scottish Social Services Council  01382 207101  <a href="mailto:enquiries@sssc.uk.com">enquiries@sssc.uk.com</a></p> <p><b>Northern Ireland:</b>  Brendan Johnston, CEO of Northern Ireland Social Care Council  02890 417600  <a href="mailto:info@niscc.n-i.nhs.uk">info@niscc.n-i.nhs.uk</a></p>
19	Skills for Health	The health sector across the UK	<p>Skills for Health  1st Floor  Goldsmiths House  Broad Plain  Bristol  BS2 0JP  <b>Tel</b> 0117 922 1155  <b>Email</b> <a href="mailto:office@skillsforhealth.org.uk">office@skillsforhealth.org.uk</a>  <b>Web</b> <a href="http://www.skillsforhealth.org.uk">www.skillsforhealth.org.uk</a></p>
20	Skills for Justice	Custodial care, community justice, court and prosecution services, policing and law enforcement.	<p>Skills for Justice  9-11 Riverside Court  Don Road  Sheffield  S9 2TJ</p>

			<b>Tel</b> 0114 261 1499 <b>Email</b> <a href="mailto:info@skillsforjustice.com">info@skillsforjustice.com</a> <b>Web</b> <a href="http://www.skillsforjustice.com">www.skillsforjustice.com</a>
21	Skills for Logistics	Freight logistics industry	Skills for Logistics 14 Warren Yard Warren Farm Office Village Milton Keynes MK12 5NW <b>Tel</b> 01908 313 360 <b>Email</b> <a href="mailto:info@skillsforlogistics.org">info@skillsforlogistics.org</a> <b>Web</b> <a href="http://www.skillsforlogistics.org">www.skillsforlogistics.org</a>
22	SkillsActive	Active leisure and learning	SkillsActive Castlewood House 77-91 New Oxford Street London WC1A 1PX <b>Tel</b> 020 7632 2000 <b>Email</b> <a href="mailto:skills@skillsactive.com">skills@skillsactive.com</a> <b>Web</b> <a href="http://www.skillsactive.com">www.skillsactive.com</a>
23	Skillset	Audio visual industries	Skillset Prospect House 80-110 New Oxford Street London WC1A 1HB <b>Tel</b> 020 7520 5757 <b>Email</b> <a href="mailto:info@skillset.org">info@skillset.org</a> <b>Web</b> <a href="http://www.skillset.org">www.skillset.org</a>
24	SkillsSmart Retail	Retail	SkillsSmart Retail 40 Duke Street London W1A 1AB <b>Tel</b> 020 7399 3450 <b>Email</b> <a href="mailto:contactus@skillsmartretail.com">contactus@skillsmartretail.com</a> <b>Web</b> <a href="http://www.skillsmartretail.com">www.skillsmartretail.com</a>
25	SummitSkills	Building services engineering	SummitSkills Vega House Opal Drive Fox Milne Milton Keynes MK15 0DF <b>Tel</b> 01908 303960 <b>Fax</b> 01908 303989 <b>Email</b> <a href="mailto:enquiries@summitskills.org.uk">enquiries@summitskills.org.uk</a> <b>Web</b> <a href="http://www.summitskills.org.uk">www.summitskills.org.uk</a>

**ACCREDITATION SCHEME APPROVAL PROCESS**



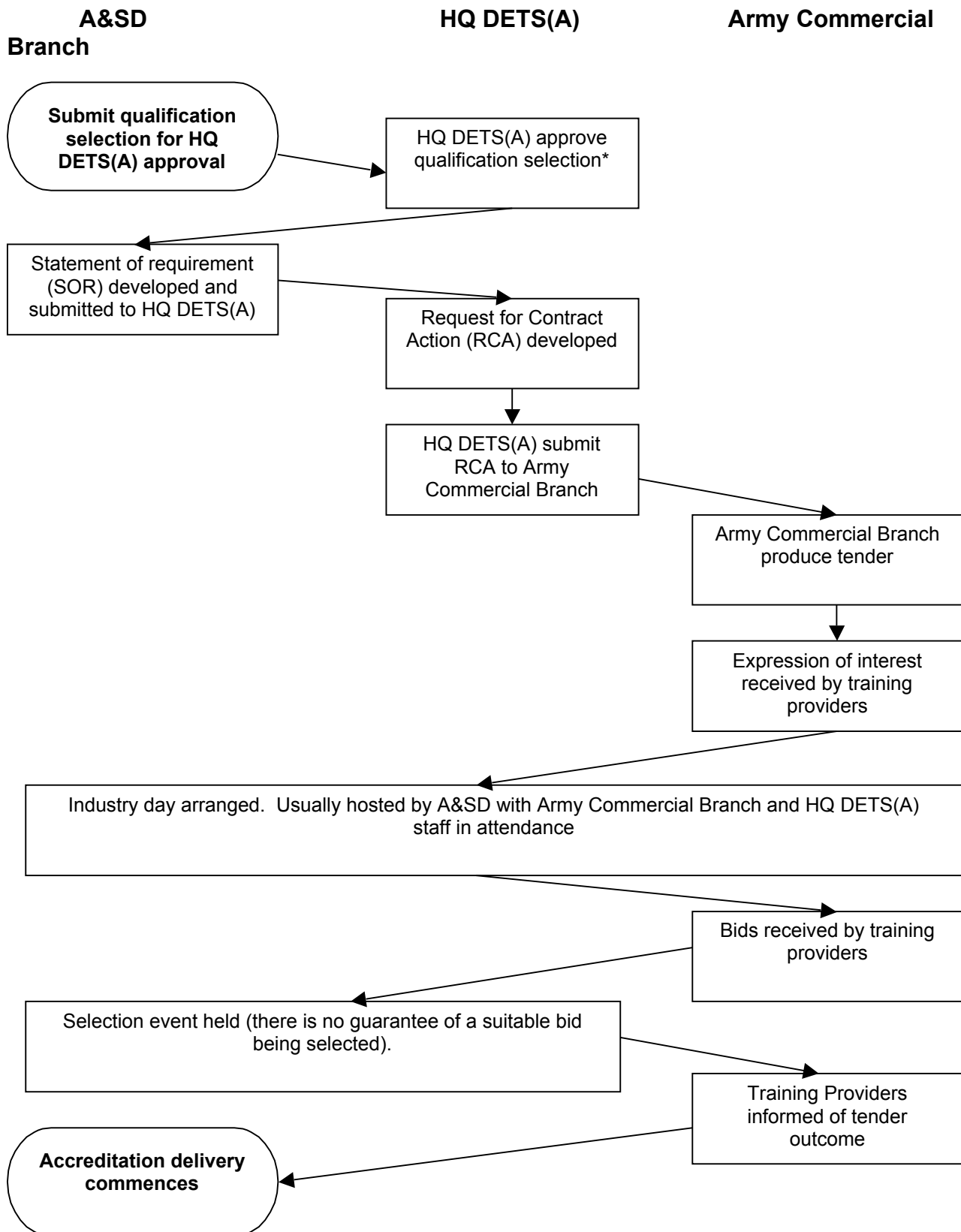
**DEVELOPMENT PROCESS FOR MOD AND ELECTIVE FUNDED SCHEMES**



\* See Paras 18 - 23 of Army Accred Pol for possible funding routes.

\*\*See Paras 15 & 16 of Army Accred Pol for management responsibilities.

**DEVELOPMENT PROCESS FOR LSC FUNDED SCHEMES**



\* HQ DETS(A) will consult with the National LSC to check whether funding support is available for the proposed scheme.