

JAG accreditation scheme

Stage four: reaccreditation pathway – service guidance



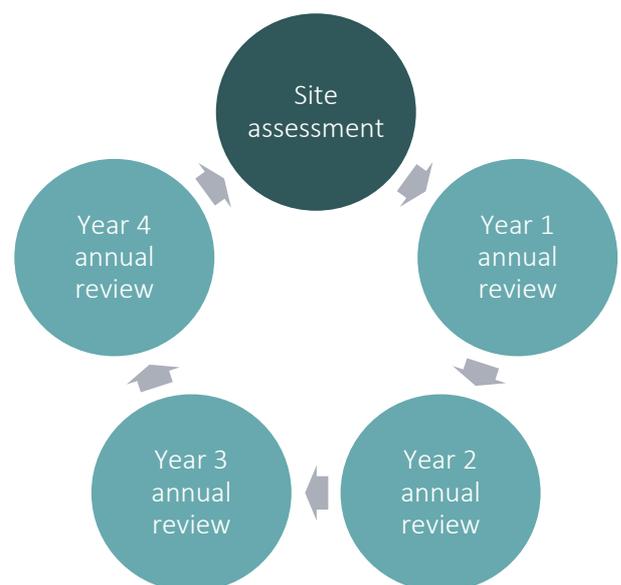
Introduction

The accreditation pathway is a 5-year cycle of assessment and annual reviews. After being accredited, services must complete the annual review on the anniversary of their original site assessment. After the year 4 annual review, services must prepare for their reaccreditation assessment which takes place on the fifth year anniversary of accreditation. This document summarises the reaccreditation pathway and what actions services must take to maintain accreditation.

Timeframes

Reaccreditation assessments must take place by the fifth anniversary of accreditation. Services must book their assessment at least 3 months before it is due and provide at least 3 months' notice.

For example, if your assessment is due by 20 September then you need to have an assessment between 20 July–20 September. The earliest date a service can have their assessment is 2 months before their due date. Below is an example of this timeline:



Example milestone	Deadline
Assessment due date	20 September
Earliest service can have their assessment	20 July
Latest service can book assessment	20 June (for an assessment on 20 September)

Preparing for assessment

After completing the year 4 annual review, JAG will email the service leads a confirmation letter containing the outcome of the review and notifying them that their service's reaccreditation assessment is due the following year. If your service has been deferred then you will need to prepare for reaccreditation alongside achieving the key actions outlined in the confirmation letter.

To prepare for your assessment and ensure that your service passes first time, please take the following actions:

- Attend a JAG accreditation training day before your assessment. Even if you have previously attended a JAG training day, we advise attending an up-to-date session as aspects of the assessment process may have changed over time. The training dates for the coming year can be found on [our website](#).
- Complete a self-assessment against the JAG standards on the webtool. This will enable you to understand the preparation required to meet the standards before you can have your reaccreditation assessment. You should do this as soon as possible.
- Upload your service's evidence to the webtool. Ensure that you can provide all the evidence in the latest version of the JAG evidence guide (available on the website).
- You will be able to request an assessment once your service has scored green against all standards on your self-assessment and uploaded the evidence to the webtool.

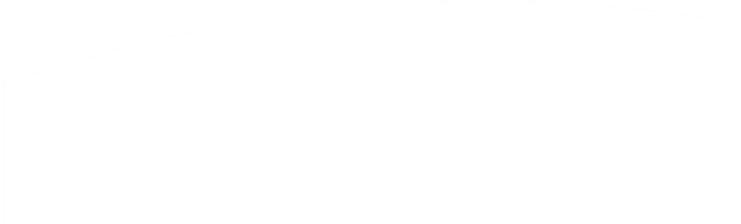


Cancelled and postponed assessments

If a service doesn't book an assessment by the deadline or cancels their assessment, the service's accreditation status will move to 'not awarded' on the 5-year anniversary.

Further information

For further information please see www.thejag.org.uk/support. You should also review our guidance on stage one of the accreditation pathway.



Document control	
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