



JAG accreditation scheme

Stage four: reaccreditation pathway - service guidance

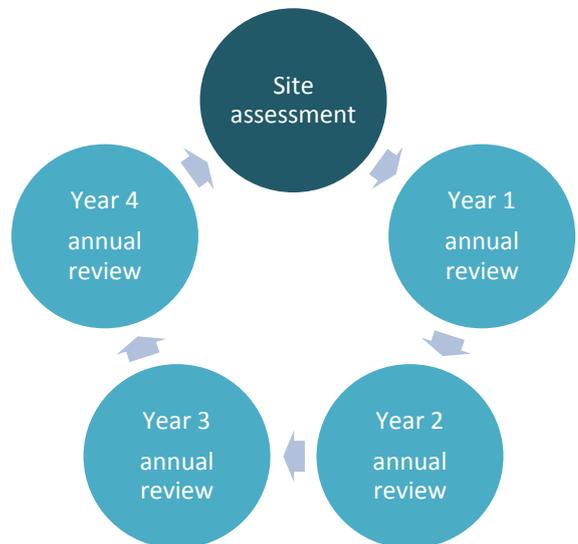


Introduction

The accreditation pathway is a five-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 four 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, or up to two months before this. Services must book their assessment at least three months before it is due and provide at least three months' notice. For example, if your assessment is due by the 20 September then you need to have an assessment between 20 July – 20 September. The earliest date a service can have their assessment is two months before and up until their due date. Below is an example of this timeline:



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|---|---|
| Assessment due date | 20 September |
| Earliest date service can have their assessment | 20 July |
| Latest you can book by | 20 June (for an assessment on 20 September) |

Preparing for assessment

After completing the year 4 annual review, service leads will receive a confirmation letter containing the outcome of the review and notifying you that your 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:

- 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.
- Attend a 'JAG accreditation training day' in advance of 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 [here](#).
- Upload your service's evidence to the webtool. Ensure that you are able to 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 its assessment, the service will move to 'Not awarded' on the five 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.

