

Registration and Application

Eligibility

The first step before registration and application is to check whether you meet the necessary criteria and can make the required declarations. See the note *Eligibility for the New Standard* [NSP004] for the details of this.

Commitment

Applying for assessment requires a significant investment of time and effort, and the outcomes – whether an offer of accreditation or a challenge to do better – will require senior management involvement if they are to be progressed. The first thing you must do before registering is ensure that the senior management team are committed to the goals of the Standard, and the work necessary to achieve accreditation. We recommend that you attend an Awareness Event and work through the documents we have produced to be sure that assessment is the right path at the right time for your organisation.

Registration

Registration is the first major step you will take. On the website, you will find a *Registration Form* (NSF001 or NSF002, depending on your background), setting out the initial obligations and asking you to share some information with us. In submitting this form, you make the commitment to start your New Standard journey, paying the registration fee (see overleaf for more on pricing) and committing to a timescale for submission.

Agreement

From the information your *Registration Form* provides, and any follow-ups we need, we will formulate an *Assessment Agreement* for you to sign. This will set out the responsibilities we have on both sides for your submission and our assessment delivery, including the schedule of costs you will pay for assessment and the opportunity to seek accreditation.

Confirmation

For a Part A application, the first milestone in your *Assessment Agreement* will be for at least one of your organisation's staff to attend a 2-day Applicant Training Course, to learn all about the Standard. After attending this course, you will have one week to revise or confirm the timescales for submission you committed to in the *Assessment Agreement*.

Application

At this point, it's all down to you, to work with your colleagues to tell the story of your organisation – its strategy, the approaches you deploy to implement that strategy, and the results achieved against it. There are *Application Form* templates available (NSF003 and NSF004, for Parts A and B), as well as a *Submission Form* for you communicate to us that all the necessary parts are there for your application to be submitted (NSF005).

Submission

Once your application is prepared, it's time to submit it. At that point, we will make sure that it's fully compliant with the requirements, and then hand it over to your Lead Assessor, who will be in contact with you to plan the verification visit. Assuming you've met your promised timescale, and the application is all there, all that's left to say is Good Luck!

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[continued]

Costs

Charges are incurred for registration, assessment services, and validation (for Part A). The standard costs set out below are guaranteed only where this note is currently available from the website www.newstandard.co.uk; it should also be noted that standard costs are offered only for those organisations meeting all of the following criteria:

- Fewer than 250 FTE employees
- Less than £15m turnover
- Fewer than 500 employer customers
- Fewer than 3 self-identified areas of expertise
- Few workplaces, only in close proximity

If your organisation does not meet these criteria, let us know and we will work with you to explore if additional assessment resource will need to be charged.

VAT will be charged on all costs at the standard rate.

Standard costs for a Part A application

- £1,000 at registration (including 1 place at a 2-day Applicant Training Course)
- £1,750 at submission of your application (covering assessment and verification)
- £1,750 + £Validation at completion of verification (covering feedback and conclusion)

Validation costs will vary according to the size and scope of your customer base. Typically validation costs are likely to be between £1,000 and £2,000, but this will depend on your circumstances. Validation costs will not be incurred where an Assessor deems an application to be a significant distance from readiness for consideration for Accreditation.

Standard costs for a Part B application

- £1,000 at submission of your application (covering assessment and verification)
- £500 at completion of verification (covering feedback and conclusion)

Where Part B applications are not undertaken as part alongside a Part A application, there will be an additional charge of £1,500 for case-handling, paid at registration.

Obligations

The *Assessment Agreement* will specify the full set of obligations your organisation will need to deliver against if you decide to pursue application for assessment. You should at a minimum be prepared for the following key obligations:

- Setting and meeting timescales for submission of an application
- Submission of a well presented application, with additional information as requested
- Availability and co-operation with the Assessment team during the verification visit
- Payment of assessment costs on a timely basis

Furthermore, where your organisation's application is successful in resulting in the offer of accreditation, use of the New Standard badge will be permitted only on the basis of accepting a Code of Conduct through an *Accreditation Agreement*.