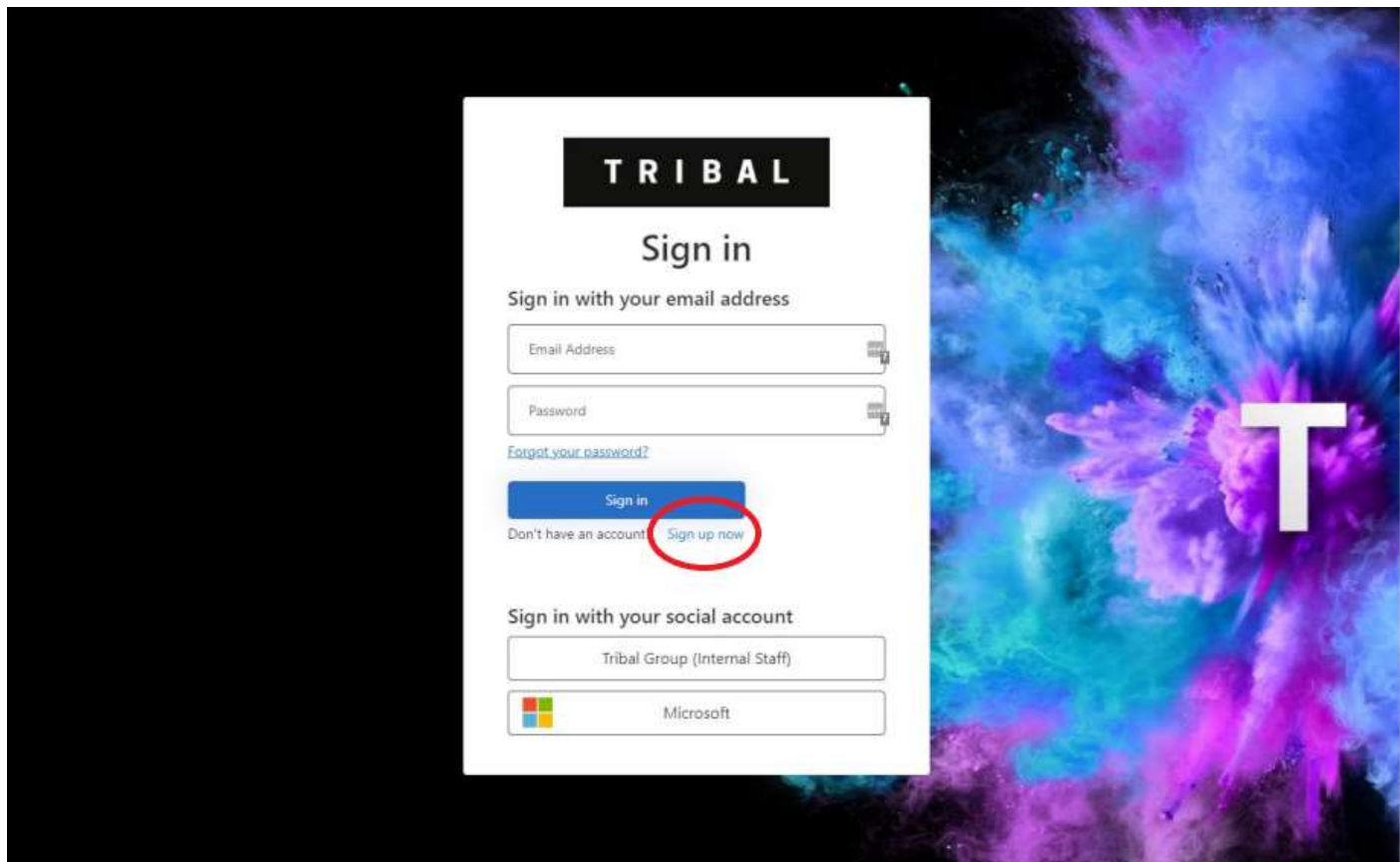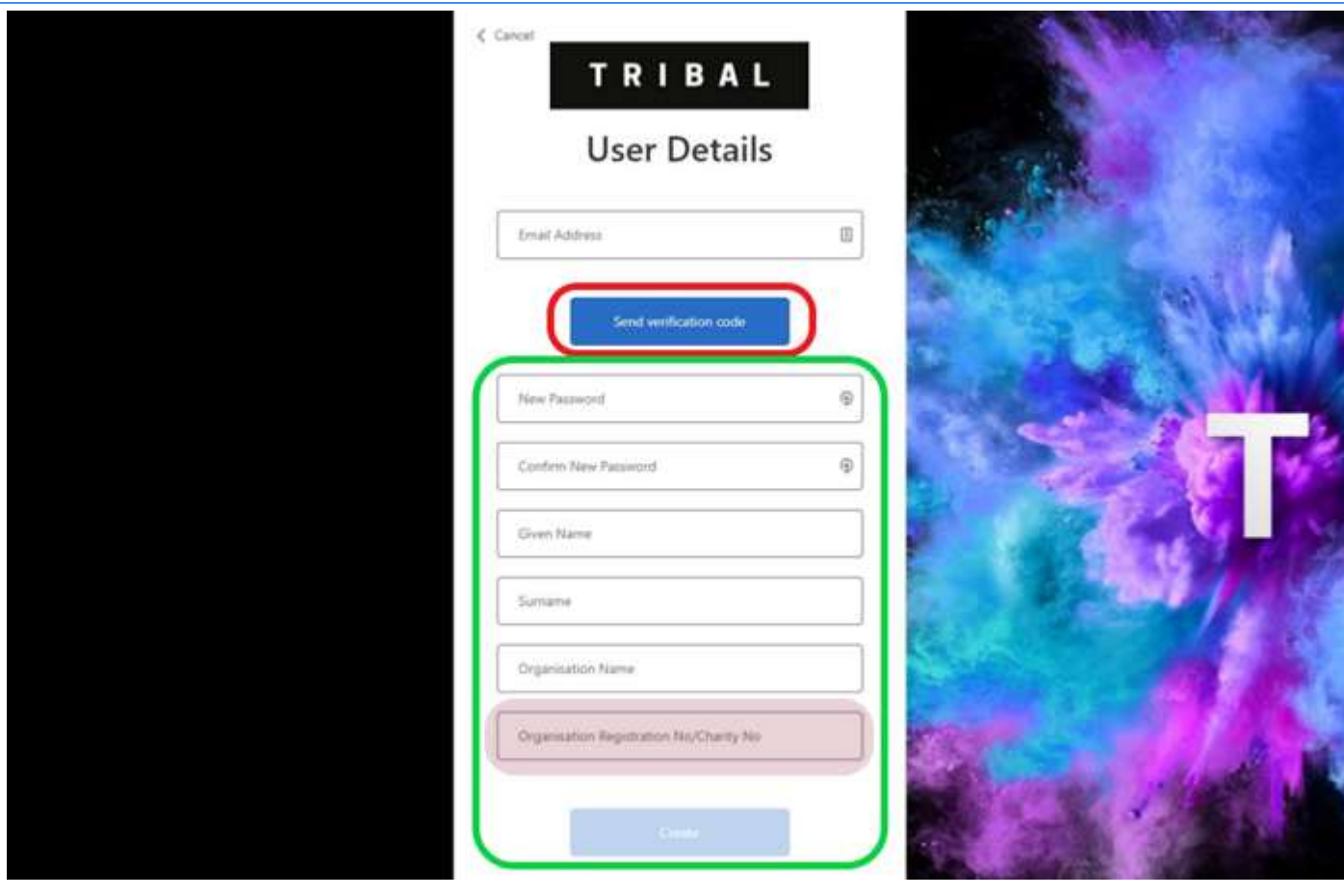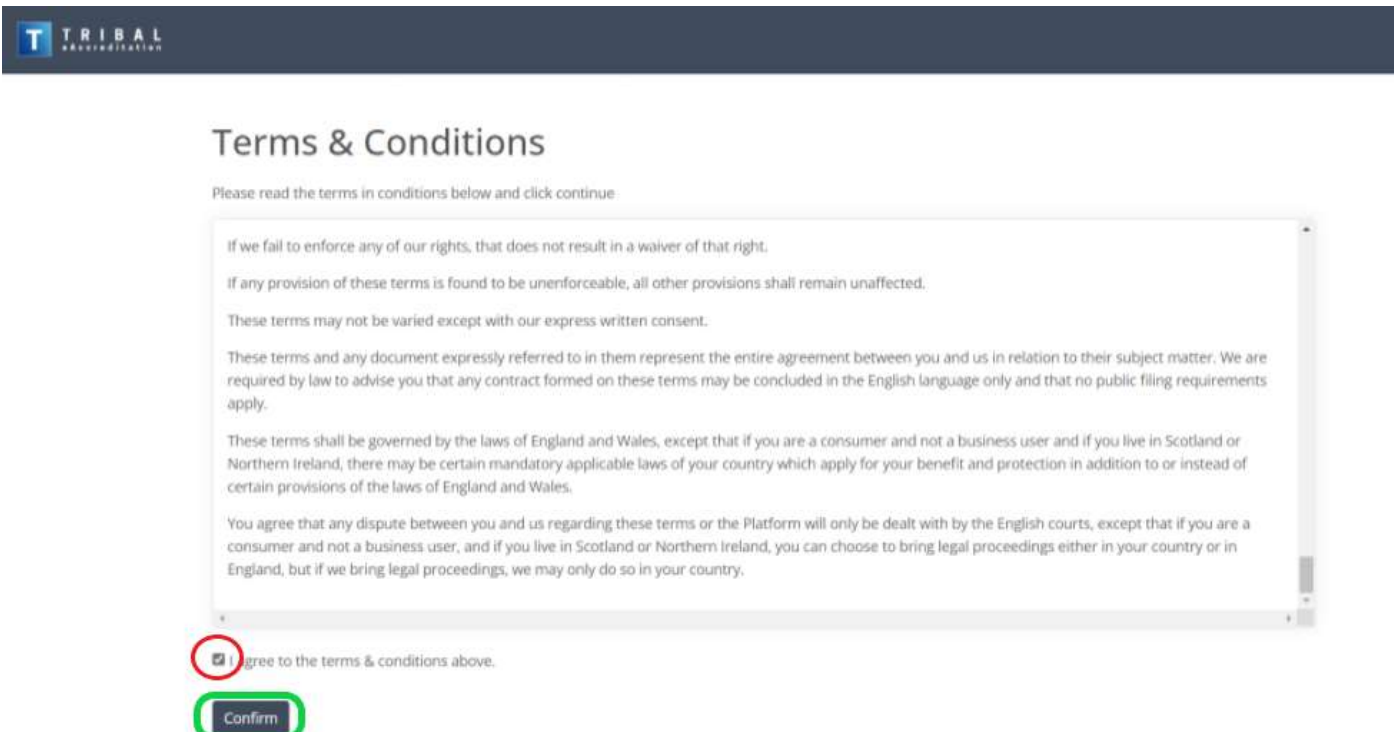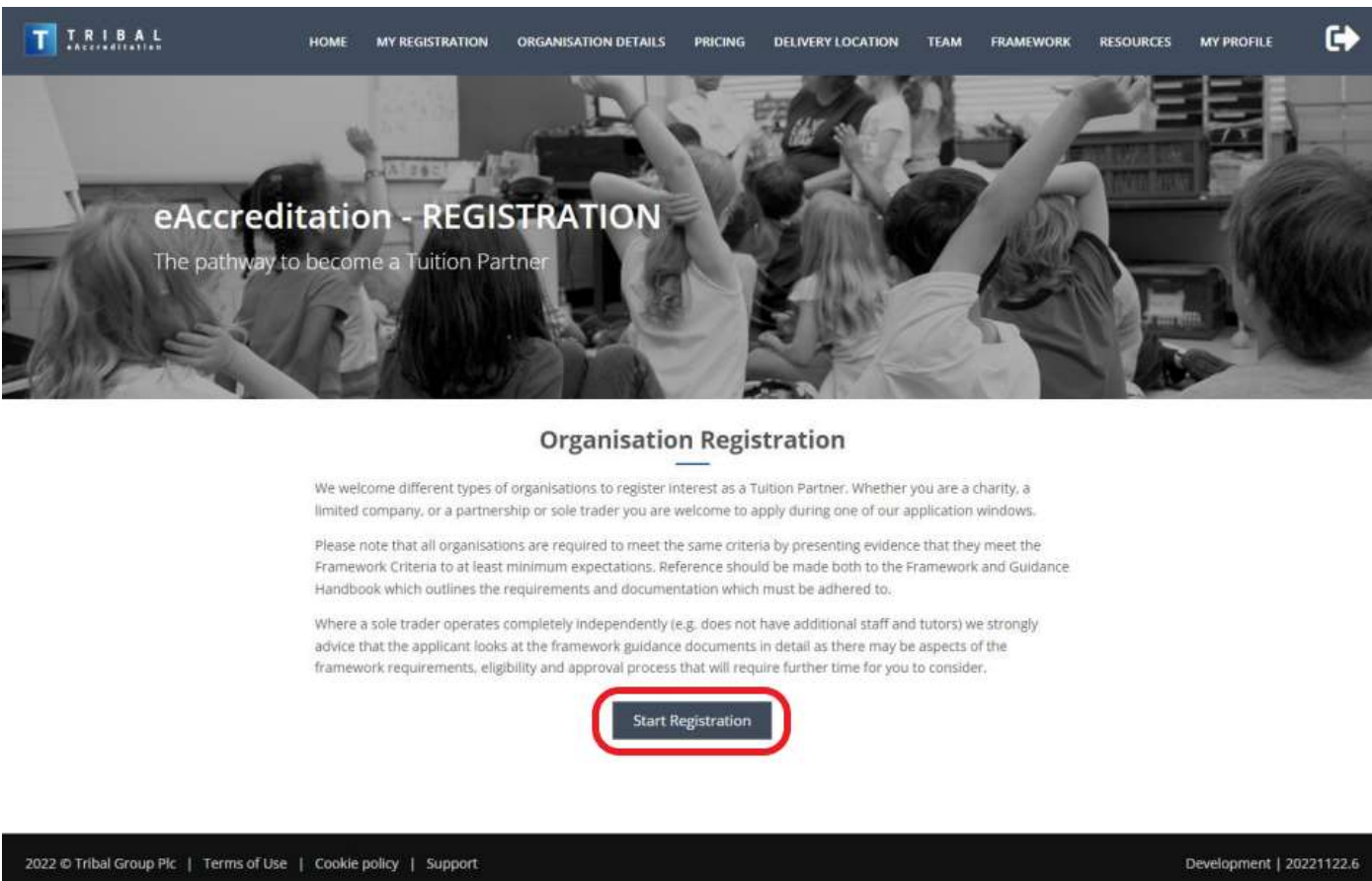# TRIBAL

National Tutoring Programme
eAccreditation Portal - Become a Tuition Partner - Application Submission Guide

Registering an organisation and submitting evidence within the eAccrediation portal

Step	Description	Visual
1	Click **Sign up now** to register your account.	

2	Enter your email address and click **Send verification code**. You will receive a code to verify your email address to your inbox. You will be prompted to enter it on the screen. Finally enter the password you wish to use and complete the information in the green box. ***Important** Organisation Registration No /Charity No field – please make sure you provide a correct number, as it allows other users from your organisation to be created and linked to your organisation's account. Once completed please click **Create**.	

3	Read Terms & Conditions, tick the Agree box and click **Confirm** to start registration process.	

4	Please read the eligibility information provided before proceeding with your registration. Once you have read the guidelines for eligibility and you are confident that your organisation can provide the required information, please click **Start Registration**.	

| 5 | As part of the registration, you will be asked to provide:
 • Your Registration Details
 • Information about your organisation
 • Pricing information
 • Delivery location
 • Your organisation's account members | |

6	**Registration Details**	
	We will ask for your address and additional details such as:	
	• email address • link to your website homepage • organisation link that you would like the 'Find a Tuition Partner' service on the GOV.UK website to link to, if you become an approved Tuition Partner	
	Click **Next** at the bottom of the page once you have provided all the information to complete the next steps.	

7	**About your organisation**
	Please use this section to tell us about your organisation including information about (but not limited to):

About your organisation

About your organisation

Introduction (350 characters max) *

Organisation Info

0 characters

What is your organisation's legal status (Charity, Limited Company, Partnership etc) *

Limited Company

Would you be able to provide your logo in vector format? *

Yes

Do you have provision for SEN? *

Yes

Additional service offerings / features WITHIN the given price

Finance

Do you charge VAT? *

Yes

Have you included VAT in your prices? *

Yes

<< Previous Next >>

- How long you have been operating
- The size of your organisation (e.g. number of personnel and number of tutors);
- The age of pupils you work with and the subjects you tutor in.

8	**Pricing Model**	
	Follow the guidance on the screen to add information about your delivery and pricing.

Click **Add** to add individual records of hourly rate per pupil for each Key Stage, Group and subject. Please see the screen below showing pop up window with drop down boxes allowing easier selection. | Registration — About your organisation — Pricing — Delivery Location — Organisation Team — Submission

Pricing Model

Record your pricing model

Please provide information about each Key Stage, group size and subjects, and the chargeable hourly rate per pupil. We also need to know if provide in school or online delivery and if you offer any SEN provision.

Please note that a main reason we ask for such detailed information, is so that it can be displayed on the Government 'Find a Tuition Partner' digital service which will help schools find you, if you become an Approved Tuition Partner.

Search:

Key Stage	Group	Subject	In School/Online	SEN	Hourly Rate per pupil	
Key Stage 1	1 to 3	Humanities	Both	YES	£20.00	Edit Remove
Key Stage 1	1 to 1	Biology	In School	NO	£10.00	Edit Remove

Showing 1 to 2 of 2 entries   Previous 1 Next

<< Previous   Next >> |

8a	Please use the drop-down boxes provided to add your pricing information. Please remember to click save. Once you have provided all the relevant information click **Next** to proceed to the next screen, which will ask about the location of your delivery.	

9	**Delivery Location**	
	Follow the guidance on the screen to add information about your delivery location and if you deliver in school or online.	
	For national delivery, please enter individual records per region. You can then select multiple Local Authorities Districts (LAD) within the region. Please see the screen below showing window with drop down boxes allowing multiple selection of LADs.	
	Once you have provided all the relevant information click **Next** to proceed to the next screen.	

9b	Please use the drop-down boxes provided and remember to click save once completed.	

10	**Manage Team Members**	
	If you would like additional team members to be able to access and progress your organisation's registration and application, please add their details here.	
	The *Notify* function allows you to select users who you wish to be notified on progress of your application or future Quality Assurance reviews if you become an approved Tuition Partner following the review of your application.	
	Once you have provided all the relevant information click **Next** to proceed to the next screen.	

10a	Please use the drop-down boxes provided and remember to save once completed.	

11	**Submit Registration**	
	Please read the guidance on the screen which gives further instructions about how to complete your application, before submitting your registration.	
	Once you have submitted your registration you will also receive an email with the instructions about how to complete the full application.	
	After clicking **Submit Registration** you will be presented with a window outlining the NTP Quality Assurance Framework. Before you proceed, we encourage you to read an email confirmation sent to your inbox giving you further guidance and support about submitting evidence as part of your application.	

13	**Framework**
	The screen is split into 4 sections:
	• Dashboard
	• Outline of the NTP Quality Assurance Framework structure
	• Completion Window
	• Supporting Functionalities where you can upload the evidence required

13a	**Dashboard** Shows progress against each criterion of the framework.	
13b	**NTP Quality Assurance Framework** Outlines all 3 elements of the NTP QA Framework: • Organisation • Safeguarding and Safer Recruitment • Quality of Provision We ask you to submit your evidence against each criterion. Widgets next to the name will identify open and closed items. ◉ In progress ✸ Completed	

13c	**Supporting Functionalities** These functions will support your application process.	

| | **Guidance** This will give you an example of the evidence you could upload against the criteria. | |

The organisation has the capacity to deliver on the National Tutoring Programme.
A clear governance and management structure is in place, with identified responsibilities and lines of accountability. Examples of documentation that organisations could provide include (but are not limited to):
• Organisational chart
• Staff handbook
• NTP policy and guidance
• Scheme of delegation
• Board/SMT
• Terms of reference
Risk and issue management processes are established throughout the organisation, identifying potential risks, issues and appropriate controls and mitigations.
Examples of documentation that organisations could provide include (but are not limited to):
• Risk and issue register
• Risk management process
• Leadership/board/management agenda and minutes
• The organisation complies with relevant legislation.
Management processes delivery of tutoring via the National Tutoring Programme are established to support the effective delivery of tuition programmes.
Examples of documentation that organisations could provide include (but are not limited to):

| | **Conversation** This is a live chat option, where you can ask specific questions about the NTP Quality Assurance Framework and application submission. The NTP Project Team will be notified about new messages an awaiting response. Please keep in mind that this will be monitored during working hours 9am-5pm Monday to Friday. | |

Conversation

Demo User
01/12/2022 19:02:05
test 1

Your reply...

Demo User
01/12/2022 19:02:05
test 1

Your reply...

Supporting Statement

Particularly useful when it is hard to provide something tangible as evidence. It is a written statement which specifically outlines how you meet the assessment criteria, and it is an opportunity for you to summarise what you do and how you do it.

| Guidance | Conversation | Supporting Statements | Evidence |

Supporting Statements (Reflection)

Evidence

This is where can upload the evidence against each criterion.

| Guidance | Conversation | Supporting Statements | Evidence |

Evidence

EdwinTribal
Demo User
28/11/2022 22:00:03

Download

13d	**Completion Window**	
	Each individual framework criteria must be complete before you submit your application for review.	
	In the completion window (see reference in step 13) click **Set TP Completed** against each criterion once you have uploaded the evidence and provided a supporting statement if necessary.	
	When your application is ready for submission and review, please click **Submit Framework**.	

Thank you!

Thank you for reading through this guide, we hope you found this useful.

If you have any feedback or suggestions on how we can improve it, please contact us at
ntp@tribalgroup.com