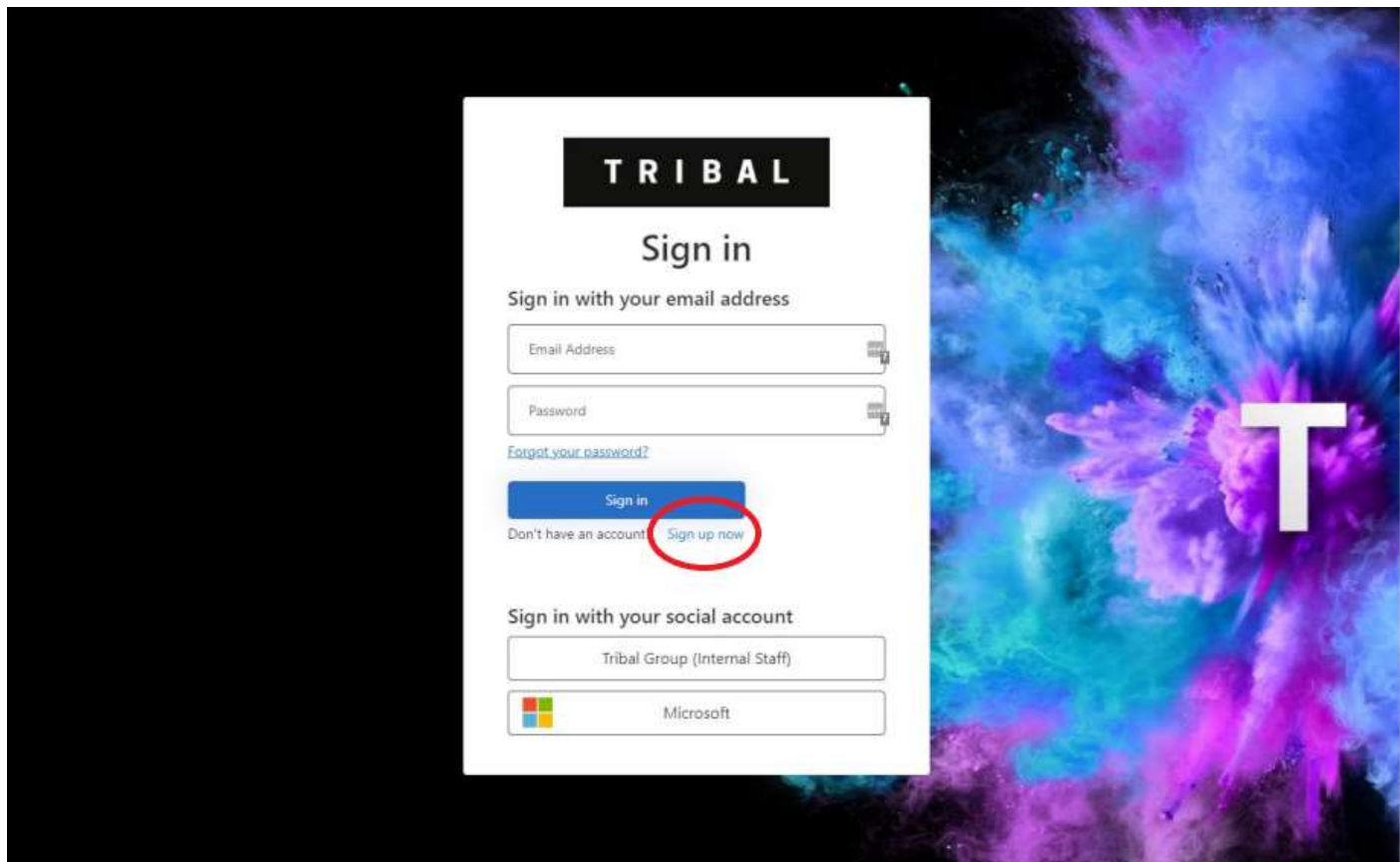
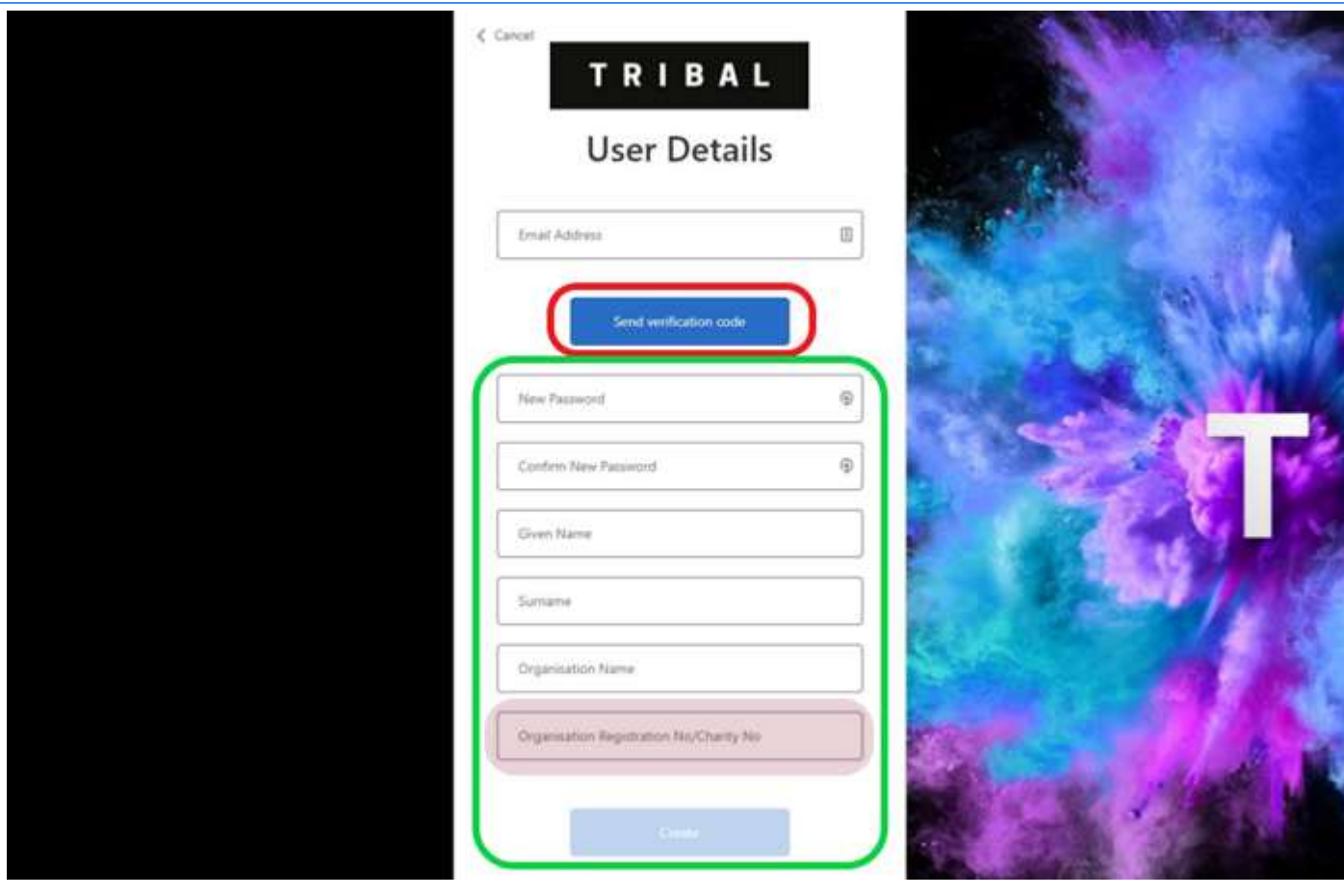


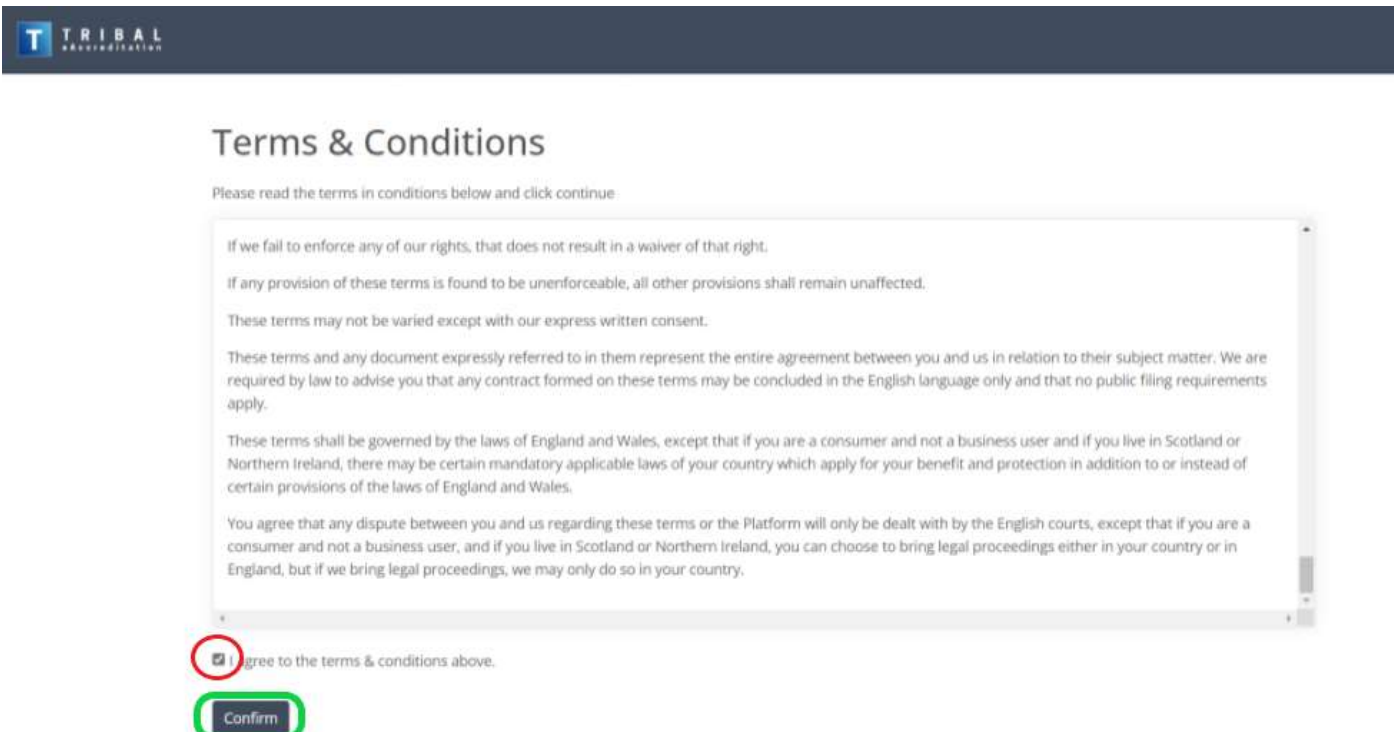


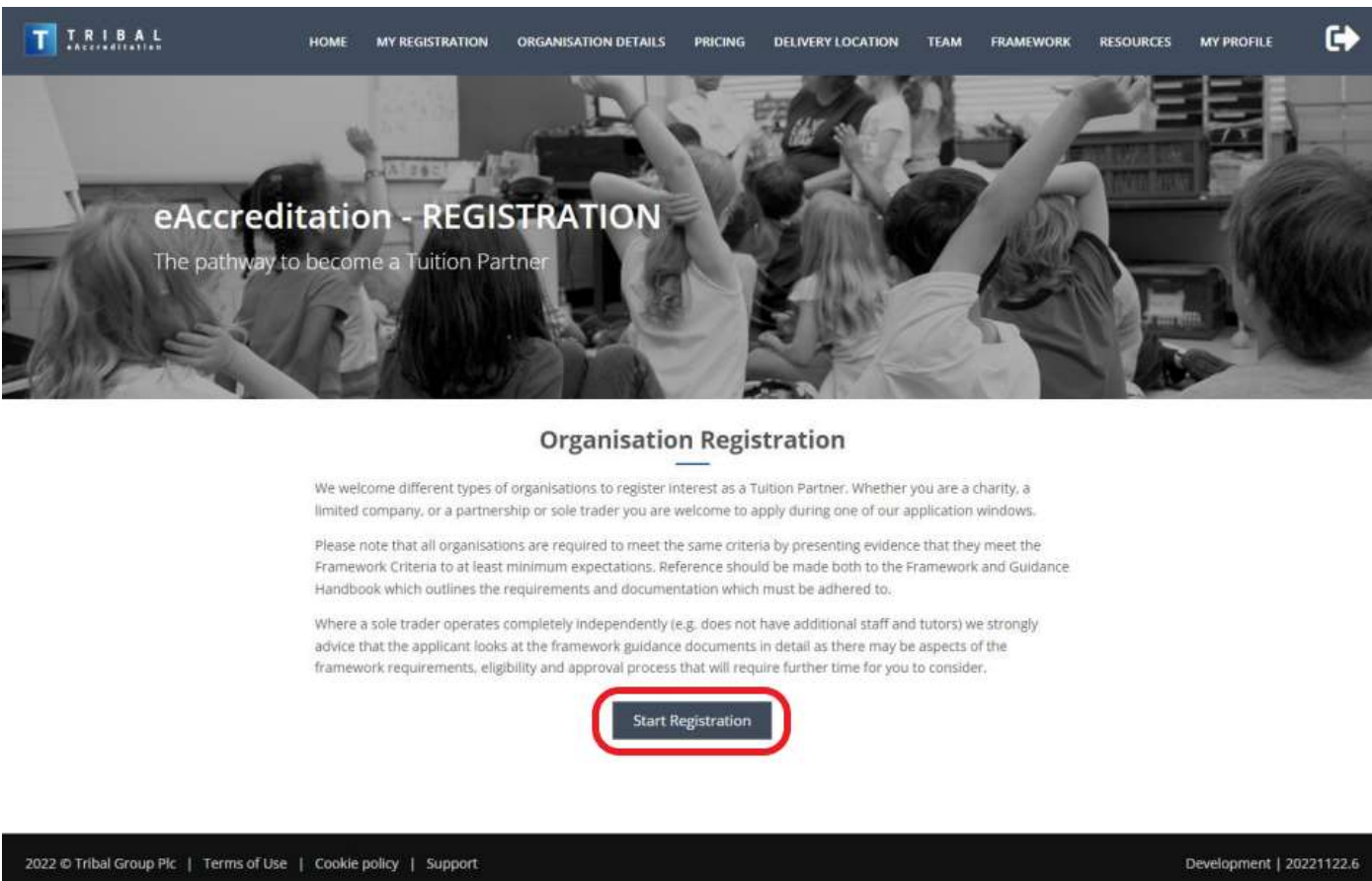
National Tutoring Programme eAccreditation Portal - Become a Tuition Partner - Application Submission Guide

Registering an organisation and submitting evidence within the eAccreditation portal

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

<p>2 Enter your email address and click Send verification code.</p> <p>You will receive a code to verify your email address to your inbox. You will be prompted to enter it on the screen.</p> <p>Finally enter the password you wish to use and complete the information in the green box.</p> <p>*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.</p> <p>Once completed please click Create.</p>	
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<p>3</p>	<p>Read Terms & Conditions, tick the Agree box and click Confirm to start registration process.</p>	 <p>Terms & Conditions</p> <p>Please read the terms in conditions below and click continue:</p> <p>If we fail to enforce any of our rights, that does not result in a waiver of that right.</p> <p>If any provision of these terms is found to be unenforceable, all other provisions shall remain unaffected.</p> <p>These terms may not be varied except with our express written consent.</p> <p>These terms and any document expressly referred to in them represent the entire agreement between you and us in relation to their subject matter. We are required by law to advise you that any contract formed on these terms may be concluded in the English language only and that no public filing requirements apply.</p> <p>These terms shall be governed by the laws of England and Wales, except that if you are a consumer and not a business user and if you live in Scotland or Northern Ireland, there may be certain mandatory applicable laws of your country which apply for your benefit and protection in addition to or instead of certain provisions of the laws of England and Wales.</p> <p>You agree that any dispute between you and us regarding these terms or the Platform will only be dealt with by the English courts, except that if you are a consumer and not a business user, and if you live in Scotland or Northern Ireland, you can choose to bring legal proceedings either in your country or in England, but if we bring legal proceedings, we may only do so in your country.</p> <p><input checked="" type="checkbox"/> I agree to the terms & conditions above.</p> <p>Confirm</p>
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<p>4 Please read the eligibility information provided before proceeding with your registration.</p> <p>Once you have read the guidelines for eligibility and you are confident that your organisation can provide the required information, please click Start Registration.</p>	 <p>The screenshot shows the Tribal Accreditation website interface. At the top is a dark navigation bar with the Tribal Accreditation logo and several menu items: HOME, MY REGISTRATION, ORGANISATION DETAILS, PRICING, DELIVERY LOCATION, TEAM, FRAMEWORK, RESOURCES, and MY PROFILE. Below the navigation bar is a large banner image of a classroom with children raising their hands. Overlaid on the banner is the text 'eAccreditation - REGISTRATION' and 'The pathway to become a Tuition Partner'. Below the banner, the section is titled 'Organisation Registration'. The text below the title explains that various types of organisations (charities, limited companies, partnerships, sole traders) are welcome to apply. It also notes that all organisations must meet minimum criteria outlined in the Framework Criteria and Guidance Handbook. A 'Start Registration' button is prominently displayed and circled in red.</p>
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<p>5</p>	<p>As part of the registration, you will be asked to provide:</p> <ul style="list-style-type: none"> • Your Registration Details • Information about your organisation • Pricing information • Delivery location • Your organisation’s account members 	
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<p>6</p> <p>Registration Details</p> <p>We will ask for your address and additional details such as:</p> <ul style="list-style-type: none"> • 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 <p>Click Next at the bottom of the page once you have provided all the information to complete the next steps.</p>	<h3>Registration Details</h3> <p>Basic Details</p> <p>Organisation Name *</p> <input type="text" value="Demo Unique Organisation"/> <p>Organisation Registration No/Charity No</p> <input type="text" value="ORS27546"/> <p>Address 1 *</p> <input type="text" value="Add 1"/> <p>Address 2</p> <input type="text" value="Add 2"/> <p>Address 3</p> <input type="text"/> <p>Town *</p> <input type="text" value="T1"/> <p>County *</p> <input type="text" value="C1"/> <p>Post Code *</p> <input type="text" value="PC1"/> <p>Telephone</p> <input type="text"/> <p>Additional Detail</p> <p>Organisation Link (Link you'd like the service to link to) *</p> <input type="text" value="www.google.co.uk"/> <p>Email Address *</p> <input type="text" value="demoUser@tribalgroup.com"/> <p>Phone</p> <input type="text"/> <p>Website Homepage</p> <input type="text"/> <p>Contact method preference</p> <input type="text"/> <p>Next >></p>
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<p>7</p> <p>About your organisation</p> <p>Please use this section to tell us about your organisation including information about (but not limited to):</p> <ul style="list-style-type: none"> • 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. 	<div style="border: 1px solid #ccc; padding: 10px;"> <h3>About your organisation</h3> <hr/> <p>About your organisation</p> <p>Introduction (350 characters max) *</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> <p>Organisation Info</p> </div> <p>0 characters</p> <p>What is your organisation's legal status (Charity, Limited Company, Partnership etc) *</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Limited Company</p> </div> <p>Would you be able to provide your logo in vector format? *</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Yes</p> </div> <p>Do you have provision for SEN? *</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Yes</p> </div> <p>Additional service offerings / features WITHIN the given price</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 100px;"> </div> <p>Finance</p> <p>Do you charge VAT? *</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Yes</p> </div> <p>Have you included VAT in your prices? *</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Yes</p> </div> <p style="text-align: center;"> << Previous Next >> </p> </div>
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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.

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 >>

<p>8a</p>	<p>Please use the drop-down boxes provided to add your pricing information. Please remember to click save.</p> <p>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.</p>	<div data-bbox="638 236 1825 308" style="background-color: #333; color: white; padding: 5px; text-align: right;">×</div> <h3 data-bbox="645 331 808 368">Add Pricing</h3> <p data-bbox="667 427 786 459">Key Stage *</p> <div data-bbox="667 469 1783 517" style="border: 1px solid #ccc; height: 30px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">▼</div> <p data-bbox="667 539 757 571">Group *</p> <div data-bbox="667 580 1783 628" style="border: 1px solid #ccc; height: 30px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">▼</div> <p data-bbox="667 651 763 683">Subject *</p> <div data-bbox="667 692 1783 740" style="border: 1px solid #ccc; height: 30px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">▼</div> <p data-bbox="667 762 831 794">School/Online *</p> <div data-bbox="667 804 1783 852" style="border: 1px solid #ccc; height: 30px; display: flex; justify-content: flex-end; align-items: center; padding-right: 5px;">▼</div> <p data-bbox="667 874 734 906">SEN *</p> <div data-bbox="667 916 1783 963" style="border: 1px solid #ccc; padding: 2px 5px;">No</div> <p data-bbox="667 986 898 1018">Hourly Rate per Pupil *</p> <div data-bbox="667 1027 1783 1075" style="border: 1px solid #ccc; padding: 2px 5px;">0</div> <div data-bbox="651 1091 808 1171" style="display: flex; gap: 10px; margin-top: 10px;"> Save Close </div>
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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.

Registration About your organisation Pricing Delivery Location Organisation Team Submission

Delivery Location

Record your delivery locations

Please tell us where you deliver your service, and if it is delivered in school and/or online. For national delivery, please enter individual records per region. You can then select multiple Local Authorities Districts (LAD) within the region.

This information will also help schools to find your organisation.

Search:


Region	LAD Code	LAD Name	In School/Online
East Midlands	E07000171	Bassetlaw	Both
North West	E07000026	Allerdale	In School

Showing 1 to 2 of 2 entries

Previous 1 Next

<< Previous Next >>

Add

<p>9b</p>	<p>Please use the drop-down boxes provided and remember to click save once completed.</p>	 <p>Add Delivery Location</p> <p>Region *</p> <p>East Midlands</p> <p>LAD Name *</p> <p>Bassetlaw X Bolsover X Blaby X Boston X</p> <p>In School/Online *</p> <p>Both</p> <p>Save Close</p>
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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.

Registration About your organisation Pricing Delivery Location Organisation Team Submission

Manage team members Add

Manage team members

If you would like additional team members to be able to access and progress your organisation registration and application, please add their details here. If you don't want them to receive all notifications, please select **No** under 'Notify' when adding their account.

Please note, having additional team members could be helpful when you are going through Quality Assurance Reviews once you're an approved Tuition Partner.

Search:

Person	Email	Role	Comment	Notifications	Lock Status	
Demo Unique User	demouser2@tribalgroup.com	Organisation Administrator		YES		Create Account Edit Remove

Showing 1 to 1 of 1 entries

Previous 1 Next

<< Previous Next >>

<p>10a</p>	<p>Please use the drop-down boxes provided and remember to save once completed.</p>	<div style="background-color: #333; color: white; padding: 5px; text-align: right;">×</div> <h3>Add Team Member</h3> <p>Forename *</p> <input type="text"/> <p>Surname *</p> <input type="text"/> <p>Email *</p> <input type="text"/> <p>Role *</p> <input type="text" value="▼"/> <p>From</p> <input type="text" value="30/11/2022"/> <p>Comment</p> <input type="text"/> <p>Notify *</p> <input style="border: 2px solid green;" type="text" value="Yes"/> <div style="display: flex; justify-content: flex-end; gap: 10px;"> Save Close </div>
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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.

The screenshot displays a multi-step registration process. At the top, a progress bar indicates the following steps: Registration (checked), About your organisation (checked), Pricing (checked), Delivery Location (checked), Organisation Team (checked), and Submission (not checked). The current page is titled 'Submit Registration' and contains the following text:

Thank you for registering to become a Tuition Partner with the Tuition Partner Programme (NTP). We appreciate that time it takes to submit information about your organisation and provision.

Next steps:
The next step is to complete the full application process. Once you have clicked 'Submit Registration' we will send you an email giving you full instructions of how to do this within this system.

If you want to start now you can go to the Framework tab at the top of the screen. Here you will find the specific guidance and areas where you can submit your evidence and documents against all three elements of the NTP Quality Assurance Framework.

The NTP Quality Assurance Framework can be viewed within the Resources tab at the top of the screen.

The system will save changes as you go, so you can sign out and return anytime, the work you've done will be saved.

Once you have completed the application click the Submit Framework button and our team will be notified that your application is ready for review.

Navigation buttons include '<< Previous' and a highlighted 'Submit Registration' button.

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

The screenshot displays the Tribal Accreditation dashboard for the National Tutoring Programme Quality Assurance Framework. The top navigation bar includes links for HOME, ORGANISATION DETAILS, PRICING, DELIVERY LOCATION, TEAM, FRAMEWORK, RESOURCES, and MY PROFILE. The main content area is divided into four sections:

- Dashboard:** Shows overall progress with three large indicators: 0/0 for the National Tutoring Programme Quality Assurance Framework, 0/5 for Organisation, and 0/9 for Safeguarding and Safer Recruitment. Below these are two smaller indicators: 0/4 for Quality of Provision. Progress bars show 0% completion for Framework Item and Evidence (at least one).
- Outline of the NTP Quality Assurance Framework structure:** A sidebar menu lists items under 'MTP QAF', including Organisation (Governance & Management, Financial Management, People Management, Reputation Management, Customer Engagement), Safeguarding and Safer Recruitment (Policies & Procedures, Values, Culture & Awareness, Recruitment, Overseas Tutors, Monitoring and Reporting, Training, Support & Guidance, Learning Delivery Methods, Partnership, Compliance), and Quality of Provision (Self-evaluation, Quality of Tutoring, Quality of Support, Partnerships & Communication).
- Completion Window:** A 'Submit Framework' button is located in the top right corner of the main content area.
- Supporting Functionalities:** A section titled 'Governance & Management' shows 0% completion (0 out of 1) for 'Governance and Management arrangements'. Below this is a 'Guidance' section with tabs for Guidance, Conversation, Comment, and Evidence. The Guidance section contains placeholder text.

At the bottom of the page, there is a footer with '2022 © Tribal Group Plc | Terms of Use | Cookie policy | Support' and 'Development | 20221123.2'.

<p>13a</p>	<p>Dashboard Shows progress against each criterion of the framework.</p>	<p>National Tutoring Programme Quality Assurance Framework</p> <p>In Progress</p> <p>Framework Item Completeness 21 % 4 completed out of 19</p> <p>Evidence (at least one) Completeness 11 % 2 completed out of 19</p> <div style="display: flex; justify-content: space-around;"> <div style="background-color: #333; color: white; padding: 10px; text-align: center;"> <p>0 / 0 National Tutoring Programme Quality Assurance Framework</p> </div> <div style="background-color: #e91e63; color: white; padding: 10px; text-align: center;"> <p>2 / 6 Organisation</p> </div> <div style="background-color: #2e7d72; color: white; padding: 10px; text-align: center;"> <p>0 / 9 Safeguarding and Safer Recruitment</p> </div> </div> <div style="background-color: #a0522d; color: white; padding: 10px; text-align: center; margin-top: 10px;"> <p>0 / 4 Quality of Provision</p> </div>
<p>13b</p>	<p>NTP Quality Assurance Framework Outlines all 3 elements of the NTP QA Framework:</p> <ul style="list-style-type: none"> • Organisation • Safeguarding and Safer Recruitment • Quality of Provision <p>We ask you to submit your evidence against each criterion. Widgets next to the name will identify open and closed items.</p> <p><input type="radio"/> In progress</p> <p><input checked="" type="radio"/> Completed</p>	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <input checked="" type="radio"/> NTP QAF <ul style="list-style-type: none"> <input checked="" type="radio"/> Organisation <ul style="list-style-type: none"> <input checked="" type="radio"/> Governance & Management <input checked="" type="radio"/> Financial Management <input type="radio"/> People Management <input type="radio"/> Data Management & Protection <input type="radio"/> Reputation Management <input type="radio"/> Customer Engagement <input checked="" type="radio"/> Safeguarding and Safer Recruitment <ul style="list-style-type: none"> <input type="radio"/> Policies & Procedures <input type="radio"/> Values, Culture & Awareness <input type="radio"/> Recruitment <input type="radio"/> Overseas Tutors <input type="radio"/> Monitoring and Reporting <input type="radio"/> Training, Support & Guidance <input type="radio"/> Learning Delivery Methods <input type="radio"/> Partnership <input type="radio"/> Compliance <input checked="" type="radio"/> Quality of Provision <ul style="list-style-type: none"> <input type="radio"/> Self-evaluation <input type="radio"/> Quality of Tutoring <input type="radio"/> Quality of Support <input type="radio"/> Partnerships & Communication

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.

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.

The screenshot displays two panels of the application submission interface. The top panel is titled 'Guidance' and features a navigation bar with tabs for 'Guidance', 'Conversation', 'Supporting Statements', and 'Evidence'. The 'Guidance' tab is active. The content area contains text about organizational capacity and lists examples of documentation such as organizational charts, handbooks, and risk registers. The bottom panel is titled 'Conversation' and shows a chat interface with a 'Demo User' profile, a timestamp of '01/12/2022 19:02:05', and a message 'test 1'. Below the message is a text input field labeled '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.

Evidence

This is where can upload the evidence against each criterion.

The screenshot shows two panels from a web application. The top panel is titled 'Supporting Statements (Reflection)' and features a navigation bar with 'Guidance', 'Conversation', 'Supporting Statements', and 'Evidence'. Below the navigation is a rich text editor toolbar with icons for bold (B), italic (I), underline (U), bulleted list, numbered list, indent, and table. The bottom panel is titled 'Evidence' and has a similar navigation bar. It displays a card for a user named 'EdwinTribal' (Demo User) with a timestamp of '28/11/2022 22:00:03'. The card includes a 'Download' button and a trash icon.

<p>13d Completion Window</p> <p>Each individual framework criteria must be complete before you submit your application for review.</p> <p>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.</p> <p>When your application is ready for submission and review, please click Submit Framework.</p>	<p>The screenshot displays a user interface for tracking application completion. At the top right, there is a dark button labeled 'Submit Framework' enclosed in a green rounded rectangle. Below this, a section titled 'People Management' shows a progress bar for 'Completeness' at 0%. Underneath the progress bar, it indicates '0 completed out of 1'. A button labeled 'Set TP Completed' is highlighted with a red rounded rectangle.</p>
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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

TRIBAL
01 December 2022
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