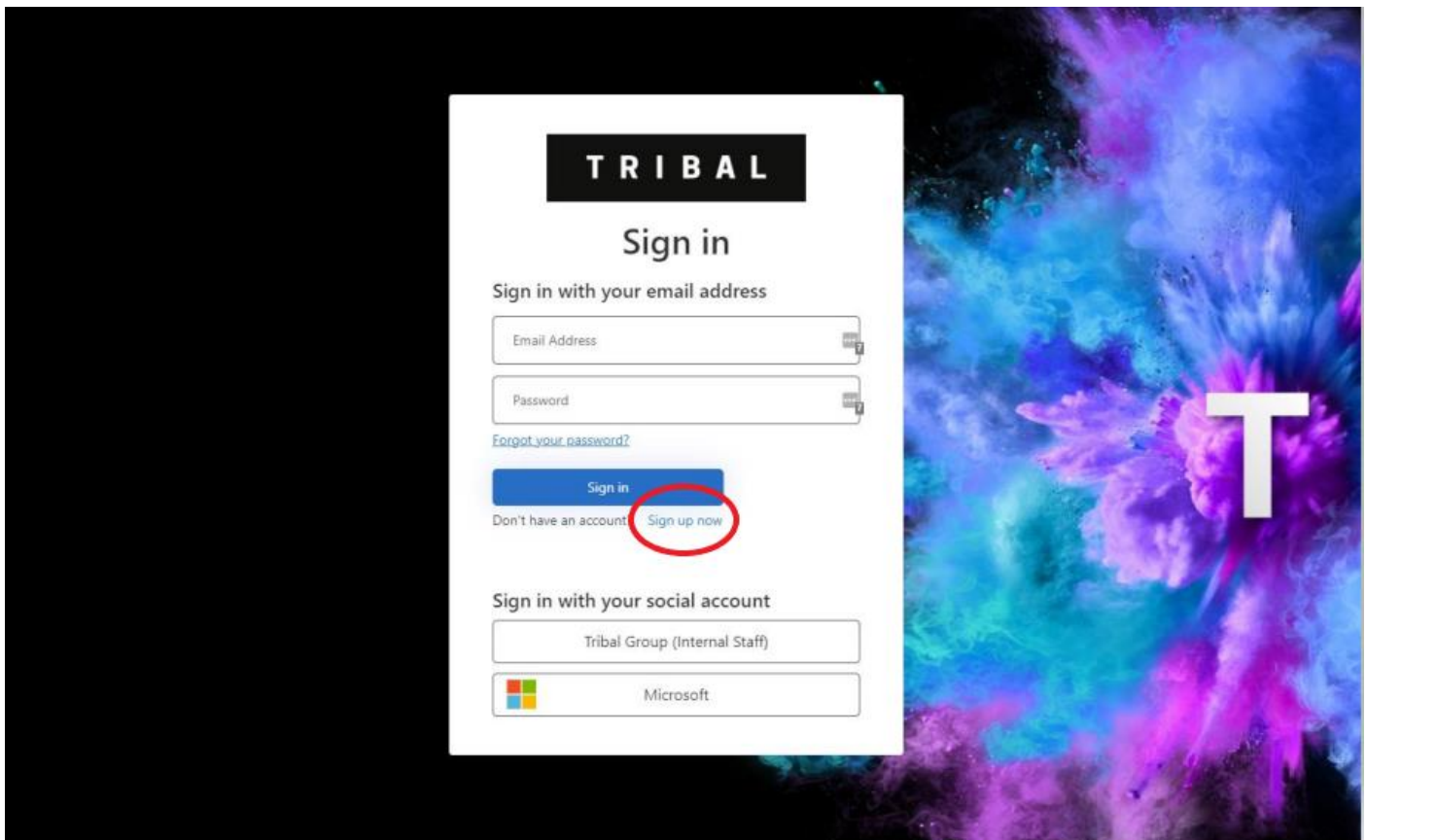




National Tutoring Programme eAccreditation portal - User Guide for Approved Tuition Partners

Creating your account and signing into the eAccreditation portal

Step	Description	Visual
1	Click Sign up now to register your account and/or to reset your password.	

2 Enter your email address and click **Send verification code**.

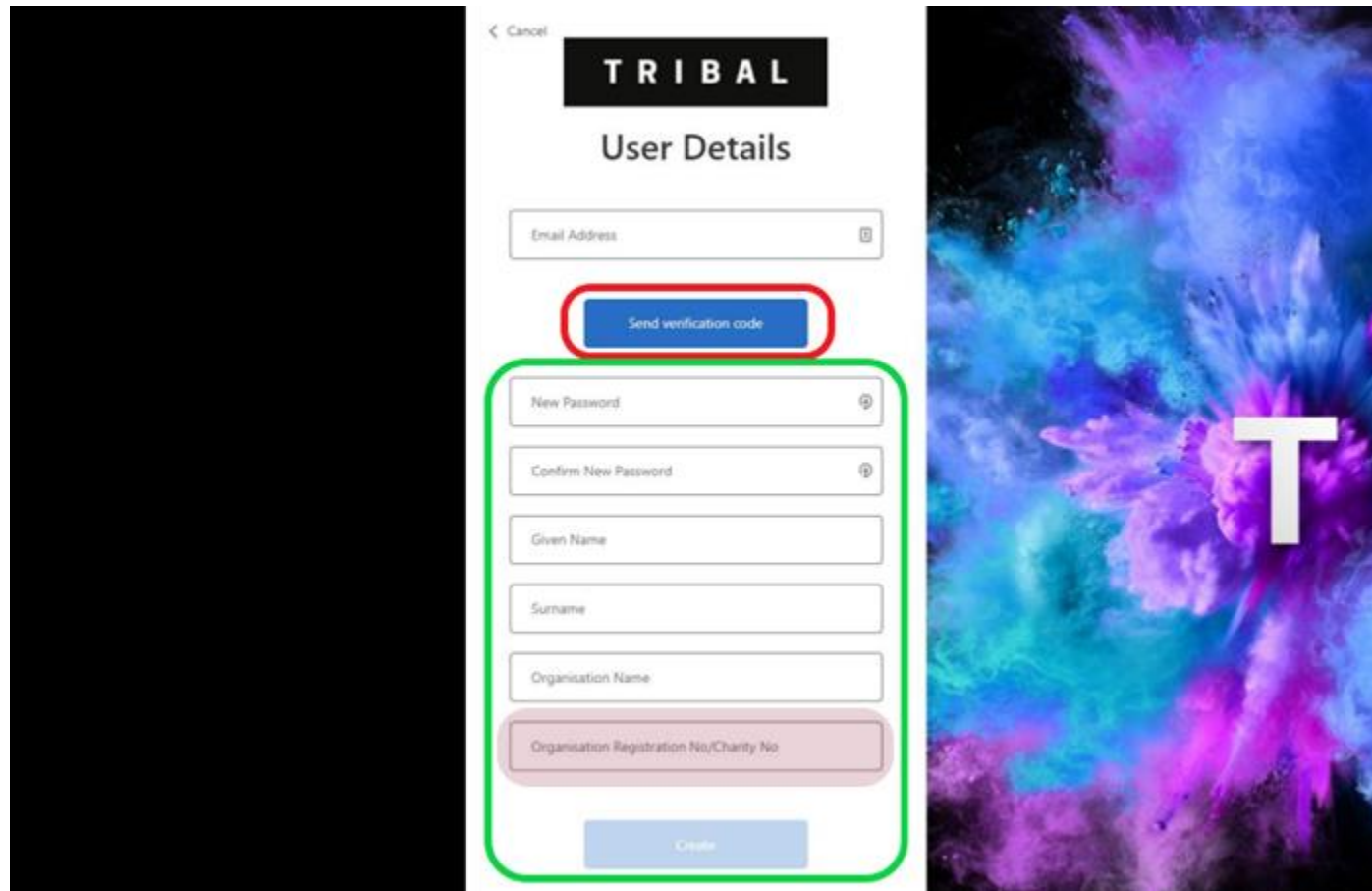
You will receive a code to verify your email address to your inbox. You will be prompted to enter it on the screen.

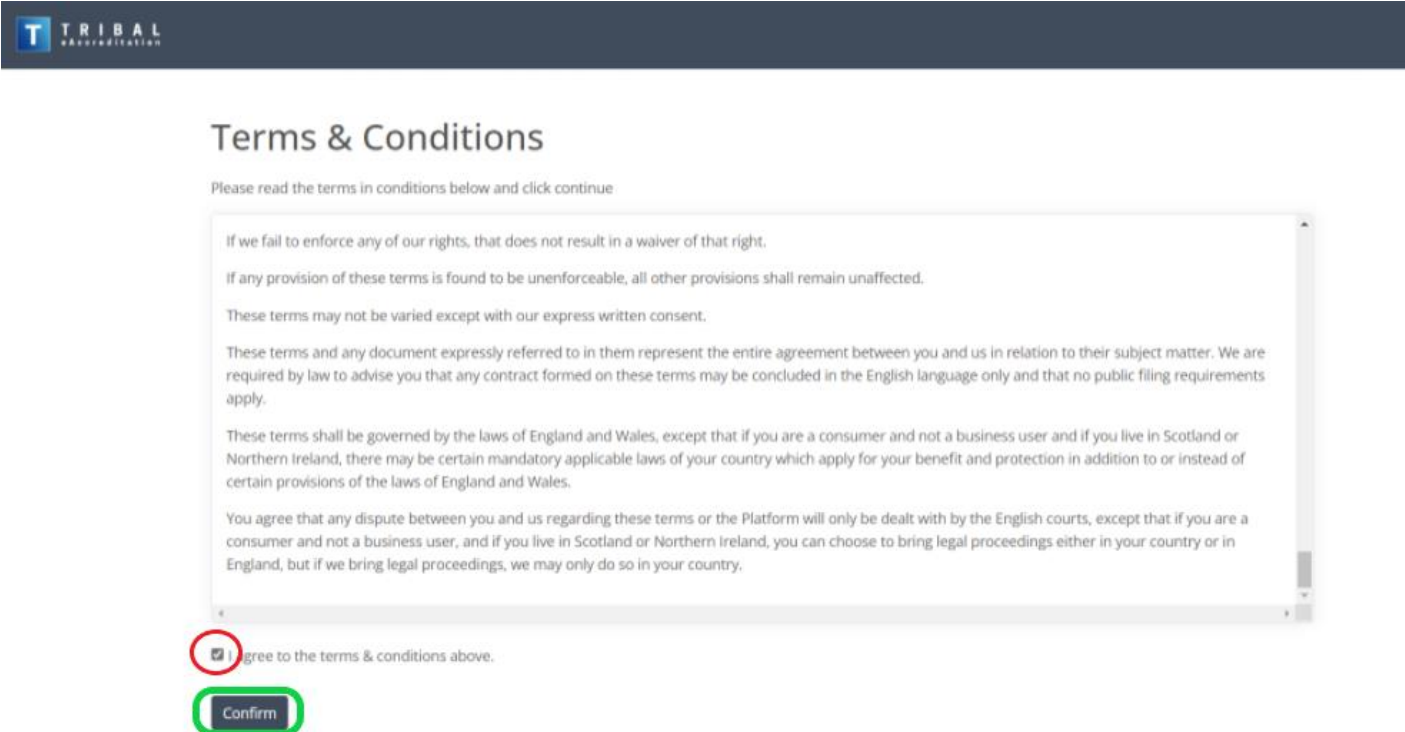
Finally enter the password you wish to use and complete the information in the green outlined box.

***Important**

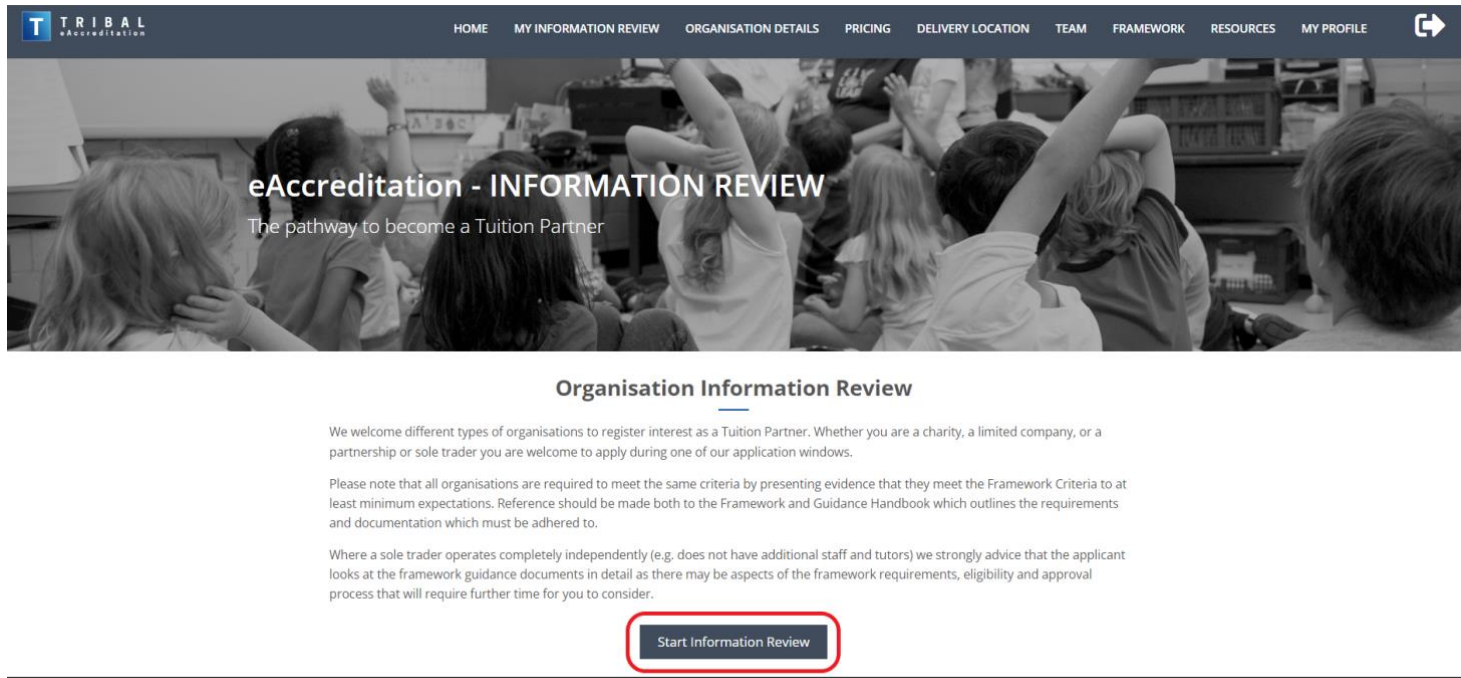
Please ensure you provide a correct number within the Organisation Registration No /Charity No field. This will allow you to add other users within your organisations to your account.

Once completed please click **Create** and Sign In using the password you created.



<p>3 Read the Terms & Conditions, tick the Agree box and click Confirm to start:</p> <ul style="list-style-type: none"> • Information Review • Annual Review <p>To see general guidance on how to navigate the portal click here.</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>
---	---

Information Review Process

<p>1 Information Review</p> <p>Completing this process will ensure that all information held about your organisation, such as the 'about' section, pricing and location is correct for our records and to be displayed in the DfE Find a Tuition Partner Service.</p>	 <p>The screenshot shows the Tribal Accreditation website interface. At the top is a navigation menu with links: HOME, MY INFORMATION REVIEW, ORGANISATION DETAILS, PRICING, DELIVERY LOCATION, TEAM, FRAMEWORK, RESOURCES, and MY PROFILE. Below the menu is a hero section with a background image of children in a classroom. The text reads: "eAccreditation - INFORMATION REVIEW" and "The pathway to become a Tuition Partner". Underneath is a sub-section titled "Organisation Information Review" with three paragraphs of text. A button labeled "Start Information Review" is highlighted with a red rectangular box. At the bottom of the page, there is a footer with copyright information and a staging version number.</p>
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<p>2a</p>	<p>Registration Details</p> <p>Please check the following details carefully, update where necessary and click Next to go to the next page.</p>	<p>Registration Details</p> <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="OR327546"/> <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>Provide a URL to your website (This is the link that users will click to learn more about your organisation. You may want to link to specific content about your services, pricing or contact details.) *</p> <input type="text" value="www.google.co.uk"/> <p>Email Address *</p> <input type="text" value="demoUser@tribalgroup.com"/> <p>Next >></p>
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<p>2b</p> <p>About your organisation</p> <p>As above, please check the following details carefully, update where necessary and click Next to go to the next page.</p>	<div data-bbox="607 280 913 316"> <h3>About your organisation</h3> </div> <div data-bbox="607 352 813 375"> <p>About your organisation</p> </div> <div data-bbox="607 397 1982 443"> <p>Summarise the services your organisation offers in 350 characters. (We'll use the info you provide to write a summary that will appear in all Find a Tuition Partner search results and on your TP profile page.) *</p> </div> <div data-bbox="607 454 1982 614"> <p>Organisation Info</p> <p>0 characters</p> </div> <div data-bbox="607 659 842 681"> <p>What is your organisation type? *</p> </div> <div data-bbox="607 691 1982 734"> <p>Limited company</p> </div> <div data-bbox="607 759 1982 805"> <p>Please supply a logo for your organisation in vector format, such as .svg or .png. This logo will appear on all Find a Tuition Partner search results and on your TP profile page. You can also provide this later. The max file upload size is 1MB.</p> </div> <div data-bbox="607 815 1218 837"> <p>Click here to download or preview the document. Upload a new file using the box below</p> </div> <div data-bbox="607 850 1982 885"> <p>Choose file Browse</p> </div> <div data-bbox="607 911 689 933"> <p>Finance</p> </div> <div data-bbox="607 956 1982 1002"> <p>Does your organisation charge VAT? [Yes/No] (We need to know more about how your organisation charges VAT. This helps us ensure that the prices displayed on the Find a Tuition Partner service are consistent for all schools) *</p> </div> <div data-bbox="607 1011 1982 1054"> <p>Yes</p> </div> <div data-bbox="607 1070 862 1129"> <p><< Previous Next >></p> </div>
--	---

2c Pricing Model
This allows you to update the chargeable hourly rate per pupil.

Follow the guidance on the screen to add information about your delivery and pricing. **Please make sure you do not include VAT in the hourly rate.**

Click **Add** to add individual records of the chargeable hourly rate per pupil for each Key Stage, Group and subject. See below for further instructions.

Pricing Model

Add

Record your pricing model

Please provide information about each Key Stage, group size and subjects, and the chargeable hourly rate per pupil.

Do not include VAT in the hourly rate. If you have already provided us with pricing models, please check them now and ensure that the price does not include VAT.
The prices you provide here will be displayed on the Find a Tuition Partner service.

Search:

Key Stage	Group	Subject	In School/Online	Hourly Rate per pupil	
Key Stage 1	1 to 1	Science	In School	£12.00	Edit Remove
Key Stage 1	1 to 3	English	In School	£50.00	Edit Remove
Key Stage 1	1 to 1	Maths	Both	£0.00	Edit Remove
Key Stage 1	1 to 5	English	Both	£7.00	Edit Remove
Key Stage 1	1 to 5	Maths	Both	£7.00	Edit Remove
Key Stage 2	1 to 1	Maths	Both	£0.00	Edit Remove
Key Stage 3	1 to 5	English	Both	£7.00	Edit Remove
Key Stage 3	1 to 5	Maths	Both	£7.00	Edit Remove
Key Stage 4	1 to 1	Humanities	In School	£12.00	Edit Remove
Key Stage 4	1 to 1	English	In School	£12.00	Edit Remove

Showing 1 to 10 of 14 entries

Previous 1 2 Next

<< Previous
Next >>

Please use the drop-down boxes provided to add your pricing information and remember to click **Save** once completed and go to **Next** on the next page.

To make it easier, you can select multiple Key Stages and Subjects at once, with option to Select and Unselect All.

Please note that if you are adding a subject only applicable to certain Key Stages, such as Modern Foreign Languages, the system will not allow you to add this against other Key Stages as part of the multiple selection and will need to be added separately.

×

Add Pricing

Key Stage * Select/Unselect All

Select Some Options

Group *

▼

Subject * Select/Unselect All

Select Some Options

School/Online *

▼

Hourly Rate per Pupil *

0

Save

Close

2d Delivery Location
This allows you to make updates to the locations where you deliver tuition.

Here you can either add, edit or remove locations.

Delivery Location

Add

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	E07000170	Ashfield	Both	Edit Remove
East of England	E06000031	Peterborough	Online	Edit Remove
East of England	E06000032	Luton	Online	Edit Remove
East of England	E06000033	Southend-on-Sea	Online	Edit Remove
East of England	E06000034	Thurrock	Online	Edit Remove
East of England	E06000055	Bedford	Both	Edit Remove
East of England	E06000056	Central Bedfordshire	Online	Edit Remove
East of England	E07000008	Cambridge	Online	Edit Remove
East of England	E07000009	East Cambridgeshire	Online	Edit Remove
East of England	E07000010	Fenland	Online	Edit Remove

Showing 1 to 10 of 160 entries

Previous
1
2
3
4
5
...
16
Next

<< Previous
Next >>

Please use the drop-down boxes provided and remember to click **Save** once completed and go to **Next** on the next page.

If you deliver tuition in the whole region, you can use Select All option when selecting LADs within this region.

For national delivery, repeat this step for all regions.

✕

Add Delivery Location

Region *

London ▼

LAD Name * Select/Unselect All

Barking and Dagenham ✕ Barnet ✕ Bexley ✕ Brent ✕ Bromley ✕ Camden ✕ City of London ✕
Croydon ✕ Ealing ✕ Enfield ✕ Greenwich ✕ Hackney ✕ Hammersmith and Fulham ✕ Haringey ✕
Harrow ✕ Havering ✕ Hillingdon ✕ Hounslow ✕ Islington ✕ Kensington and Chelsea ✕
Kingston upon Thames ✕ Lambeth ✕ Lewisham ✕ Merton ✕ Newham ✕ Redbridge ✕
Richmond upon Thames ✕ Southwark ✕ Sutton ✕ Tower Hamlets ✕ Waltham Forest ✕ Wandsworth ✕
Westminster ✕

In School/Online *

▼

Save
Close

2e Manage Team Members
In this section you can add team members to your account. This means they can make changes and progress evidence submissions for ongoing Quality Assurance reviews.

The *Notify* function allows you to select users who you wish to be notified about any future Quality Assurance review.

After adding the team member, you can also use the **Create Account**, and your colleague will receive an email with link to sign up.

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	
Holly Yorston	holly.yorston@tribalgroup.com	Organisation Administrator		YES		Edit Remove
Honey Zaheer	Honey.zaheer@test.com	Organisation Administrator		NO		Create Account Edit Remove
Sophie Hilberg	sophie.hilberg@tribalgroup.com	Organisation Administrator	Test	YES	Locked	Unlock Edit Remove

Showing 1 to 3 of 3 entries

Previous 1 Next

<< Previous **Next >>**

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

Add Team Member

Forename *

Surname *

Email *

Role *

From

Comment

Notify *

Save Close

3

Submission

Once you have validated your data, simply click **Submit Information Review** and you will receive confirmation email with more details.

The screenshot displays the TRIBAL eAccreditation application submission guide. At the top, there is a navigation bar with links for HOME, MY INFORMATION REVIEW, ORGANISATION DETAILS, PRICING, DELIVERY LOCATION, TEAM, FRAMEWORK, RESOURCES, and MY PROFILE. The main heading is "eAccreditation - INFORMATION REVIEW" with the subtitle "The pathway to become a Tuition Partner". Below this is a progress bar with six steps: Registration, About your organisation, Pricing, Delivery Location, Organisation Team, and Submission. The "Submit Information Review" button is highlighted with a red circle. The text below the button reads: "Submit Information Review" and "Thank you for completing your information review, on submission a member of the team will review your information, once reviewed a member of the team will be in contract with next steps". There is also a "<< Previous" button.

Annual Review Process and Quality Assurance

- 1 **Annual Review**
This process allows you to review, edit and submit evidence documents for the Quality Assurance review when required.

The screenshot displays the Tribal Accreditation website interface. At the top, a navigation bar includes the Tribal Accreditation logo and links for HOME, MY ANNUAL REVIEW, ORGANISATION DETAILS, PRICING, DELIVERY LOCATION, TEAM, FRAMEWORK, RESOURCES, and MY PROFILE. Below the navigation is a hero section with a background image of children in a classroom. The text reads: "eAccreditation - ANNUAL REVIEW" and "The pathway to become a Tuition Partner".

The main content area is titled "Organisation Annual Review". It contains the following text:

We welcome different types of organisations to register interest as a Tuition Partner. Whether you are a charity, a limited company, or a partnership or sole trader you are welcome to apply during one of our application windows.

Please note that all organisations are required to meet the same criteria by presenting evidence that they meet the Framework Criteria to at least minimum expectations. Reference should be made both to the Framework and Guidance Handbook which outlines the requirements and documentation which must be adhered to.

Where a sole trader operates completely independently (e.g. does not have additional staff and tutors) we strongly advice that the applicant looks at the framework guidance documents in detail as there may be aspects of the framework requirements, eligibility and approval process that will require further time for you to consider.

A button labeled "Start Annual Review" is prominently displayed and circled in red.

The footer of the page contains the text: "2023 © Tribal Group Plc | Terms of Use | Cookie policy | Support" and "Staging | 20230221.3".

<p>2</p> <p>Information Review</p> <p>First step is to review and edit your information. Please follow the steps as listed for Information Review Process above</p> <div style="border: 1px solid #ccc; border-radius: 15px; background-color: #e0f2f1; padding: 10px; text-align: center; margin: 10px 0;"> <p>Click here to follow to Information Review</p> </div>	<p>Registration Details</p> <hr/> <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="OR327546"/> <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"/>
--	--

3

Submission

Once you have validated information about your organisation and team, please **Submit Annual Review** and follow the steps presented on the screen and go to **Framework** section on top of the screen.

IMPORTANT!

[Follow this link to help you navigate through the Framework section and to submit your evidence for your Quality Assurance review.](#)

The screenshot displays the 'eAccreditation - ANNUAL REVIEW' interface. At the top, a navigation bar includes links for HOME, MY ANNUAL REVIEW, ORGANISATION DETAILS, PRICING, DELIVERY LOCATION, TEAM, FRAMEWORK, RESOURCES, and MY PROFILE. The main heading is 'eAccreditation - ANNUAL REVIEW' with the subtitle 'The pathway to become a Tuition Partner'. Below this is a progress bar with five steps, each with a document icon and a checkmark: 'Review of Details', 'Review of organisation information', 'Review and Update of pricing model', 'Review and Update of delivery location', and 'Submission'. The 'Submit Annual Review' button is highlighted with a red circle. A modal message at the bottom reads: 'Thank you for reviewing and resubmitting details of your organisation as part of Quality Assurance process. Please go to Framework section to review and update the evidence previously provided and click SUBMIT when evidence uploaded against NTP QA Framework sub criteria is accurate and ready for QA Review.' A 'Close' button is visible in the modal.

How to navigate over the eAccreditation

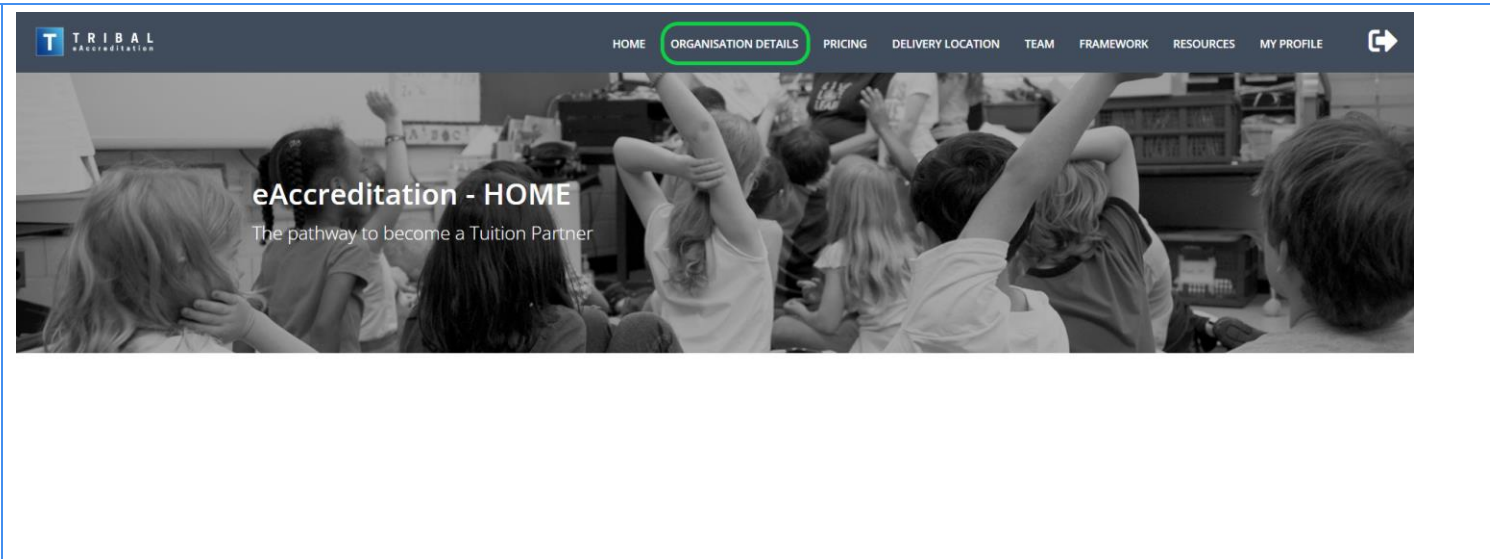
- eAccreditation – Home page**

This screen will show you a general overview of your activities on the portal, including messages received, and which stages of the framework have been completed.

The screenshot shows the eAccreditation - HOME page. At the top, there is a navigation bar with links: HOME, ORGANISATION DETAILS, PRICING, DELIVERY LOCATION, TEAM, FRAMEWORK, RESOURCES, and MY PROFILE. Below the navigation bar is a large banner image of children in a classroom with the text "eAccreditation - HOME" and "The pathway to become a Tuition Partner".

Below the banner is a section titled "My Frameworks" which shows "1 framework in total". Underneath, it lists the "National Tutoring Programme Quality Assurance Framework" with a "Submitted" status. It displays "Completed" items as 4 and "Outstanding" items as 15, with a "Completeness" of 21%. There is a dropdown menu for "Breakdown by section".

At the bottom, there are two sections: "Recent Frameworks Comments" and "Recent Messages". The "Recent Frameworks Comments" section shows a comment from "Laura Gorniak" with the text "Test response 1" and a "Completed" status. The "Recent Messages" section shows four messages, including "Confirmation of application submission" and "Tuition partner approval status".

<p>2 Organisation Details</p> <p>Please check your organisation's details and amend as necessary. This is important as the information saved here is what will be published to the GOV.UK Find a Tuition Partner service Please note if your details are not yet showing, they soon will be.</p>	
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3a

General Details

As above, please check the following details carefully:

- email address
- link to your website homepage
- contact method preferences

Please remember:

Click **Save** on the bottom of the page if you have made any changes to the information provided.

General Details
General
About you

Basic Details

Organisation Name *

Organisation Registration No/Charity No

Address 1 *

Address 2

Address 3

Town *

County *

Post Code *

Telephone

Save

General Details
General
About you

Additional Detail

Provide a URL to your website (This is the link that users will click to learn more about your organisation. You may want to link to specific content about your services, pricing or contact details.) *

Email Address *

Save

<p>3b About your organisation</p> <p>Please use this section to review the information about your organisation and make any changes or updates necessary.</p> <p>Please remember: Click Save on the bottom of the page if you have made any changes to the information provided.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: right;">General Details General About you</p> <hr/> <p>About your organisation</p> <p>Summarise the services your organisation offers in 350 characters. (We'll use the info you provide to write a summary that will appear in all Find a Tuition Partner search results and on your TP profile page.) *</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 type? *</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Limited company</p> </div> <p>Please supply a logo for your organisation in vector format, such as .svg or .png. This logo will appear on all Find a Tuition Partner search results and on your TP profile page. You can also provide this later. The max file upload size is 1MB.</p> <p>Click here to download or preview the document. Upload a new file using the box below</p> <div style="border: 1px solid #ccc; padding: 5px; display: flex; justify-content: space-between;"> Choose file Browse </div> <p>Finance</p> <p>Does your organisation charge VAT? [Yes/No] (We need to know more about how your organisation charges VAT. This helps us ensure that the prices displayed on the Find a Tuition Partner service are consistent for all schools) *</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Yes</p> </div> <div style="border: 2px solid green; border-radius: 10px; padding: 5px; display: inline-block; margin-top: 10px;"> <p>Save</p> </div> </div>
---	--

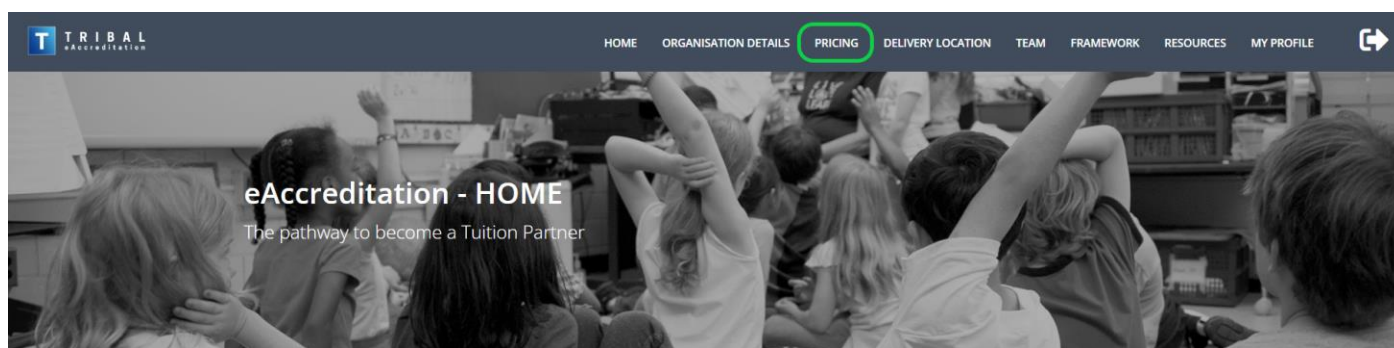
4a Pricing

This allows you to update the chargeable hourly rate per pupil.

Follow the guidance on the screen to add information about your delivery and pricing.

Click **Add** to add individual records of the chargeable hourly rate per pupil for each Key Stage, Group and subject. See below for further instructions.

Please note that the hourly rate needs to be without VAT



Pricing Model Add

Record your pricing model

Please provide information about each Key Stage, group size and subjects, and the chargeable hourly rate per pupil.

Do not include VAT in the hourly rate. If you have already provided us with pricing models, please check them now and ensure that the price does not include VAT.
The prices you provide here will be displayed on the Find a Tuition Partner service.

Search:

Key Stage	Group	Subject	In School/Online	Hourly Rate per pupil	
Key Stage 4	1 to 1	Maths	In School	£12.00	Edit Remove
Key Stage 4	1 to 2	Science	In School	£50.00	Edit Remove
Key Stage 4	1 to 1	Science	In School	£12.00	Edit Remove
Key Stage 4	1 to 1	Modern Foreign Languages	In School	£12.00	Edit Remove

Showing 11 to 14 of 14 entries Previous 1 **2** Next

4b

Please use the drop-down boxes provided to add your pricing information, and remember to click **Save** once completed.

To make it easier, you can select multiple Key Stages and Subjects at once, with option to Select and Unselect All.

×

Add Pricing

Key Stage * Select/Unselect All

Select Some Options

Group *

▼

Subject * Select/Unselect All

Select Some Options

School/Online *

▼

Hourly Rate per Pupil *

0

Save

Close

5a Delivery Location

This allows you to make updates to the locations where you deliver tuition.

If you deliver tuition in the whole region, you can use 'Select All' option when selecting LADs within this region.

For national delivery, repeat this step for all regions.

Delivery Location Add

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	E07000032	Amber Valley	Both	Edit Remove
East Midlands	E07000170	Ashfield	Both	Edit Remove
East of England	E07000067	Braintree	Both	Edit Remove
East of England	E06000055	Bedford	Both	Edit Remove
East of England	E07000200	Babergh	Both	Edit Remove
East of England	E07000066	Basildon	Both	Edit Remove
South East	E07000084	Basingstoke and Deane	Both	Edit Remove
South East	E06000043	Brighton and Hove	Both	Edit Remove
South East	E06000036	Bracknell Forest	Both	Edit Remove
South East	E06000060	Buckinghamshire	Both	Edit Remove

5b Please use the drop-down boxes provided and remember to click **Save** once completed.

X

Add Delivery Location

Region *

London v

LAD Name * Select/Unselect All

Barking and Dagenham X Barnet X Bexley X Brent X Bromley X Camden X City of London X
Croydon X Ealing X Enfield X Greenwich X Hackney X Hammersmith and Fulham X Haringey X
Harrow X Havering X Hillingdon X Hounslow X Islington X Kensington and Chelsea X
Kingston upon Thames X Lambeth X Lewisham X Merton X Newham X Redbridge X
Richmond upon Thames X Southwark X Sutton X Tower Hamlets X Waltham Forest X Wandsworth X
Westminster X

In School/Online *

v

Save

Close

6a Team

In this section you can add team members to your account. This means they can make changes and progress evidence submissions for ongoing Quality Assurance reviews.

The *Notify* function allows you to select users who you wish to be notified about any future Quality Assurance review.

After adding the team member, you can also use the **Create Account**, and your colleague will receive an email with link to sign up.

Manage team members

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	
Holly Yorston	holly.yorston@tribalgroup.com	Organisation Administrator		YES		Edit Remove
Honey Zaheer	Honey.zaheer@test.com	Organisation Administrator		NO		Create Account Edit Remove
Sophie Hillberg	sophie.hillberg@tribalgroup.com	Organisation Administrator	Test	YES	Locked	Unlock Edit Remove

Showing 1 to 3 of 3 entries

Previous 1 Next

<p>6b Please use the drop-down boxes provided and remember to save once completed.</p>	<div style="background-color: #333; color: white; padding: 5px; display: flex; justify-content: flex-end; align-items: center;"> × </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 style="text-align: right; border-bottom: 1px solid #ccc;" type="text"/> <p>From</p> <input type="text" value="30/11/2022"/> <p>Comment</p> <input type="text"/> <p>Notify *</p> <input type="text" value="Yes"/> <p> <input type="button" value="Save"/> <input type="button" value="Close"/> </p>
---	--

7 Framework and Evidence submission

This section allows you to review, edit and submit evidence documents for the Quality Assurance review.

The screen is split into 4 sections:

- Dashboard
- Outline of the NTP Quality Assurance Framework structure
- Progress Window
- Supporting Functionalities where you can upload the evidence required

TRIBAL ACCREDITATION

HOME ORGANISATION DETAILS PRICING DELIVERY LOCATION TEAM **FRAMEWORK** RESOURCES MY PROFILE

eAccreditation - HOME

The pathway to become a Tuition Partner

National Tutoring Programme Quality Assurance Framework

4 / 19 National Tutoring Programme Quality Assurance Framework (In Progress)

4 / 6 Organisation

0 / 9 Safeguarding and Safer Recruitment

0 / 4 Quality of Provision

Framework Item Completeness	21 %
4 completed out of 19	
Evidence (at least one) Completeness	11 %
2 completed out of 19	

NTP QAF

- Organisation
 - Governance & Management
 - Financial Management
 - People Management
 - Data Management & Protection
 - 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
- Quality of Provision
 - Self-evaluation
 - Quality of Tutoring
 - Quality of Support
 - Partnerships & Communication

Governance & Management (100% Completeness)

Governance and Management Arrangements (1 completed out of 1)

Submit Framework For Review

Completed

Guidance | Conversation | Supporting Statements | Evidence

Guidance

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):

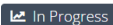
- Organisational chart
- Staff handbook
- NTP policy and guidance
- Scheme of delegation
- Board/SMT
- Terms of reference

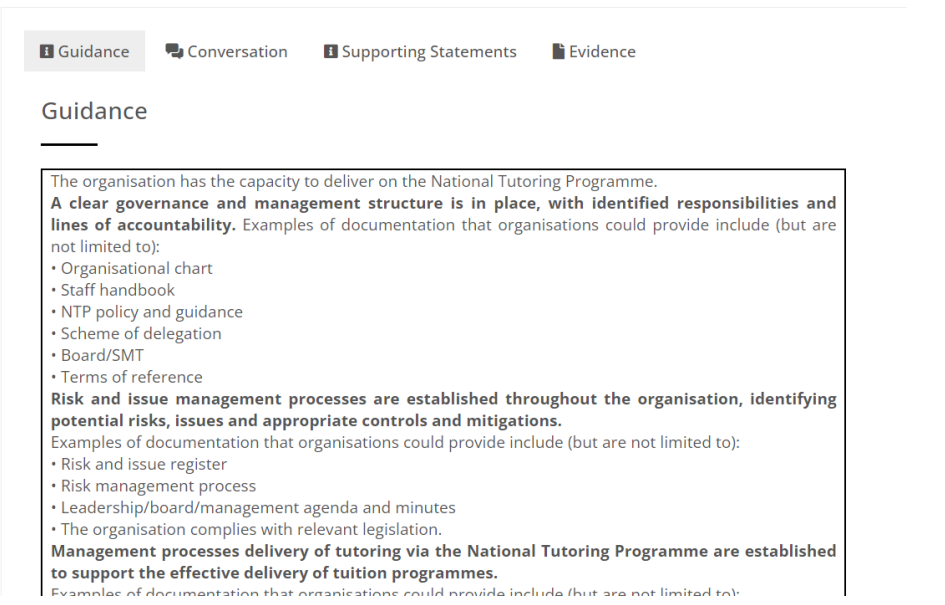
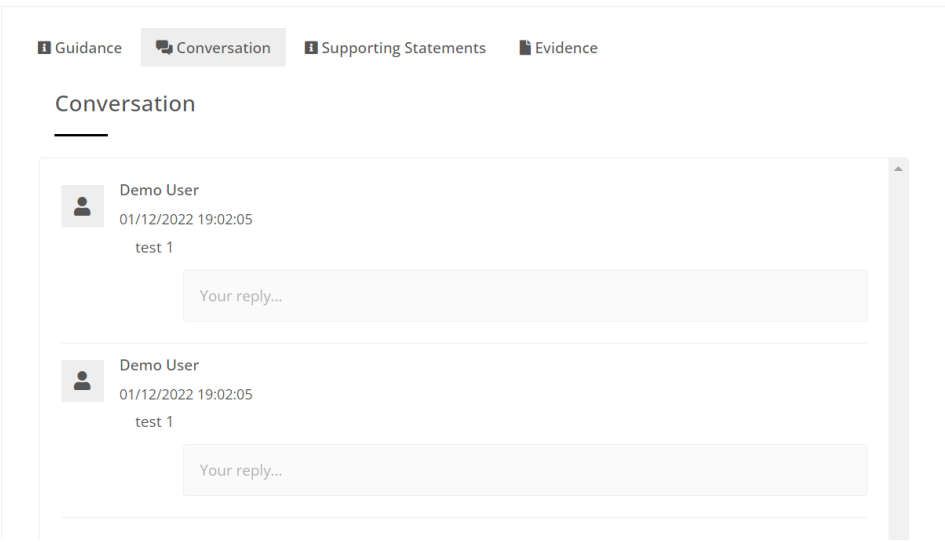
Risk and issue management processes are established throughout the organisation, identifying potential risks, issues and appropriate controls and mitigations. Examples of documentation that organisations could provide include (but are not limited to):

- 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):

- NTP policy guidance

<p>7a</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 data-bbox="943 245 1234 373"> <p>0 / 0 National Tutoring Programme Quality Assurance Framework</p> </div> <div data-bbox="1270 245 1561 352"> <p>2 / 6 Organisation</p> </div> <div data-bbox="1597 245 1888 352"> <p>0 / 9 Safeguarding and Safer Recruitment</p> </div> </div> <div data-bbox="943 400 1234 507"> <p>0 / 4 Quality of Provision</p> </div>
<p>7b</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>Widgets next to the Criterion name identify open and closed items:</p> <ul style="list-style-type: none"> <input type="radio"/> In progress <input checked="" type="radio"/> Completed 	<ul style="list-style-type: none"> <ul style="list-style-type: none"> <ul style="list-style-type: none"> <input checked="" type="radio"/> NTP QAF <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

<p>7c Supporting Functionalities</p> <p>These functions will support you when submitting evidence.</p> <p><u>Guidance</u> This will give you an example of the evidence you could upload against the criteria.</p> <p><u>Conversation</u> This is a chat option, where you can ask specific questions about the NTP Quality Assurance Framework. The NTP Project Team will be notified about new messages awaiting a response. The chat function will be monitored during working hours 9am-5pm Monday to Friday.</p>	 <p>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):</p> <ul style="list-style-type: none"> • Organisational chart • Staff handbook • NTP policy and guidance • Scheme of delegation • Board/SMT • Terms of reference <p>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):</p> <ul style="list-style-type: none"> • Risk and issue register • Risk management process • Leadership/board/management agenda and minutes • The organisation complies with relevant legislation. <p>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):</p> 
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Supporting Statement

A supporting statement 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. It is particularly useful when it is hard to provide a tangible piece of evidence against a specific element of the criteria.

Evidence

This is where can upload the evidence against each criterion.

Guidance Conversation **Supporting Statements** Evidence

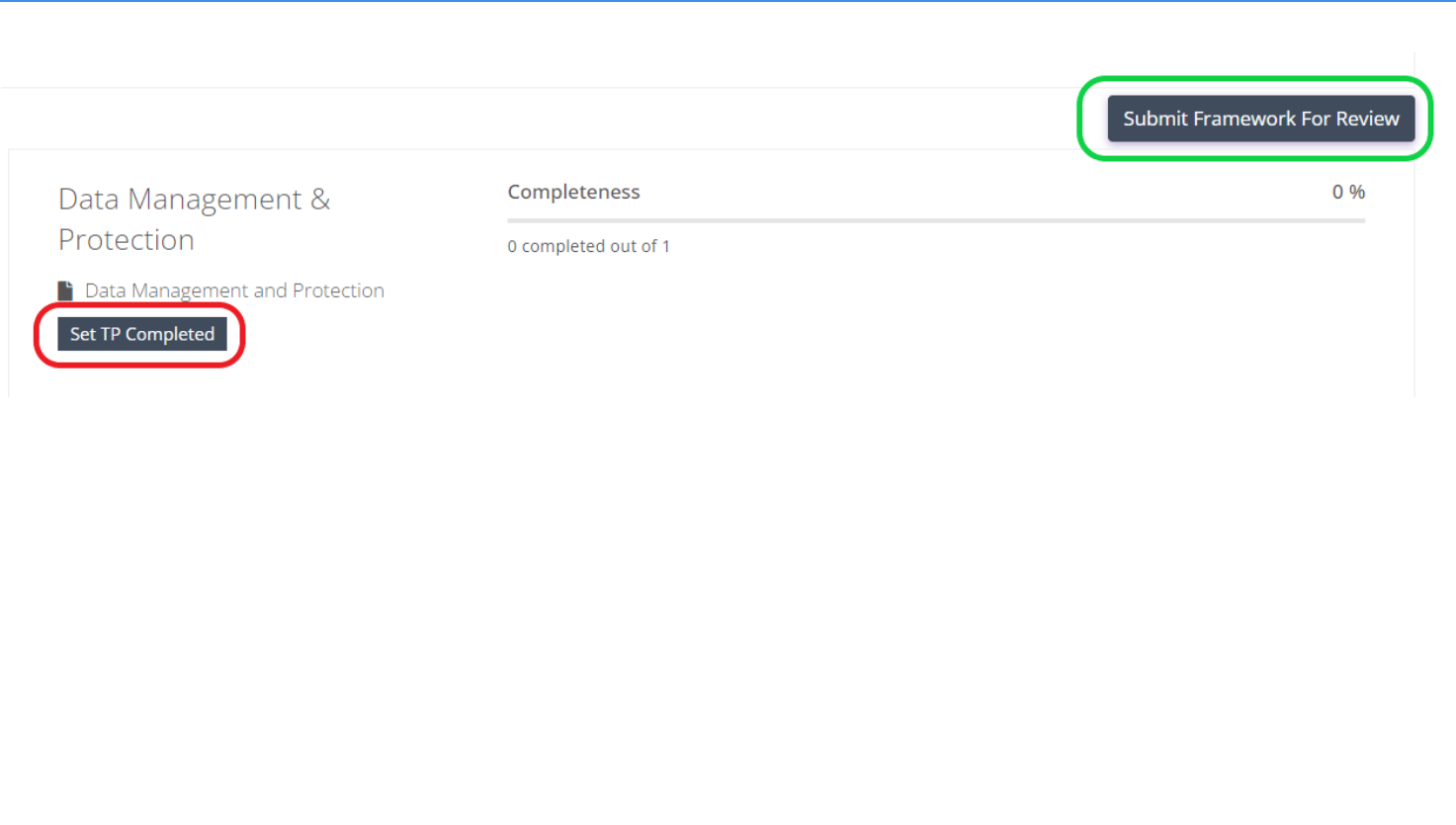
Supporting Statements (Reflection)

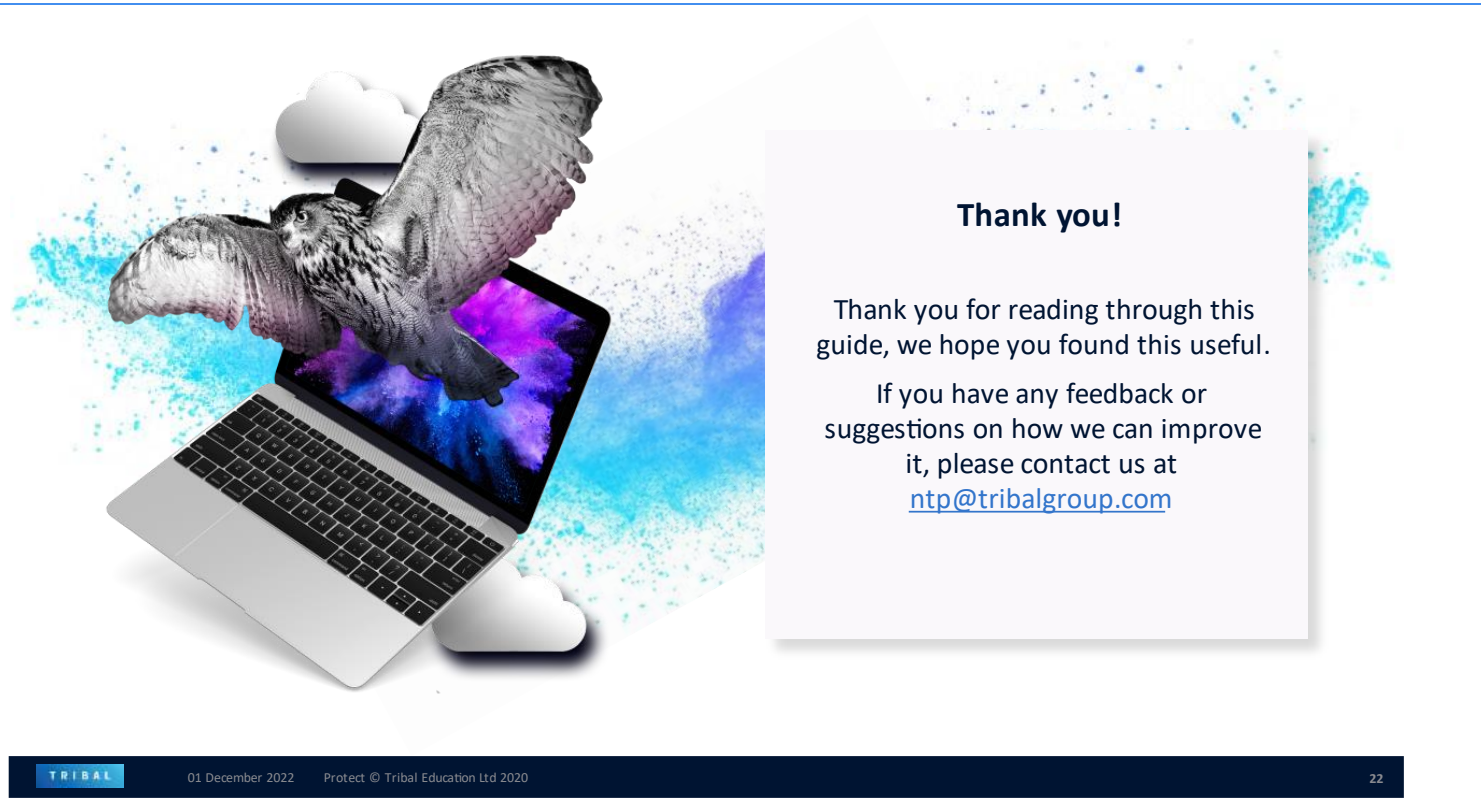
Rich text editor toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, and Table. Below the toolbar is a large empty text area for writing the supporting statement.

Guidance Conversation **Supporting Statements** Evidence

Evidence

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

<p>7d Progress Window</p> <p>Each individual framework criteria must be complete before you submit your evidence for review.</p> <p>In the progress window 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 For Review.</p>	 <p>The screenshot displays a progress window for the 'Data Management & Protection' criterion. At the top right, there is a button labeled 'Submit Framework For Review'. Below this, a progress bar indicates 'Completeness' at 0%, with '0 completed out of 1' items. Underneath the progress bar, the criterion name 'Data Management and Protection' is listed, and a button labeled 'Set TP Completed' is visible below it.</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

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