

PATHWAY TO ACCREDITATION TIMELINE

STAGE 1: APPLICATION PROCESS

1. Begin your journey by becoming a Pathway member and applying for a Mentor.
2. Complete the application form and submit it by one of our 3 deadlines (typically at the end of February, June and October).
3. Once the application deadline has passed, the applications will be triaged. You can expect to receive feedback approximately one month after the deadline.
4. If your application is successful, you will progress to the e-portfolio stage. Approximately 2 weeks after receiving confirmation that you have passed triage, you will attend an online Onboarding session.
5. Following Onboarding, you will receive immediate access to One File and can begin building your e-portfolio.

STAGE 2: E-PORTFOLIO AND ASSESSMENT DAY

6. You will have 12 months, from the date of the onboarding workshop, to complete your e-portfolio (Please refer to the 'E-portfolio timeline' document for a suggested breakdown of milestones to help you stay on track and complete the e-portfolio within this timeframe).
During this period, we encourage you to engage regularly with your Mentor and the Skills Team for support and advice*.
7. Once your e-portfolio is complete, we will begin the process of matching you with Assessors. This typically takes 2 weeks, depending on the time of year, Assessor's availability and any potential conflicts of interest.
8. Once the Assessors have been confirmed, the assessment of the e-portfolio will usually take place approximately one month. Assessors will also reach out to you to schedule a mutually convenient date for the discussion. How soon this can happen depends on everyone's availability but typically it is within 6 weeks of the portfolio review being completed.
9. Following the assessment, the End Point Assessor will prepare a report, which can take up to one month to complete. The interim result will be confirmed once the Skills team has received the report.
10. The report will then undergo our Internal Quality Assurance process. The final outcome will normally be confirmed within 3-6 weeks of you receiving the interim result.

* Please note that in *exceptional circumstances*, you may request to pause your e-portfolio timeline. Requests will be considered on a case-by-case basis, and you will need to contact us by email at accreditation@icon.org.uk with details of your circumstances.