

Quality Assured Care Learning Service quick guide to applying

First steps

1. [Check eligibility for the application window for which you are applying.](#)
2. [Read the application guidance.](#)
3. [Fill in the self-assessment tool.](#)
4. [Create an account on the application portal.](#)

How to complete the application

Narratives

- You must include a narrative for each of the quality standards.
- Your narrative must support the evidence you upload and/or provide context to the evidence you upload.
- Narratives are NOT a replacement for evidence, they are an addition.
- There is a word limit of 500 words for each narrative.

Evidence

- You must upload a **minimum** of 3 pieces of evidence for each quality standard. Please do not provide more than 6 pieces of evidence for each quality standard.
- We have provided examples of the 'possible sources of evidence' which you may want to provide. **These lists are not exhaustive**, you may have other sources of evidence you could include which better demonstrate how you meet the quality standard.
- **Only uploading policy, procedure, process documents and blank templates is not sufficient.** You **must be able to demonstrate** how your policies etc work in practice by uploading working examples to support your policy documents. Please note that examples of insufficient and sufficient evidence have been provided to help illustrate this point. **This is the main reason why applications are rejected.**
- **Personal information should be redacted** where applicable.

- Evidence can be uploaded in a number of different formats including audio (.MP3) and video (.MOV).
- **Evidence should be reflective of current practice and be up to date**, for example surveys or feedback should not be more than 12 months old.
- **Evidence should specifically relate to your delivery of learning and development to the adult social care sector.**

Which parts of the application should I complete?

- Parts 1 and 2 - **all** training providers must complete and pass parts one and two of the application form.
- You **do not** need to complete any other part of the application if you are **only** applying to have one or more of the following (which you must be currently delivering) quality assured:
 - Skills for Care Licenced programmes
 - Moving Up
 - New Directors
 - Digital Leadership Programme
 - Mental Health First Aid.
- Part three - Training providers delivering accredited qualifications on the [eligible list of training courses and qualifications](#) **must** also complete part three of the application.
- Part four – this part of the application is not currently open. More detail to follow in 2025.
- Part five – Training Providers delivering The Oliver McGowan Mandatory Training on Learning Disability and Autism **must** also complete part five of the application. You must be able to confirm that you are employing trainers that have been approved to deliver Oliver’s Training, and are using the standardised materials provided by NHS England.

Examples

- We are an in-house training provider delivering accredited qualifications on the list of eligible courses and qualifications to our care staff which parts of the application form do I need to complete?

As an in-house training provider, you are not eligible to apply to have your courses or qualifications quality assured. Please see the [eligibility criteria](#) for more information.

- We are a private training organisation that holds a current licence to deliver some of the Skills for Care licenced programmes, we also deliver accredited

qualifications on the list of eligible courses and qualifications, which parts of the application form do we need to complete?

You will need to complete parts 1, 2 and 3 of the application form.

- We currently only deliver The Oliver McGowan Mandatory Training on Learning Disability and Autism. We are employing trainers that have been approved to deliver Oliver's Training, and are using the standardised materials provided by NHS England?

You will need to complete parts one, two and five of the application form.

- We are a private training organisation that holds a current licence to deliver some of the Skills for Care licenced programmes. We also deliver the MHFA England Mental Health First Aid training which parts of the application form do we need to complete?

You will need to complete parts 1 and 2 of the application form.

- We are a private training organisation wanting to be quality assured but do not currently deliver anything on the list of [eligible training courses and qualifications](#), can we apply to be quality assured through the Quality Assured Care Learning Service?

As you do not currently deliver anything which is on the list of eligible training courses and qualifications you are not eligible to become quality assured. Please see the [eligibility criteria](#) for more information.