

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.
-

- 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

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.