



ACCREDITATION



MEETING TIMINGS

1. Introductions (15 mins)
2. Meeting with accreditation team to initially discuss the evidence received (1 hour approx.)
3. Meeting with CFO (30 minutes)
4. Group meeting 1 (45 minutes) *
5. Group meeting 2 (45 minutes) *
6. Group meeting 3 (45 minutes) *
7. Feedback and close (30 minutes)

* The group meetings need to include about 4-5 staff in each group and will represent a cross-section of all staff in the organisation (including Payroll if applicable). In total the meetings should aim to involve about 20% of the total finance staff. Given the number of staff within the finance department it might be possible to conclude the discussions within 2 meetings.

If possible, it is also really good if the assessment could take place on a day when there is a scheduled finance team meeting which the assessors could observe although this isn't necessary or a requirement but does give a good indication of communications within the team.

