

Headway Approved Provider

Registration model



General enquiry regarding the scheme.



Process & costs outlined in response to enquiry.



Provider Unit expresses intent to register for assessment.



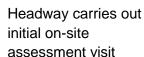
Terms and conditions sent by email. Confirmation of acceptance required.



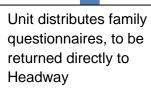
Invoice passed to Headway's finance department and actioned. Payment required within 30 days.

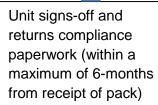


On settlement of invoice, the 'Standard for Providers' pack, compliance paperwork and family questionnaires sent to Unit. Assessors analyse evidence presented on

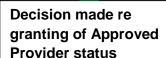


visit



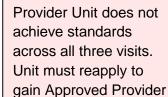


Provider Unit achieves standards - report provided. Approved Provider status granted for 2 years from assessment date.



Provider Unit does not achieve all required standards. Report & action plan provided, including time-frame for reassessment.

Provider Unit received up to 2 reassessment visits to show development against the action plan.



Unannounced interim review visit to ensure continued compliance

Unit passes:
Continued regist

Continued registration for remainder of 2 year accreditation period

Unit no longer meets all standards: AP status withdrawn pending Unit completing agreed action plan

Provider Unit achieves standards - report provided. Approved Provider status granted for 2 years from successful reassessment

Please note:

AP units are required by the terms and conditions to notify Headway of certain organisational and other changes. It is the Unit's responsibility to be aware of these requirements.