

	<p>CRITERIA (written evidence is required in respect of each criterion that is applicable to the organisation – CNHC is aware that in some instances this may be only criteria 3 and 4)</p>	<p>Examples of relevant evidence – CNHC will be happy to receive other types of evidence that meet the criteria.</p>
	<p>Verification processes and procedures for CNHC registration</p>	
<p>1</p>	<p>Organisation has effective arrangements and procedures for assessing that training courses meet (and continue to meet) the requirements of the relevant NOS and core curriculum, including independent assessment.</p>	<ul style="list-style-type: none"> • Worked example of initial course assessment process • Criteria used to trigger need for re-assessment process
<p>2</p>	<p>There is clear separation of function between organisation's core financial/business activity and those responsible for accreditation/approval and monitoring of programmes/courses that meet CNHC requirements for registration. See above. For example, if the organisation provides training, the individuals who deliver the course should not be the ones who decide whether it meets CNHC requirements.</p>	<ul style="list-style-type: none"> • Organisation chart • Job/role descriptions
<p>3.</p>	<p>There is clear separation of function between organisation's core financial/business activity and those responsible for the verification of applications for CNHC registration.</p>	<ul style="list-style-type: none"> • Organisation chart • Job/role descriptions
<p>4.</p>	<p>Organisation is able to demonstrate how it is satisfied that applicants have completed training that meets the requirements of the relevant NOS and core curriculum.</p>	<ul style="list-style-type: none"> • Example of Request to Register form and certification of training for a successful application • Example of unsuccessful application
<p>5.</p>	<p>Organisation has effective and equitable arrangements and procedures for assessment of relevant knowledge, skills and experience of applicants for CNHC registration who have not completed training that meets the requirements of the relevant NOS and core curriculum.</p>	<ul style="list-style-type: none"> • Worked example of a successful application for verification via this route. (One way of assessing 'experience' is to look for evidence of a relevant number of client encounters, of which a specified percentage is new rather than existing clients.) • Anonymised worked example of an unsuccessful application for verification via this route.