

2. Consultant makes contact with the Head of the setting/service to confirm a date for an initial visit to explain the award process; sign the contract; and invoice for first payment.

3. Completion of the initial audit undertaken by the setting or service and sent electronically to the allocated consultant/assessor.

Action plan put in place by the lead person in the setting wih a copy being sent to the consultant.

4. Building a portfolio of evidence of best practice in family partnership working within the setting/service. Interim review visit from the consultant to advise on progress and set agreed date for the final assessment.

5. Final assessment programme for the on-site visit, sent electronically to the assessor two weeks before the assessment occurs. Portfolio of evidence assessed the day before the on-site assessment occurs. Verbal feedback on final assessment given to Head and the award plaque, certificate and digital logo left if the outcome is positive. Final written report sent within four weeks of the assessment.

Figure 2.2 Milestones and activities in the family partnership evaluation process



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