*You may find the template below helpful when planning for your accreditation event. Please note it is intended as guidance to help you organise the structure of the day, and meetings can be moved around as necessary to suit each group’s availability.*

*As a reminder, the four stakeholder meetings should be with the following groups:*

1. *Senior management*
2. *Practice educators/clinicians/managers*
3. *Service users*
4. *Student representatives*

*Please ensure you also have a minute-taker arranged for the day as we will require minutes to be sent after the event.*

|  |  |
| --- | --- |
| **Institution name** |  |
| **Programme(s) being (re-)accredited** |  |
| **Date of event** |  |
| **Format of event (delete as appropriate)** | *Virtual / In-person* |

|  |  |
| --- | --- |
| **9.00 - 9.15** | Private meeting for CSP Education Adviser and Education Representative |
| **9.15 - 11.15** | Meeting with programme team *(please specify attendees)* |
| *11.15 - 11.25* | *Break* |
| **11.25 - 12.10** | Stakeholder meeting *(please specify attendees)* |
| *12.10-12.15* | *Meeting transition* |
| **12.15 - 13.00** | Stakeholder meeting *(please specify attendees)* |
| *13.00 - 13.45* | *Lunch (including private meeting for CSP Education Adviser and Education Representative)* |
| **13.45 - 14.30** | Stakeholder meeting *(please specify attendees)* |
| *14.30-14.35* | *Meeting transition* |
| **14.35 - 15.20** | Stakeholder meeting *(please specify attendees)* |
| *15.20 - 15.30* | *Break* |
| **15.30 - 16.00** | Private meeting for CSP Education Adviser and Education Representative |
| **16.00-17.00** | Closeout meeting with programme team to give feedback |