

Application Process for Software Accreditation

Before Application:

- **Software Accreditation Criteria:** The first step is to familiarise yourself with the Software Accreditation Criteria document. This details the specific functionality which your software platform must have in order to become accredited. The Software Accreditation Criteria document can be downloaded from the SVI Software Accreditation webpage.

PLEASE NOTE: the accreditation review also includes a review of guidance for users of the software. This will be undertaken using the Product Accreditation Criteria (January 2019 version).

- **Terms and Conditions:** Please also read the Terms and Conditions of application in full.
- **Assurance Team:** It is also recommended to organise a call with the Assurance Team before making your application.

Applying:

- Once you are confident that your software has the necessary functionality, you must fill out the online application form attaching:
 - Completed Software Accreditation Criteria document. This will have the evidence we need that your platform has the necessary functionality.
 - Signed Terms and Conditions
 - Copies of guidance for users of the software.

PLEASE NOTE: The Software Accreditation service is open only to organisational members of Social Value International (can be through a Joint Member Network).

- **Confirmation of application:** The Assurance Team will get in touch to confirm your application has been received.
- **Provide Access to your Software Platform:** You must provide the Software Accreditation team with access to your software (i.e. login details or a copy of the software), ideally with a sample/template information. This allows us to cross check the evidence submitted in the Software Accreditation Criteria document.
- **Formal Review with Assurance Team:** A formal review will be conducted via Skype or similar, where the Software Accreditation team will discuss your evidence and you will have the opportunity to demonstrate functionality where necessary.

Accreditation or Amendment Period:

The Assurance Team will finalise your feedback within 2 weeks of the formal review.

- **Accreditation:** At this point, you will be granted accreditation if all criteria points are addressed.
OR

SOCIAL VALUE

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- **Amendment:** If further work is needed, you will have 6 months from the date of the formal feedback to implement any changes.

Amendment Period:

- The Amendment Period will run for 6 months from the date that you receive your formal feedback
- At any time until the end of the Amendment Period, you can re-submit the Software Accreditation Criteria document with evidence that the necessary changes to the software have been made.
- Following resubmission of the document, a further formal review will be conducted via Skype or similar, where the Software Accreditation team will discuss your evidence and you will have the opportunity to demonstrate functionality where necessary.
- A final decision will then be made as to whether the software can be granted accredited status.