

IIF PROCESS

(Please read in conjunction with Guidance Notes)

1. School completes contact form.
2. IIF send school registration form for completion.
3. Upon receipt of registration form, IIF sends:
 - (a) Issues invoice for first year of 3-year programme
 - (b) Welcome Pack including IIF Process, Guidance Notes and Plain Guide
 - (c) Sends Library log-in and password
 - (d) Sends copy of latest newsletter
 - (e) Adds to members database for invitations
 - (f) Adds to newsletter circulation list
4. CW agrees Peer Assessor for the school.
5. Peer Assessor opens dialogue with the school.
6. Peer Assessor talks through the process as necessary, beginning with the audit.
7. School completes audit and identifies priority actions (see Guidance Notes).
8. School completes all priority activities.
9. School informs the Peer Assessor that they are ready for Accreditation.
10. School then **'uploads'** 21 priority activities (and not before).
11. Peer Assessor reviews priority sheets.
12. Peer Assessor makes accreditation visit.
13. Peer Assessor **'publishes'** priority activities in the Library.
14. IIF sends Congratulations Letter, Assessor's Report, Certificate and Plaque.
15. IIF enters school on interactive map.
16. School organises an official unveiling of the Plaque, a party and a Press Release.