

Summary of application process for Individual Recognition (IR) as Professional Youth Worker, UK & Ireland

STAGE 1 Expression of Interest

Applicant seeking IR contacts relevant ETS agency for copy of guidance notes and 'Expression of Interest' **Form IR1**

Applicant completes **Form IR1** and returns it to relevant ETS agency

ETS agency gives approval to proceed to STAGE 2

NO

Applicant is not deemed suitable to proceed and reasons are provided*

YES

STAGE 2 Submission of Evidence

Applicant is sent **Form IR2**

Applicant completes **Form IR2** and returns it along with **supporting documentation** and appropriate **fee** to relevant ETS agency

STAGE 2 Assessment Process

ETS agency appoints assessor to examine the applicant's submission and produce report Assessor may require additional information from applicant at this stage. Assessor will conduct interview with applicant.

Assessor sends report to Joint ETS Moderation Panel members (via ETS agency) for their comments and approval

Approval by all Joint ETS Moderation Panel members?

Applicant provides additional information to assessor

NO,
Submission needs further work

YES

NO

Applicant is not deemed suitable to proceed and reasons are provided*

Assessor requests additional information from applicant

Applicant is notified of decision and formal recording processes are conducted by Joint ETS