

## Step 1



Organisation completes self assessment and then visits IQ website to download and complete the IQ workbook

No deadline

## Step 2



Organisation completes an application form and requests external assessment

CMY appoints Assessor

Up to 2 weeks

## Step 3



Assessor arranges date for site visit and provides access to BOX folder

Organisation uploads evidence for evaluation

Assessor confirms site visit and sends list of people to be interviewed to organisation

Site visit

Up to 4 weeks

## Step 4



Assessor writes Improvement Action Plan

If the organisation meets all of the requirements go to step 5

1 week

## Step 5



Organisation completes actions

Up to 8 weeks

## Step 6



Assessor writes report

CMY award organisation

Up to 3 weeks