SocialFirms UK

Star Social Firm Application and Guidance Flow Chart 1 (Interest to Application) (DRAFT)

1 Enterprise is identified as a Social Firm (in line with Values-Based Checklist) and has a minimum of 2 years trading accounts.

2 Social Firm finds out more about becoming a Star Social Firm.

Download information:
Star Social Firm website/web page
www.socialfirms.co.uk or
www.sfedi.co.uk

Can also contact
Kathy Baker at Social Firms UK
Email: kbaker@socialfirms.co.uk
Tel: 01273 890333.

3 Social Firm discusses applying for the Star Social Firm with its staff and Board and gains their commitment.

4 Social Firm decides it wants to become a Star Social Firm.

A senior staff member takes responsibility for leading the application process.

Application form is downloaded from one of following:
Star Social Firms web page
www.socialfirms.co.uk
www.sfedi.co.uk

5 Social Firm studies the Application Form and Guidance Document. This gives full information on the application process.

Social Firms UK will provide free advice if requested. This can help the Social Firm decide if it is are ready to make a Star Social Firm application

6 Social Firm ensures its staff understand the application procedure, what is expected of them and their role within the process.

7 Social Firm completes the Application Form ensuring that answers to questions demonstrate the ways in which they meet the criteria.

8 Social Firm checks that all supporting evidence and documents are available.

Social Firm prepares a list of the documents it will have available for inspection during the Assessment visit.

9 Social Firm submits **electronically** to the Star Social Firms web page its:
- Application Form: and
- the list of the documents it proposes to have available.

The Assessment fee must also be sent at this point.

10 Receipt of application acknowledged electronically within 3 working days.

Assessor name(s) emailed to Social Firm once Assessment Fee received.

11 Star Social Firm assessor will contact the Social Firm within 10 working days to introduce him/herself and agree a mutually convenient Assessment date.