**Guidance notes**

**Stage 2 and Re-assessment - remote**

**University**

**Introduction**

The timing of the Stage 2 assessment and reassessment should be planned into the academic year, ideally 3-6 months prior to the end of the programme.

Evidence is gathered via interviews with students and lecturers and review of documentary evidence to determine whether the Baby Friendly learning outcomes and standards are being maintained.

You will be reminded by the Baby Friendly Initiative office a few months before your assessment is due and asked to contact the office to arrange assessment dates.

🖳 For more information please refer to the Guide to the [Baby Friendly Initiative University standards](https://www.unicef.org.uk/babyfriendly/wp-content/uploads/sites/2/2019/07/Guide-to-the-Unicef-UK-Baby-Friendly-Initiative-University-Standards.pdf)

🖳 Please read this guidance document in conjunction with either the Stage 2 or Re-assessment application form

🗐 The application form should be submitted a minimum of three months in advance of the assessment. The application form includes as section to be completed and signed by the Head of Department which confirms adherence to the International Code of Marketing of Breastmilk Substitutes.

**Documentary evidence required at assessment**

🖳 The training curriculum and supporting documents may be reviewed by the assessors. These do not need to be sent in advance, the assessors will ask to see these on the day via a shared screen.

The assessors will ask you to describe other aspects of the way the programme is implemented such as lecturer and mentor preparation, student assessment processes and how the programme is evaluated.

🖳 For further information about the standards please refer to the [Guide to the Unicef UK Baby Friendly Initiative Standards](http://unicef.uk/babyfriendlystandards) and [The evidence and rationale for the Unicef UK Baby Friendly Initiative standards](https://www.unicef.org.uk/babyfriendly/baby-friendly-resources/advocacy/the-evidence-and-rationale-for-the-unicef-uk-baby-friendly-initiative-standards/)

**Progressing to Gold**

Unicef UK’s Baby Friendly Initiative’s Achieving Sustainability standards provide a roadmap for improving the programme for the long-term and lead to the Gold Award. Universities undergoing a reassessment and achieving reaccreditation have the opportunity to progress subsequently to a Gold assessment.

For more details please see the [Achieving Sustainability guidance](https://www.unicef.org.uk/babyfriendly/accreditation/achieving-sustainability-in-universities/) and the infosheet Should we go for Gold?

The university is ready to go for Gold when:

1. The internal audit results indicate that most of the Baby Friendly learning outcomes will be met at re-assessment
2. The Achieving Sustainability criteria as listed on the self-assessment tool (see appendix) are being met or can be achieved within a reasonable timeframe of the re-assessment date
3. Education has been provided for the leadership team.
4. A Guardian is in post and has undergone relevant education according to need.

If you intend to progress towards the Gold award, we will ask lecturers and the Head of Department more detailed questions around the Achieving Sustainability standards.

The application form asks for your intentions around progressing towards the Gold award so that your lead assessor can give further support and advice as part of your re-assessment, and so the appropriate interviews are conducted.

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| **Assessment process** |

Assessments will generally take place over a two day period and involve two Baby Friendly assessors. Day one is likely to involve lecturer interviews and Day 2 will involve student interviews, although this may differ in particularly large cohorts.

The assessors will select a representative sample of students for interview from the list of those available. They will then interview these members of students and collate their responses. The aim of the assessment is to ensure that the education programme is effective, not to ‘test’ individuals’ knowledge. The assessors will therefore do their best to put interviewees at their ease so that they feel confident demonstrate their knowledge and skills in relation to practice.

A selection of lecturers will be interviewed to ascertain how they support the programme.

It is important that the students and staff are made aware that all interviews will be carried out in confidence and that the assessors will not record interviewees’ names. The assessors have a background in midwifery, nursing, health visiting and/or public health and are bound by the Nursing and Midwifery Council’s Code of Professional Conduct and Unicef UK’s own policies. They are particularly aware of the requirement to protect the confidentiality of information provided during an assessment.

In addition to the interviews, the assessors will review the application form and associated documents with the aim of ensuring that all adhere to the standards. Relevant documents should be made available for review during the assessment via a shared screen. The Head of department will be expected to confirm adherence to the International Code of Marketing of Breastmilk Substitutes.

**Preparations in advance of the assessment**

Certain preparations need to be made in advance of the assessment to help the process to run smoothly on the day.

Once the dates of the assessment have been agreed, please:

* Inform all staff and students who may be involved that the assessment will be taking place, giving them as much information as possible on how the assessment will be run and what to expect.
* Consider what video technology is available for carrying out the interviews. Students can be interviewed in the university setting, placements or at home. It may be helpful to set up some practice sessions so that everyone is familiar with it’s use. See box below.
* Organise appointment times for the Head of Department and other lecturers to be interviewed ([see timetable](https://www.unicef.org.uk/babyfriendly/wp-content/uploads/sites/2/2020/06/Timetable-for-student-interviews-remote-assessments.docx))
* Arrange a video meeting for an introductory and feedback meeting and invite key members of staff.
* Arrange for one key member of staff to be available at all times during the assessment to assist the assessors as necessary.
* Make sure students have access to a doll and breast model and any relevant leaflets that are routinely used. They would not be expected to have access to other education materials or copies of the Baby Friendly audit tool during their interview. If the assessor suspects that they are using such prompts to answer questions she will opt the student out of the scoring process.

🗐 Then, at least two weeks before the assessment, please send details of the students who are available durin the period of the assessment.

A grid is provided (see [*Student lists*](https://www.unicef.org.uk/babyfriendly/wp-content/uploads/sites/2/2020/06/Student-lists-Stage-2-or-Re-assessment.docx) *and* [*Student interview timetable templates*](https://www.unicef.org.uk/babyfriendly/wp-content/uploads/sites/2/2020/06/Timetable-for-student-interviews-remote-assessments.docx)) or alternatively please send a copy of all duty rotas, with a key to any abbreviations used and an explanation of the shift patterns. A sample timetable is included for guidance as to how the assessment will run; your lead assessor will notify you up to one week in advance of the assessment of the names of students who have been randomly selected so that you can arrange appointment times, so you can complete the grid once these names are given.

Once you have been provided with this list, please arrange a 30-minute interview schedule for those selected – to coincide with their availability and allowing meal breaks for the assessors. Students will need to be able to access props for the assessment- to include a doll (or equivalent such as a teddy bear), breast model and commonly used leaflets.

*Student lists and Student interview timetable templates – download from website*

[*Student lists template*](https://www.unicef.org.uk/babyfriendly/wp-content/uploads/sites/2/2020/06/Student-lists-Stage-2-or-Re-assessment.docx)[*Timetable for student interview*](https://www.unicef.org.uk/babyfriendly/wp-content/uploads/sites/2/2020/06/Timetable-for-student-interviews-remote-assessments.docx)



Sending the student lists

The list will need to be sent at least **two weeks in advance of the assessment** (this is to enable your lead assessor to give you a week’s notice of staff chosen).

Sending data such as names and phone numbers should be done securely;

* We strongly recommend you send the files via a secure file sending system and password protect the document. Please avoid sending the lists via email without any encryption.
* You may wish to use the Box upload link to send the file (see guidance below) or your own internal IT department may have a preferred approach or system to use. Allowing plenty of time to research and finalise safe sending of the data will help avoid delay and potential threat to us being able to carry out your assessment effectively.

To send us these files directly, please visit this uploading page on our website

[**unicef.org.uk/BabyFriendly/Health-Professionals/going-baby-friendly/Health-professionals-contact-us/**](http://www.unicef.org.uk/BabyFriendly/Health-Professionals/going-baby-friendly/Health-professionals-contact-us/)and follow the link to the Sharepoint upload page

Select ‘choose file’ and select the file you’d like to send from your computer.

Before you send us any files, please ensure the file names are clear and concise as to what the file contains. Please ensure your organisation name is specified within the document as well. E.g. “Telephone list – Organisation name” or “Curriculum – Organisation name”.

Click ‘select files’ and then choose the file you’d like to send from your computer. You will be prompted to enter your first/last name.

**Please then send an email to** **bfi@unicef.org.uk** **to confirm how many files you have uploaded to us, so we can confirm receipt of the files.**

This will help us identify your files quickly, particularly when we are receiving a large number of files relating to different assessments.

If you have password protected the file, please also call the Baby Friendly office to give the password for the files you’ve sent. If you have a large number of files to upload and send to us, please contact the office before sending as we may set up a bespoke link for you to use.

Video calls for student interviews / meetings

Once your lead assessor confirms the interview slots on the timetable, you should set up meeting invites for each slot. Please invite all of the assessment team to each interview slot.

You will need to check what technology you have access to for video calls, for example Microsoft Teams, Skype for Business or Zoom etc. If you have not set up video calls before please ensure you have plenty of time to check with your IT team. It may also be helpful to set up some practice sessions. It is important to ensure that your video link can be accessed externally by the Baby Friendly assessors.

**What happens after the assessment**

**Feedback of findings**

You will be informed of the results of the assessment at a feedback meeting towards the end of the assessment. We suggest that you invite the Head of Department, Guardian (if appropriate) and relevant lecturers. This meeting is an opportunity to learn about the outcome and if needed, discuss and plan how any shortfalls can be addressed in order that this assessment is passed or to consider how progress can be made towards the next assessment/reassessment.

**Confirmation of the outcome of the assessment**

After the assessment, the results will be written up in a detailed report. A copy of this report will be sent to the Baby Friendly Initiative’s Designation Committee, which has to approve the report. They will normally do this within ten days of receiving it and you will then receive a copy of the report and any requirements suggested by the Committee. Occasionally, the report has to be considered at one of the Committee’s meetings, which take place every two months. In this case you will need to wait a little longer for confirmation of the result of the assessment.

If the learning outcomes and standards have been met, the university will be accredited/re-accredited for a number of years, to be determined by the Designation Committee. If all the standards have not been met, the Designation Committee may consider a follow up visit or further internal audit is appropriate to re-examine the learning outcomes which require improvement and they will decide the timescale to be facilitated for this.

🗁 **Stage 2 and reassessment application forms**

To download, please visit [unicef.org.uk/babyfriendly/accreditation/universities/](https://www.unicef.org.uk/babyfriendly/accreditation/universities/)