

Membership Eligibility

In order for a membership application to be reviewed, members must be able to provide evidence to satisfy the following criteria:

- Membership applications must come from an organisation and/or site that is based in Hertfordshire who provide direct care within the Adult Social Care sector
- If a membership application comes from an organisation or site that is not based in Hertfordshire and is in a neighbouring county (please see listing under Associate Membership), it must have a minimum of 4 people supported and at least 50% of people supported based in Hertfordshire
- The organisation or site making the membership application must be registered with CQC, if applicable. *For more information please visit <https://www.cqc.org.uk/guidance-providers/registration/what-registration>*

Criteria for Standard, Silver & Gold Memberships

Standard membership

- Membership applications must come from an organisation and/or site that provides Adult Social Care which is based in Hertfordshire
- If a membership application comes from an organisation or site that is not based in Hertfordshire, it must have a minimum of 4 clients and at least 50% of its service users based in Hertfordshire
- The organisation or site making the membership application must be registered with CQC, if applicable to the type of service

Silver membership

- You must be eligible for Standard Membership (Please see criteria above)
- Promotion of fully-funded Hertfordshire benefits for care staff: To obtain silver membership status, the care provider must prove that they are actively promoting the Care Professional Academy to their staff in Hertfordshire regularly. Hertfordshire County Council fund the Academy for social care staff in the county. The Employer (care provider) must prove that they are promoting this to their staff, for them to sign up to the fully funded benefits for staff in Hertfordshire. Examples of this could be:
 - Regular emails to staff
 - Inclusion in regular newsletters

- Including in job adverts and during induction
- Presence on internal intranet / website or app
- Support during one-to-ones to upload certificates to gain free benefits
- Promotion in team meetings, away days and events

The Provider will evidence this by providing a PDF, weblinks or other documents

- Two current employees from your membership site must have attended 12 hours EACH of designated leadership courses within the previous 2 years.

Please note that Silver Membership, once achieved, is valid for that membership year. Criteria will need to be met for any subsequent membership years. If any of the above membership criteria becomes void once the provider has reached silver status, HCPA reserves the right to suspend Silver and associated benefits.

Gold membership (for regulated and non-regulated services)

- You must be eligible for Silver Membership (Please see criteria above)
- You must have achieved an overall "Good" rating with PAMMS and the CQC.
- You must have [engaged with and completed IFS](#) (Impartial Feedback Service)

PLUS

2 of the 3 following service evaluations must be completed to demonstrate commitment to continued quality improvement-

- STAN+ (Skills, Training and Needs Audit)
- 6C's (Culture Check for Staff)
- CVC (Cultural Values in Care)

Non-regulated services may achieve '**Community Gold**' status by meeting all of the applicable criteria above.

Please note that once you have reached Gold Membership status, this will remain active for a 12-month period from the day the Gold Membership has been awarded. Additionally, if any of the above membership criteria becomes void once the provider has reached gold status, HCPA reserves the right to suspend Gold and associated benefits.

Associate Members & Direct Payment Holders

Associate Members

If your organisation isn't based in Hertfordshire, you can apply for an Associate Membership with HCPA provided the following two criteria have been met:

1. *An application is made from a neighbouring county such as:
 - Bedfordshire
 - Buckinghamshire
 - Cambridgeshire
 - Essex
 - London borough that borders Hertfordshire including: Barnet, Enfield, Harrow, Havering, Hillingdon, Redbridge and Waltham Forest.
2. The organisation making the application has at least one site within Hertfordshire **or less than 50% of your overall service users based in Hertfordshire or a confirmed contract with Hertfordshire County Council.**

Once the above criteria has been met, a site of a care organisation may fill out an application form. Upon successful application, the site of a care organisation can benefit from **25% off training**, which is usually funded to standard members. However, the site of a care organisation making the application will **not be eligible for discounts on all commercial training**. The **benefits of Associate Membership will only be offered** on the condition that these Terms and Conditions policies are not violated.

*Please note that due to certain funding some eligible organisations from West Essex might be able to access certain projects through HCPA without being members. To find out more please contact HCPA at assistance@hcpa.co.uk.

Direct Payment Holders

Direct Payment Holders **are classified as individuals who employ personal assistants for the specific care of an individual**. If an organisation employs personal assistants for their clients, this **does not classify them as a direct payment holder** in this instance as they are an organisation and not individual employers. The Direct Payment Holders' annual membership fee is **£20** and provides access to the following:

- Information and support from a professional and knowledgeable team with links to the Hertfordshire health and social care network
- A wide range of fully funded and low-cost training
- Free distance learning materials
- The Hertfordshire Good Care Recruitment Service at no cost