

How to Guide: Re-Validation Process for East Sussex - Wellbeing at Work

Overview

The Wellbeing at Work (WAW) accreditation scheme requires employers to re-validate their most recent award every two years, unless they are actively engaged in working towards the next award level.

The re-validation process enhances the credibility and sustainability of the award and ensures that employers maintain and develop their wellbeing practices in line with updated guidelines.

The re-validation requirements vary based on the level of accreditation (Bronze, Silver, Gold) and the size of the business (Small < 49 employees, Large > 50 employees).

Re-Validation Requirements

Commitment Level

At small and large business level, there is no requirement to re-validate at commitment level.

Bronze Level

Small Business:

- Re-submit three previously submitted criteria. (Employer will choose two criteria, WAW Team Lead will choose one criterion).
- Ensure the re-submitted criteria are updated in line with new recommendations/guidance and/or further promoted within the business.

Large Business:

- Re-submit five previously submitted criteria. (Employer will choose three criteria, WAW Team Lead will choose two criteria).
- Ensure the re-submitted criteria are updated in line with new recommendations/guidance and/or further promoted within the business.

Silver Level

Small Business:

- Submit one new criterion. (Employer to choose).
- and

- Re-submit three criteria (either updated or further promoted within the business). (Employer will choose two criteria, WAW Team Lead will choose one criterion).

Large Business:

- Submit one new criterion. (Employer to choose).
- and
- Re-submit five criteria (either updated or further promoted within the business). (Employer will choose three criteria, WAW Team Lead will choose two criteria).

Gold Level

Small Business:

- Submit two new criteria. (Employer to choose). (Employer will choose three criteria, WAW Team Lead will choose two criteria).
- and
- Re-submit three criteria (either updated or further promoted within the business). (Employer will choose two criteria, WAW Team Lead will choose one criterion).

Large Business:

- Submit two new criteria. (Employer to choose).
- and
- Re-submit five criteria (either updated or further promoted within the business).

Timeline and Notification

- Wellbeing Leads will receive an email notification 6 months before the expiration date of the current accreditation Employers have a total of 6 months to complete the re-validation process, starting from the notification date.
- Organisations will need to select their criteria chosen 4 weeks at the latest, after their notification email was received (criteria can be chosen before the 6-month notification email). The process will be explained in more detail in the 6-month notification email.

Submission Process

1. Prepare Documentation:

- Collect and update the required information for the chosen criteria based on the level and size of the business. A [re-validation cover sheet](#) must be completed and attached with submission documents.
- Ensure all information collated for the chosen criteria demonstrate accordance with the latest recommendations or provide evidence that the criteria have been re-promoted to all staff.

2. Compile Submission:

- Create a comprehensive submission package that includes:
 - Updated or further promoted previously submitted criteria.
 - New criteria (if applicable).

3. Review and Approval:

- Have the submission reviewed internally by the organisational lead for the WAW award to ensure completeness and satisfaction against the criteria.

4. Submit via Email:

- Send the re-validation cover sheet and compiled submission, addressed to the designated organisational lead for the WAW award, to healthyworkplace@eastsussex.gov.uk

Best Practices for Re-Validation

- **Early Preparation:** Start preparing for re-validation as soon as you receive the notification to avoid a last-minute rush.
- **Regular Updates:** Regularly review and update your wellbeing practices to ensure they meet current standards.
- **Engage Stakeholders:** Involve key stakeholders in the re-validation process to ensure comprehensive and accurate submissions.
- **Documentation:** Maintain thorough documentation of all wellbeing initiatives to streamline the re-validation process.
- **Communication:** Ensure regular contact is kept with your WAW Team Lead throughout the process.

By following this guide, employers can ensure a smooth and successful re-validation of their Wellbeing at Work accreditation, demonstrating their ongoing commitment to employee wellbeing.

Re-Validation Submission:

- The WAW Team will review your application for re-validation within 4 weeks of submission. The aim will be to have the process completed within 4-8 weeks of submission.
- Your submission will be assessed by your WAW Team Lead. During the assessment process, your WAW Team Lead will be in contact if there are amendments needed to your submission. A support call will be offered to go through the amendments needed. This will follow a similar process to traditional support calls.
- If no amendments are needed, your WAW Team Lead will be in contact to accept your submission and send updated marketing material confirming the re-validation of your award. Congratulations!

Considerations:

- Access to training sessions delivered by WAW will be suspended during the re-validation period (6 months prior to the expiration date of the most recent award).
- Progression to the next award level is always advised.