



**SOCIAL ENTERPRISE GOLD MARK**  
ACCREDITED FOR BUSINESS EXCELLENCE

# APPLICATION AND ASSESSMENT PROCESS FOR THE SOCIAL ENTERPRISE GOLD MARK

**STEP 1**

## Find out more about what we offer!

Find out about our [Accreditation Services](#) and [what the Social Enterprise Gold Mark stands for](#).

You can also find out about our [existing Gold Mark holders](#).



**STEP 2**

## Check your eligibility

Check if you are likely to meet [our Gold Mark criteria](#).

Please contact us if you have any concerns about qualifying or would like to discuss the criteria in more detail: call Richard on 07813 151234 or email [richardc@socialenterprisemark.org.uk](mailto:richardc@socialenterprisemark.org.uk)



**STEP 3**

## Register your interest

Complete our short [Registration Form](#) and we will be in touch within 2 working days to discuss the next steps. Alternatively you can call us on 0345 504 6536 or email [apply@socialenterprisemark.org.uk](mailto:apply@socialenterprisemark.org.uk)



**STEP 4**

## Invoice issued and payment submitted

Once you have confirmed you wish to proceed with an application, we will issue an invoice for the annual licence fee.

The assessment process will begin upon receipt of payment.



**STEP 5**

## Let's get down to details\*

We'll contact you to arrange a telephone appointment to discuss the assessment process and an application form will be sent.





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### **Submit evidence and stakeholder surveys\***

You will be required to submit the application form with supporting evidence explaining how you are meeting the criteria.

You will also be asked to conduct surveys with employees and other stakeholders. We will supply the survey templates.

**STEP 6**



**STEP 7**

### **On-site assessment**

We'll visit you to carry out an on-site assessment, which will include interviews with senior managers and key members of staff.



**STEP 8**

### **Application assessment and approval process**

Your application, supporting evidence, and assessment report is then submitted for review by the independent [Certification Panel](#).

If your application is successful, we will confirm your acceptance as a fully approved Social Enterprise Gold Mark holder within 6 weeks. You will receive a report with feedback and an action plan for the purposes of benchmarking and continuous improvement.

A full renewal assessment will take place every 3 years, with annual renewal meetings to monitor progress and ensure continuing eligibility.

**\*Please note:** Steps 5 & 6 can fit in with your own timetable and priorities but we would envisage that evidence gathering will take up to 1½ days of a co-ordinators time, ½ day for senior managers to meet and prepare for the assessor, and a few hours for any follow up focus groups.



**UPHOLDING THE  
STANDARD FOR  
SOCIAL ENTERPRISE**

**SOCIAL ENTERPRISE MARK CIC**