IST Registration Process Flow Chart

IST

Creative UK

Application for registration received at the IST office

IST Admin checks membership/payment in place, add to master spreadsheet, checks if all docs received and save information into applicants Dropbox folder

If application is not complete

If application is complete

Contact applicant and ask for additional information

Assign assessors and copy docs into IST-Assessors folders, email assessors and request assessments completed in 2 weeks, update master/log spreadsheets

If Assessors cannot pass following amendments or cannot agree, contact Registrar and/or 3rd assessor, update master/log spreadsheet

If application not passed, move docs to Awaiting Amendments folder, contact applicant, update master/log spreadsheet

If application is passed, request references and Education Board approval, move files from Awaiting Assessment folder to Awaiting References folder, update master/log spreadsheets

Registration not awarded, Administrator to notify candidate and provide feedback. Move all assessor/additional docs to applicants Reg Admin folder, remove files from assessors folders, update master/log spreadsheet

Registrar and/or 3rd assessor moderates outcome and decision them made for pass/fail

When references and EB approval received, move additional docs to applicant's Reg Admin folder, assign registration number, update master/log spreadsheet, generate registration letter/cert, update database.

Candidate accepts feedback and uses it to work towards reapplying when able to meet criteria

Candidate does not accept feedback and lodges appeal. update master spreadsheet

IST Appeals process invoked

Appeal not successful, EB notifies the applicant and provides feedback/report of the decision, notifies Registrar and IST Executive. Admin updates master/log spreadsheet

Appeal is successful, EB notifies the applicant and provides feedback/report of the decision, notifies Registrar and IST Executive. Admin updates master/log spreadsheet