

Education and Training Committee, 6 November 2019

Approval process – processes for managing non-standard outcomes

Executive summary and recommendations

Introduction

This is an update to the [Updates to the approval process](#) paper, which was discussed and agreed by the Committee on 7 March 2019. In this paper, the Executive noted that further work was required to define, standardise, and create step-by-step guidance and supporting materials for the following non-standard outcomes of the approval process (paragraph 14.2):

- cancellation / postponement
- directed visits
- visit to consider conditions response
- withdrawal of approval / non-approval

This work has now been undertaken, with the following outcomes:

- Operational guidance produced for Education Executives, based on informal conventions undertaken previously.
- Management-level decision making required at appropriate and clearly defined points in the processes.
- Standard email templates to ensure consistency of message for stakeholders.
- Template Committee papers to ensure consistency in how we brief the Committee, and to provide a framework for decision-making.

Decision

- This paper is to note. No decision is required

Background information

- [Updates to the approval process](#) paper, 7 March 2019

Resource implications

- None

Financial implications

- None

Date of paper

17 October 2019