

Approvals Committee
22 November 2005

**Department of Education
Minor/Major Change application form
and guidance notes**

Executive Summary and Recommendations

1. Introduction

At the September 2005 Approvals Committee meeting, the Committee approved the flowchart for minor/major changes and agreed that education providers should be provided with standard forms and supplementary information to assist with the submission of minor/major change changes proposals.

The Education department has compiled the attached documentation for approval. It is intended that the information contained will be in two parts. The first part being a booklet providing information about the process, and the second being a separate application form, that can be downloaded from the HPC website or completed in hard copy, as required. It is expected that the Annual Monitoring and Approvals processes information will be in a similar format, and that these documents, along with the SETs guidance will form part of a comprehensive information package for Education Providers.

Please note that the attached is for content approval only.

2. Decision

The Committee is asked to agree:

That subject to legal and internal assessment, the attached forms, flowcharts and supplementary information for the Minor/Major Change process are those that will be issued as standard information to education providers.

3. Background information

There is no background information

4. Resource implications

There are no resource implications.

5. Financial implications

There are no financial implications.

6. Background papers

None

7. Appendices

Appendix 1: Minor/Major Change guidance notes

Appendix 2: Minor/Major Change application form