

Training resource endorsement process

The Process

DAY 1

CSAC submits proposed training resource by email to the Quality & Training Projects team who then forward for assessment by the Training and Quality Board.

DAY 14

Training and Quality Board members share feedback and/or comments of the submitted resource and feedback to the Quality & Training Projects Team.

DAY 15 - 25

The Quality & Training Projects Team then updates the CSAC – to either confirm resource sign off or to request remedial action from the CSAC. Ten days will then be given for all remedial work to be completed and resubmitted to the Training and Quality Board for reassessment.

DAY 30

Members of the Training and Quality Board will then assess the updated resource if required and sign off the resource once the request for amendment has been satisfied.