

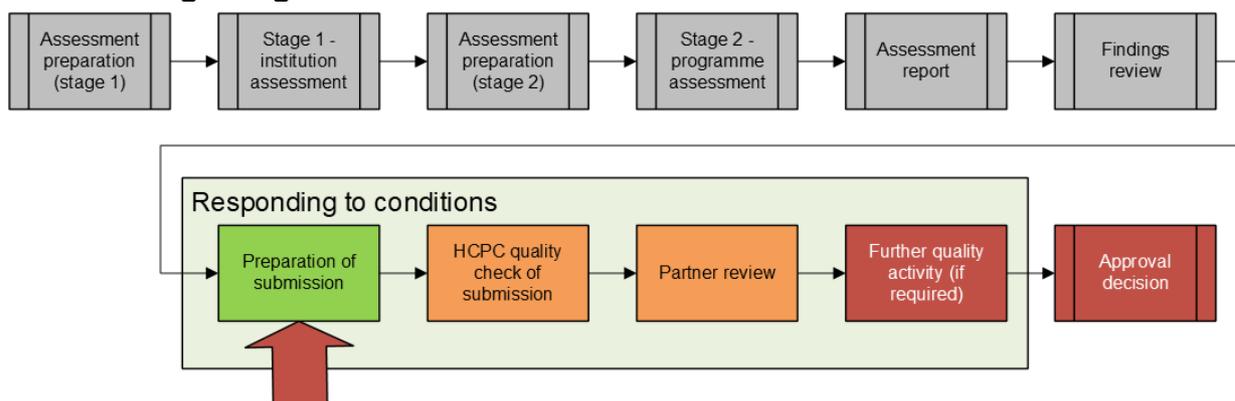
Education provider guidance – responding to conditions

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This guidance can also be accessed as an [e-learning module](#)

Process stage diagram



Purpose of this stage

- We have set conditions, which must be met before approval can be granted to your institution and / or programme(s)
- We are asking you to provide a submission which demonstrates how you meet conditions
- We will use this information to consider whether conditions are met, and whether any further quality activity is needed

Submission best practice

The following should be used as a **guideline** when providing your submission, and as a **checklist** before you submit it to us

- To ensure we are able to find information about how your programme meets the standards, please ensure that your evidence is presented in a coherent and user-friendly way
- Your conditions response **should**:
 - state how you consider you meet each conditions
 - indicate where in your supporting documentation evidence can be found to support your position
 - reference exact document titles or externally accessible web links
 - reference correct page and paragraph numbers

- be in Arial size 12
- If we are unable to navigate your documentation, we will ask you to resubmit

Please also ensure that:

- Supporting documents provided have clear names, and page numbers
- You only provide supporting documentation referenced in your response
- You have checked that external users can access hyperlinks
- Any personally identifiable or sensitive information is removed or redacted if it is not necessary for us to consider when assessing your institution or programme(s)¹

Step by step guide / results to achieve

1. Review the process report to ensure you understand the conditions and what is required to meet them
2. We can work together to ensure you understand the requirements and to discuss your response
3. You make or plan any internal changes needed to meet conditions
4. Draft a response which provides an overview of how you consider you meet conditions, collated together with evidence where required
5. Return your response and supporting evidence to your education executive

Continuing process – next steps and key milestones

1. Your education executive will review your submission for accessibility and quality
2. Our partner visitors will review whether evidence shows that conditions are met
3. If we need to undertake any further quality activity we will be in touch
4. We produce a quality summary report which will detail our recommendations and next steps

¹ Documentation provided through Education processes may be subject to a [freedom of information \(FOI\) request](#), and will be used in line with [data protection legislation](#)