**Template 2: Criteria Narrative** (Standards for Approved Qualifications)

Version 1

This template requires the provider to set out the details of how it will meet each individual standard.

Guidance on how to complete this template can be found in the document titled: **Templates Library for Approved Qualifications for Contact Lens Opticians.**

**Please complete the box for each criterion as required for the relevant stage of your application/adaptation submission (within Forms 1C and 2C).**

**Standard 1: Public and patient safety**

Approved qualifications must be delivered in contexts which ensure public and patient safety and support trainees’ development and the demonstration of patient-centred professionalism.

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| No. | Criteria |
| **S1.1** | **There must be policies and systems in place to ensure trainees understand and adhere to the GOC’s Standards of Practice for Optometrists and Dispensing Opticians.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S1.2** | **Concerns about a trainee’s fitness to train or practise must be reported to the GOC. (The GOC Acceptance Criteria should be used as a guide as to when a fitness to practise matter should be reported.)** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | | Criteria |
| **S1.3** | **Trainees must not put patients, service-users, the public or colleagues at risk. This means that anyone who teaches, assesses, supervises or employs trainees must ensure trainees practise safely, only undertake activities within the limits of their competence and are appropriately supervised when with patients and service-users.** | |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | | |

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| No. | Criteria |
| **S1.4** | **Upon admission (and at regular intervals thereafter) trainees must be informed it is an offence not to be registered with the GOC at all times whilst studying on a programme leading to an approved qualification as a contact lens optician.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

**Standard 2: Selection and admission of trainees**

Recruitment, selection, and admission of trainees must be transparent, fair, and appropriate.

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| No. | Criteria |
| **S2.1** | **Selection and admission criteria must be appropriate for entry to an approved qualification for specialist entry to the GOC register as a contact lens optician including relevant health, character and fitness to practise checks. For overseas trainees, this should include evidence of proficiency in the English language of at least level 7 overall (with no individual section lower than 6.5) on the International English Language Testing System (IELTS) scale or equivalent.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S2.2** | **Recruitment, selection and admission processes must be fair, transparent and comply with relevant legislation (which may differ between England, Scotland, Northern Ireland and Wales), including equality and diversity legislation.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S2.3** | **Selectors (who may include a mix of academic and admissions/administrative staff) should be trained to apply selection criteria fairly, including training in equality, diversity and unconscious bias in line with legislation in place in England, Scotland, Northern Ireland and Wales.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S2.4** | **Information provided to applicants must be accurate, comply with relevant legislation and include:**  **• the academic, clinical and therapeutic experience required for entry to the approved qualification;**  **• a description of the selection process and any costs associated with making the application;**  **• the qualification’s approved status;**  **• the total costs/fees that will be incurred;**  **• the curriculum and assessment approach for the qualification; and**  **• the requirement for trainees to remain registered with the GOC throughout the duration of the programme leading to the award of the approved qualification.**  **If offers are made to applicants below published academic and professional entry requirements, the rationale for making such decisions must be explicit and recorded.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S2.5** | **Recognition of prior learning must be supported by effective and robust policies and systems. These must ensure that trainees admitted at a point other than the start of a programme have the potential to meet the outcomes for the award of the approved qualification. Prior learning must be recognised in accordance with guidance issued by The Quality Assurance Agency for Higher Education (QAA) and/or The Office of Qualifications and Examinations Regulation (Ofqual)/ Scottish Qualifications Authority (SQA)/Qualifications Wales / Department for the Economy in Northern Ireland and must not exempt trainees from summative assessments leading to the award of the approved qualification.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S2.6** | **Trainees upon application must have identified a suitably experienced and qualified supervisor who has agreed to supervise their clinical experience in practice. The trainee’s supervisor must be a contact lens optician (with a minimum of two years’ specialist registration) or optometrist (with a minimum of two years’ registration with current experience of contact lens practice). (See also standard 4.)** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

**Standard 3: Assessment of outcomes and curriculum design**

The approved qualification must be supported by an integrated curriculum and assessment strategy that ensures trainees who are awarded the approved qualification meet all the outcomes at the required level (Miller’s Pyramid: knows; knows how; shows how; and does).

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| No. | Criteria |
| **S3.1** | **There must be a clear assessment strategy for the award of an approved qualification. The strategy must describe how the outcomes will be assessed, how assessment will measure trainees’ achievement of outcomes at the required level (Miller’s Pyramid) and how this leads to an award of an approved qualification.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.2** | **The approved qualification must be taught and assessed (diagnostically, formatively and summatively) in a progressive and integrated manner. The component parts should be linked into a cohesive programme of academic study, clinical experience and professional practice (e.g., Harden’s spiral curriculum), introducing, progressing and assessing knowledge, skills and behaviour until the outcomes are achieved.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.3** | **Curriculum design and the assessment of outcomes must involve and be informed by feedback from a range of stakeholders such as patients, employers, trainees, commissioners, placement providers, members of the eye-care team and other healthcare professionals.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.4** | **The approved qualification must provide experience of working with patients (such as patients with disabilities, children, their carers, etc.); inter-professional learning (IPL); and teamwork and preparation for entry into the workplace in a variety of settings (real and simulated) such as clinical practice, community, manufacturing, research, domiciliary and hospital settings (for example, Harden’s ladder of integration). This experience must increase in volume and complexity as students progress through a programme.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.5** | **The outcomes must be assessed using a range of methods and all final, summative assessments must be passed. This means that compensation, trailing and extended re-sit opportunities within and between modules where outcomes are assessed is not permitted. Summative assessments directly related to the outcomes demonstrating unsafe practice must result in failure of the assessment.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.6** | **Assessment (including lowest pass) criteria, choice and design of assessment items (diagnostic, formative and summative) leading to the award of an approved qualification must ensure safe and effective practice and be appropriate for a qualification leading to specialist entry to the GOC register as a contact lens optician.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.7** | **Assessment (including lowest pass) criteria must be explicit and set using an appropriate and tested standard-setting process. This includes assessments which occur during learning and experience in practice.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.8** | **Assessments must appropriately balance validity, reliability, robustness, fairness and transparency, ensure equity of treatment for trainees, reflect best practice and be routinely monitored, developed and quality-controlled. This includes assessments which might occur during clinical experience.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.9** | **Appropriate reasonable adjustments must be put in place to ensure that trainees with a disability are not disadvantaged in engaging with the teaching and learning process and in demonstrating their achievement of the outcomes.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.10** | **There must be policies and systems in place to plan, monitor and record each trainee’s achievement of outcomes leading to award of the approved qualification.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.11** | **The approved qualification must be listed on one of the national frameworks for higher education qualifications for UK degree-awarding bodies (The Framework for Higher Education Qualifications of Degree Awarding Bodies in England, Wales and Northern Ireland (FHEQ) and the Framework for Qualifications of Higher Education Institutions in Scotland (FQHEIS)), or be a qualification regulated by Qfqual, SQA or Qualifications Wales. Approved qualifications leading to specialist entry to the GOC register as a contact lens optician must be at a minimum Regulated Qualification Framework (RQF), FHEQ or Credit and Qualifications Framework Wales (CQFW) level 6 or Scottish Credit and Qualifications Framework (SCQF) / FQHEIS level 10.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.12** | **There must be a range of teaching and learning methods to deliver the outcomes that integrates scientific, professional and clinical theories and practices in a variety of settings and uses a range of procedures, drawing upon the strengths and opportunities of context in which the qualification is offered.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.13** | **The approved qualification must integrate clinical experience (approximately 30 days/225 hours) to enable the development of trainees’ clinical experience to meet the outcomes. This must be under the supervision of a contact lens optician (with a minimum of two years’ specialist registration) or optometrist (with a minimum of two years’ registration and current experience of contact lens practice) and include active involvement in the fitting and aftercare of a wide range of lens materials, designs and wearing modalities as well as management of complications arising from contact lens wear. (See also standard 4.)** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.14** | **The outcomes must be delivered and assessed in an environment that places study in an academic, clinical and professional context which is informed by research and provides opportunities for trainees to develop as learners.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.15** | **Outcomes delivered and assessed during clinical experience must be clearly identified, included within the assessment strategy and fully integrated within the programme leading to the award of an approved qualification.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.16** | **The choice of outcomes to be taught and assessed during periods of clinical experience and the choice and design of assessment items must be informed by feedback from a variety of sources, such as patients, employers, trainees, supervisors, members of the eye-care team and other healthcare professionals.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.17** | **Assessment (if undertaken) of outcomes during learning and experience in practice must be carried out by an appropriately trained and qualified GOC registrant or other statutorily registered healthcare professional who is competent to measure students’ achievement of outcomes at the required level (Miller’s Pyramid).** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.18** | **The collection and analysis of equality and diversity data must inform curriculum design, delivery and assessment of the approved qualification. This analysis must include trainees’ progression by protected characteristic. In addition, the principles of equality, diversity and inclusion must be embedded in curriculum design and assessment, and used to enhance trainees’ experience of studying on a programme leading to an approved qualification.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.19** | **Trainees must receive regular and timely feedback to improve their performance, including on their performance in assessments and in periods of clinical experience.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S3.20** | **As part of the approved qualification, trainees must meet regularly with their supervisor to discuss and document their progress as learners.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

**Standard 4: Management, monitoring, and review of approved qualifications**

Approved qualifications must be managed, monitored, reviewed and evaluated in a systematic and developmental way, through transparent processes that show who is responsible for what at each stage.

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| No. | Criteria |
| **S4.1** | **There must be a clear management plan in place for the award of the approved qualification and its development, delivery, management, quality control and evaluation.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S4.2** | **The organisation responsible for the award of the approved qualification must be legally incorporated (e.g., not be an unincorporated association) and have the authority and capability to award the approved qualification.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S4.3** | **The provider of the approved qualification must be able to accurately describe its corporate form, its governance and lines of accountability in relation to its award of the approved qualification.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S4.4** | **The provider must have a named point of contact for the approved qualification.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S4.5** | **There must be agreements in place between the trainee, their supervisor and the approved qualification provider that describe their respective roles and responsibilities during periods of clinical experience. These must be regularly reviewed and supported by management plans, systems and policies which prioritise patient safety.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S4.6** | **The provider of the approved qualification may be owned by a consortium of organisations or some other combination of separately constituted bodies. Howsoever constituted, the relationship between the constituent organisations and the ownership of the provider responsible for the award of the approved qualification must be clear.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S4.7** | **There must be agreements in place between the different organisations/people (if any) that contribute to the delivery and assessment of the outcomes, including during periods of learning in practice. Agreements must define the role and responsibility of each organisation/person, be regularly reviewed and supported by management plans, systems and policies that ensure the delivery and assessment of the outcomes meet these standards.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S4.8** | **A trainee’s supervisor (who must be either a contact lens optician or optometrist) must be trained and supported to carry out their role effectively.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S4.9** | **A trainee may be supervised by no more than two supervisors at any time, one of whom must assume primary responsibility for the trainee’s supervision.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S4.10** | **The approved qualification must be systematically reviewed, monitored and evaluated across learning environments using best available evidence, and action taken to address any concerns identified. Evidence should demonstrate as a minimum:**  **• feedback systems for trainees and their supervisors;**  **• structured systems for quality review and evaluation;**  **• trainee consultative mechanisms;**  **• input and feedback from external stakeholders (patients, employers, supervisors, former trainees, etc); and**  **• evaluation of business intelligence including progression and attainment data. This will ensure that:**  **• provision is relevant, current and informed by evidence, and changes are made promptly to teaching materials and assessment items to reflect significant changes in practice and/or the results of research;**  **• the quality of teaching, learning support and assessment is appropriate; and**  **• the quality of clinical experience, including supervision, is appropriate.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S4.11** | **There must be policies and systems in place for:**  **• the selection, appointment, support and training of external examiner(s) and/or internal and external moderator(s)/verifier(s); and**  **• reporting back on actions taken to external examiner(s) and/or internal and external moderator(s)/verifier(s).** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S4.12** | **Trainees, and anyone who supervises trainees, must be able to provide feedback on progress and raise concerns. Responses to feedback and concerns raised must be recorded and evidenced.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S4.13** | **Complaints must be considered in accordance with the good practice advice on handling complaints issued by the Office for the Independent Adjudicator for Higher Education in England and Wales (or equivalent).** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S4.14** | **There must be an effective mechanism to identify risks to the quality of the delivery and assessment of the approved qualification and to identify areas requiring attention or development.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S4.15** | **There must be systems and policies in place to ensure that the GOC is notified of any major events and/or changes to the delivery of the approved qualification, assessment and quality control, its organisation, resourcing and constitution, including responses to relevant regulatory body reviews.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

**Standard 5: Leadership, resources, and capacity**

Leadership, resources, and capacity must be sufficient to ensure the outcomes are delivered and assessed to meet these standards in an academic, professional, and clinical context.

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| No. | Criteria |
| **S5.1** | **There must be robust and transparent mechanisms for identifying, securing and maintaining a sufficient and appropriate level of ongoing resources to deliver the outcomes to meet these standards, including human and physical resources that are fit for purpose and clearly integrated into strategic and business plans. Evaluations of resources and capacity must be evidenced together with evidence of recommendations considered and implemented.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S5.2** | **There must be a sufficient and appropriately qualified and experienced staff team.**  **This must include:**  **• an appropriately qualified and experienced programme leader, supported to succeed in their role;**  **• sufficient staff responsible for the delivery and assessment of the outcomes, including GOC registrants and other suitably qualified healthcare professionals benchmarked to comparable provision ; and**  **• sufficient supervision of trainee learning in practice by GOC registrants who are appropriately trained and supported in their role.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S5.3** | **There must be policies and systems in place to ensure anyone involved in the approved qualification is appropriately qualified and supported to develop in their role.**  **These must include:**  **• opportunities for continuing professional development (CPD), including personal, academic and profession-specific development;**  **• for supervisors, opportunity for training and support;**  **• effective induction, supervision, peer support and mentoring;**  **• realistic workloads for anyone who teaches, assesses or supervises trainees;**  **• for teaching staff, the opportunity to gain teaching qualifications; and**  **• effective appraisal, performance review and career development support.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S5.4** | **There must be sufficient and appropriate learning facilities to deliver and assess the outcomes.**  **These must include:**  **• sufficient and appropriate library and other information and IT resources;**  **• access to specialist resources, including textbooks, journals, internet and web-based materials; and**  **• specialist teaching, learning and clinical facilities to enable the delivery and assessment of the outcomes.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |

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| No. | Criteria |
| **S5.5** | **Trainees must have effective support for health, wellbeing, conduct, academic, professional and clinical issues.** |
| **Provider’s commentary** (Please refer to the **Evidence Framework** for the types of evidence required to demonstrate how you meet, or intend to meet, the criterion above) 1xA4 page max. | |