

Quality assurance

A Guide to submitting requests

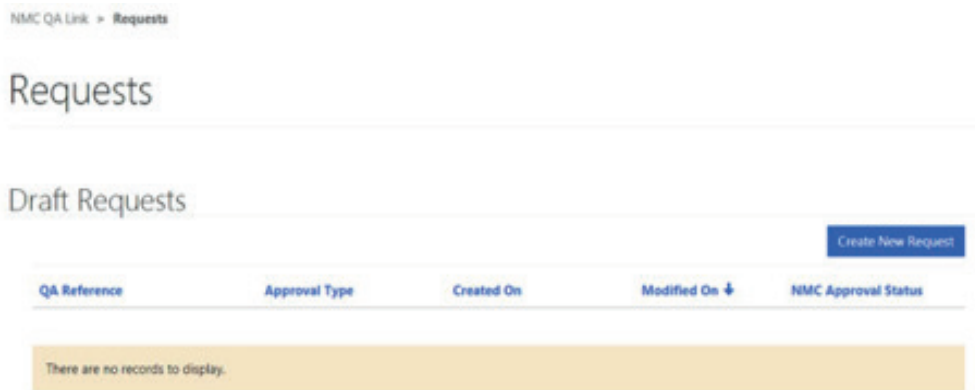


Submitting a request

If you wish to deliver a new programme, modify an existing programme or deliver an endorsed programme, you will need to submit a request in the QA Link.

You can submit a request via the 'requests' page in the QA Link.

Once you have navigated to the 'requests' page, you can select 'create new request' to launch your request.



You can submit the following types of request:

- Approval – you are seeking approval to deliver a new programme
- Approval with endorsement – you are seeking approval to deliver a new programme with an endorsement
- Modification – you are seeking to modify an existing programme
- Modification with endorsement – you are seeking to modify an existing programme with an endorsement
- Endorsement – you are seeking an endorsement of an existing programme

You also need to select a programme type:

- Pre-registration nursing
- Prescribing
- Nursing associate
- Midwifery
- SCHPN
- SPQ
- Return to practice

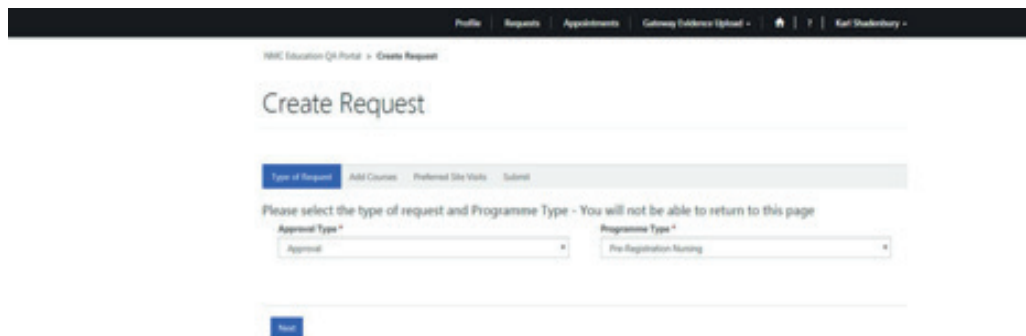
The programme type you select will determine the programme you are able to select within the request. For example, if you choose 'pre-registration nursing' you will only be able to choose from pre-registration nursing programmes.

Submitting an approval request

If you wish to submit a request to deliver a new programme you will need to select the following:

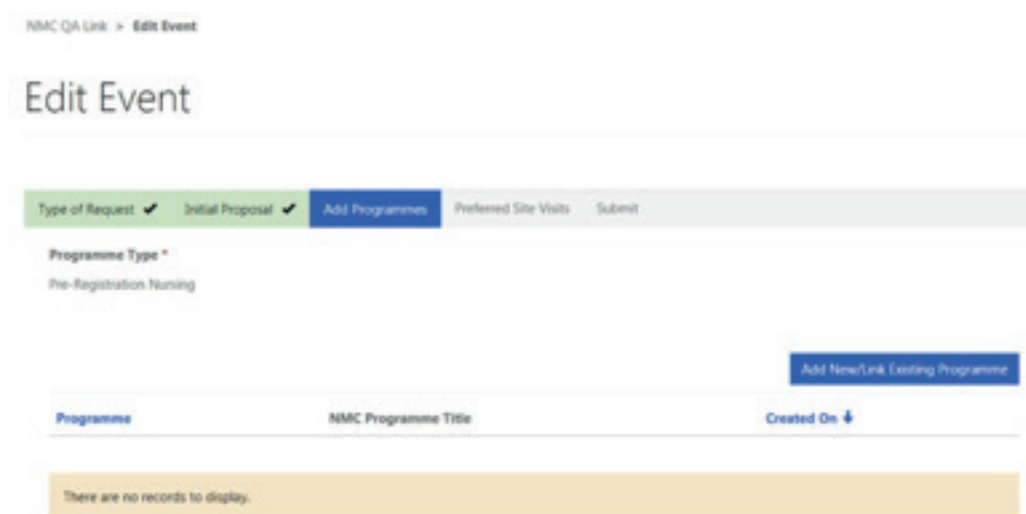
- Approval type: Approval
- Programme type: Any available

Once you have selected your options, click on 'next' to progress your request.



The screenshot shows the 'Create Request' page in the NMC Education QA Portal. The breadcrumb trail is 'NMC Education QA Portal > Create Request'. The page title is 'Create Request'. There is a navigation bar with tabs: 'Type of Request' (selected), 'Add Courses', 'Preferred Site Visits', and 'Submit'. Below the navigation bar, there is a message: 'Please select the type of request and Programme Type - You will not be able to return to this page'. There are two dropdown menus: 'Approval Type*' with 'Approval' selected, and 'Programme Type*' with 'Pre-Registration Nursing' selected. A blue 'Next' button is at the bottom.

The next stage of your request is the selection of your programme. This will be the new programme that you wish to deliver. Please select 'add new/link existing programme' to select your chosen programme.



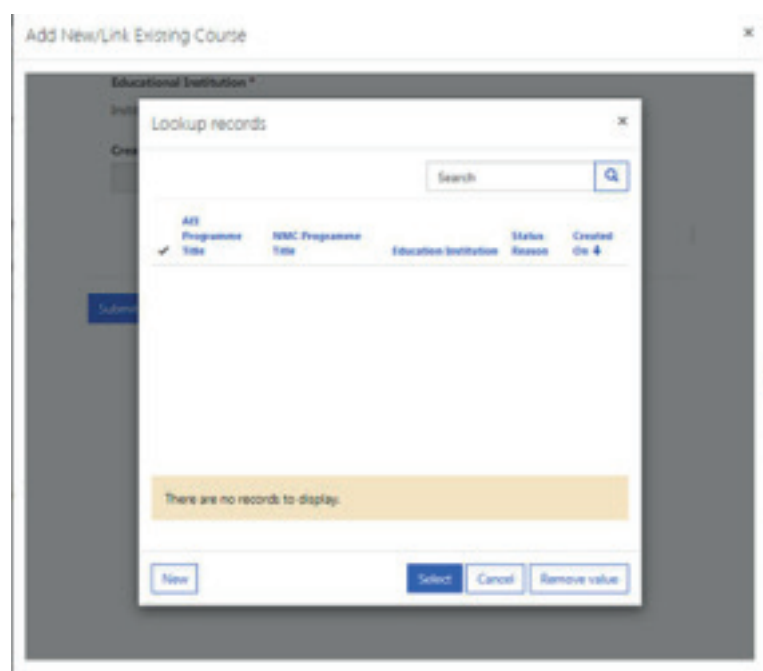
The screenshot shows the 'Edit Event' page in the NMC QA Link system. The breadcrumb trail is 'NMC QA Link > Edit Event'. The page title is 'Edit Event'. There is a navigation bar with tabs: 'Type of Request' (checked), 'Initial Proposal' (checked), 'Add Programmes' (selected), 'Preferred Site Visits', and 'Submit'. Below the navigation bar, there is a 'Programme Type*' dropdown menu with 'Pre-Registration Nursing' selected. A blue button 'Add New/Link Existing Programme' is at the bottom right. Below the button, there is a table with columns: 'Programme', 'NMC Programme Title', and 'Created On'. The table is empty, and a message 'There are no records to display.' is shown at the bottom.

This will launch a new window, where you will be asked to 'create/link programme'.

You should select the magnifying glass icon to progress onto the next window.



You will then be asked to select a programme from the list of approved programmes. As this is a new programme approval, you should select 'new' to create your programme.



To create a new programme, you should select a programme from our list of approved programmes. The available programmes will be dependent on the programme type you selected at the start of your request.

You will also be asked to provide us with:

- your programme name;
- the programme's proposed start date
- the proposed number of students for your first cohort;
- breakdown of student numbers;
- the qualification route (i.e. full-time, part-time, work based or apprenticeship); and
- the academic route.

Add New/Link Existing Programme

Create a new record

AEI Programme Title *

NMC Programme Title *

Proposed Approval Start Date *

Proposed number of students *

Breakdown of student numbers *

Qualification Route *

Academic Route *

Once you have entered the details of the programme you wish to deliver, you can submit the programme and it will be added to your request.

You can choose to add multiple programmes of the same programme category if you wish. For example, you can add pre-registration nursing adult, child and mental health programmes.

Once you have added all your programmes to your request you will be required to add details for your visit.

Type of Request ✓ Initial Proposal ✓ Add Programmes ✓ Preferred Site Visits Submit

Please can you provide three different dates you wish to complete your visit. Select a date 24 weeks from the date you submit this request. Please note that we advise these dates to also be at least three months before the proposed start of your programme. For further details please see the [QA Handbook](#) for full terms and conditions.

Visit date preference 1 *

Visit date preference 2 *

Visit date preference 3 *

Please select a Principal Event Lead

Contact *

Please note that, if a visit is required for your request, we will arrange to visit your main campus. If your request would require a visit to an alternative or additional campus, please confirm below.

Campus *

Site Address *

23 Portland Place
NMC
London
W1B 1PZ

Previous Next

Firstly, please select three preferred dates for a visit. These should be dates where you are available for your assigned visitor(s) to attend a visit. Please choose dates that are 20 weeks from the date of your request to allow for time to complete the gateway process.

Secondly, please select a principal event lead for your visit. You are able to select any contact that has been added to your profile.

Lastly, if you have more than one address on your profile, you can choose which campus should be selected from the visit.

Once you have completed the details for the visit, click 'next' to finalise your request.

The screenshot shows a progress bar at the top with five steps: 'Type of Request', 'Initial Proposal', 'Add Programmes', 'Preferred Site Visits' (which is highlighted in blue), and 'Submit'. Below the progress bar, there is a text instruction: "Please can you provide three different dates you wish to complete your visit. Select a date 24 weeks from the date you submit this request. Please note that we advise these dates to also be at least three months before the proposed start of your programme. For further details please see the QA Handbook for full terms and conditions." This is followed by three date input fields labeled "Visit date preference 1", "Visit date preference 2", and "Visit date preference 3". Below these is a section titled "Please select a Principal Event Lead" with a search box for "Contact". Another instruction follows: "Please note that, if a visit is required for your request, we will arrange to visit your main campus. If your request would require a visit to an alternative or additional campus, please confirm below." This is followed by a "Campus" dropdown menu set to "Main Campus" and a "Site Address" dropdown menu showing "23 Portland Place, NMC, London, W1B 1PZ". At the bottom of the form are "Previous" and "Next" buttons.

The final stage of your request is submission.

This is your last chance to amend/update the details within your request. If you wish to do so, click on 'previous' to make these changes.

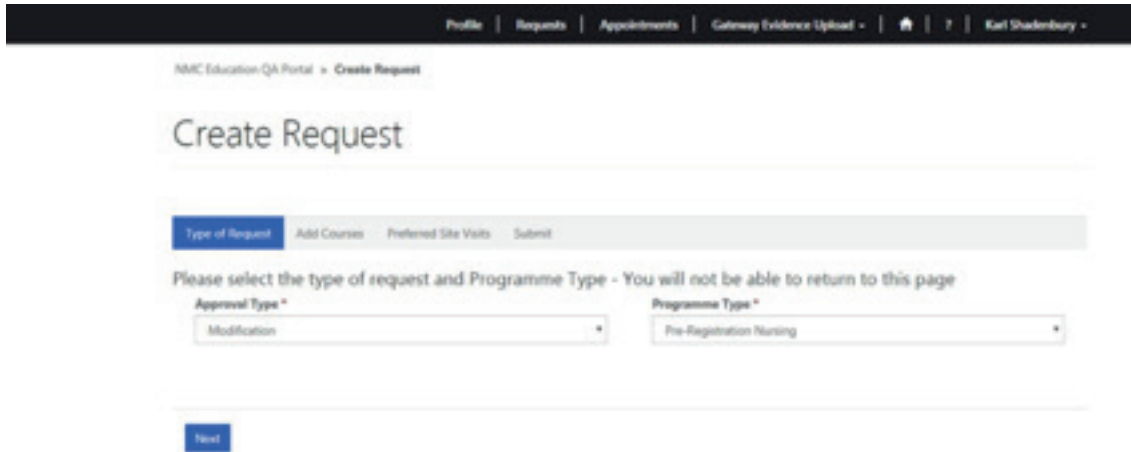
If you are happy with the details that you have provided within your request, simply select 'submit' and your request will be sent to Mott MacDonald to review.

The screenshot shows a progress bar at the top with five steps: 'Type of Request', 'Initial Proposal', 'Add Courses', 'Preferred Site Visits', and 'Submit' (which is highlighted in blue). Below the progress bar, there is a text instruction: "Click to Submit this Request". At the bottom of the form are "Previous" and "Submit" buttons.

Once you have submitted your request for approval of a new programme, and Mott MacDonald have reviewed and accepted your request, the associated gateway will open, and you will be able to begin uploading evidence.

Modifying an existing programme

If you wish to submit a request to deliver a new programme you will need to select the following:



The screenshot shows the 'Create Request' page on the NMC Education-QA Portal. At the top, there is a navigation bar with links for Profile, Requests, Appointments, Gateway Evidence Upload, and a user profile for Karl Shadbury. Below the navigation bar, the page title is 'NMC Education-QA Portal > Create Request'. The main heading is 'Create Request'. There is a breadcrumb trail: 'Type of Request' (active), 'Add Courses', 'Preferred Site Visits', and 'Submit'. Below this, a message states: 'Please select the type of request and Programme Type - You will not be able to return to this page'. There are two dropdown menus: 'Approval Type*' with 'Modification' selected, and 'Programme Type*' with 'Pre-Registration Nursing' selected. At the bottom of the form, there is a blue 'Next' button.

Once you have selected your approval and programme type, you need to provide details of the changes that you wish to make to your existing programme. This will include any new courses that you are adding to an existing approved programme or changing evidence for an existing programme.

You will be required to complete all sections of the modification form before you can submit and move onto the next stage of the request.

[NMC QA Link](#) > [Create Request](#)

Create Request

Type of Request ✓ **Modification Details** Add Programmes Preferred Site Visits Submit

Please complete all sections

Modification Visit Planning

Please confirm that the practice learning partners for all programmes for which you are seeking approval are in agreement with the proposal *

Have you been approved as an AEI within the last 12 months? *

Additional modification questions

In brief, what is the purpose of this modification? *

Does this modification include the addition of any new levels to your existing provisions? *

Does this modification involve changing any programme names? *

Which standards are affected by this proposed modification? *

Will the programme or module learning outcomes change? *

Will assessment methods change? *

If assessment submission dates are changed, will this impact on progression points? *

Are the proposed changes for all fields of nursing practice? *

Will the programme structure change? *

Is a nursing degree apprenticeship pathway being added? *

Is the programme to be delivered at a new satellite site? *

Please provide full details of the proposed modification *

Please confirm that you are ready for this event and believe that you can meet the NMC standards for approval at this event *

Additional Information

Modified Programme Title *

Is this request for you to provide this programme for the first time? *

Since previous approval, have you received extensions to any of the programmes selected for modification? *

Is the programme only to be provided full-time? *

Is a part-time route to be provided? *

Are any of the programmes to be delivered with a new placement learning provider? *

Please confirm that you will be ready for the visit date and can ensure that the documentation you will submit at least 8 weeks prior to the preferred date, will demonstrate your readiness to proceed to the visit. *

Next

Once you have completed the section of the modification form, select 'next' to progress your request.

Following the submission of the details of your modification, you will be asked to select your programme. Please note, that you will only be able to select the type of programme that you selected at the start of your request.

Profile | Requests | Appointments | Gateway Evidence Upload | | | | | | | | |

NMC Education-QA Portal > Create Request

Create Request

Type of Request Modification Details **Add Courses** Preferred Site Visits Submit

Programme Type *

Pre-Registration Nursing

[Add New Link Existing Course](#)

Course	NMC Programme Title (Course)	Created On
There are no records to display.		

Next

This will launch a new window, where you will be asked to 'create/link programme'.

You should select the magnifying glass icon to progress onto the next window.

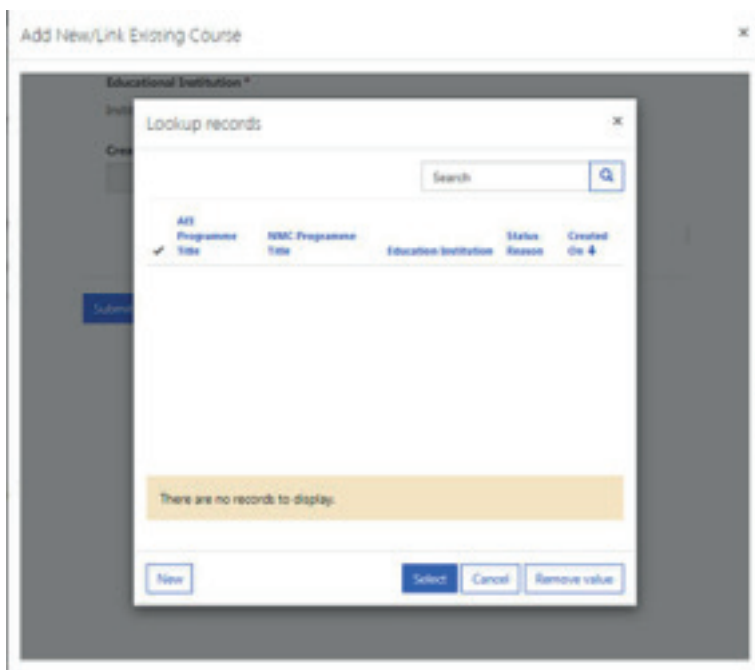
Educational Institution *

TestingUnit8

Create/Link Programme *

Submit

You will then be asked to select a programme from the list of your approved programmes. In addition, if you are creating a new programme, you should select 'new' to create your programme.



To create a new programme, you should select a programme from our list of approved programmes. The available programmes will be dependent on the programme type you selected at the start of your request.

You will also be asked to provide us with:

- your programme name;
- the programme's proposed start date
- the proposed number of students for your first cohort;
- breakdown of student numbers;
- the qualification route (i.e. full-time, part-time, work based or apprenticeship); and
- the academic route.

Create a new record

AEI Programme Title *

NMC Programme Title *

Proposed Approval Start Date *

Proposed number of students *

Breakdown of student numbers *

Qualification Route *

Academic Route *

Once you have entered the details of the programme you wish to deliver, you can submit the programme and it will be added to your request.

You can choose to add multiple programmes of the same programme category if you wish. For example, you can add pre-registration nursing adult, child and mental health programmes.

Once you have added all your programmes to your request you will be required to add details for your visit.

Type of Request ✓ Initial Proposal ✓ Add Programmes ✓ Preferred Site Visits Submit

Please can you provide three different dates you wish to complete your visit. Select a date 24 weeks from the date you submit this request. Please note that we advise these dates to also be at least three months before the proposed start of your programme. For further details please see the [QA Handbook](#) for full terms and conditions.

Visit date preference 1 *

Visit date preference 2 *

Visit date preference 3 *

Please select a Principal Event Lead

Contact *

Please note that, if a visit is required for your request, we will arrange to visit your main campus. If your request would require a visit to an alternative or additional campus, please confirm below.

Campus *

Site Address *

23 Portland Place
NMC
London
W1B 1PZ

Previous Next

Firstly, please select three preferred dates for a visit. These should be dates where you are available for your assigned visitor(s) to attend a visit. Please choose dates that are 20 weeks from the date of your request to allow for time to complete the gateway process.

Secondly, please select a principal event lead for your visit. You are able to select any contact that has been added to your profile.

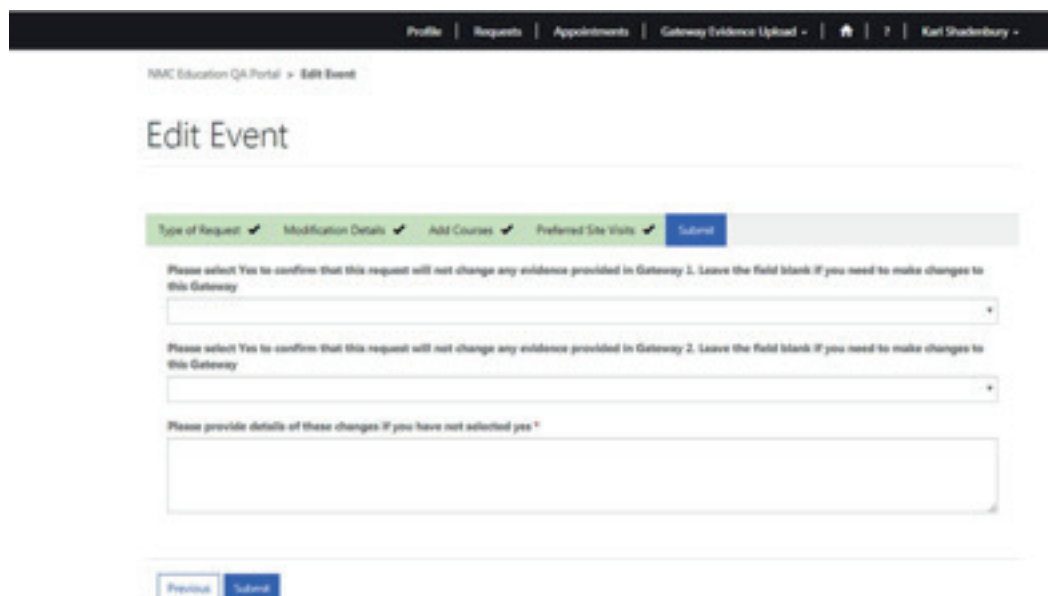
Lastly, if you have more than one address on your profile, you can choose which campus should be selected from the visit.

Once you have completed the details for the visit, click 'next' to finalise your request.

The final stage of your request is submission.

You will be asked if your modification request will change any evidence that you provided at Gateway 1 and 2. If you select no for both Gateways, you can simply submit your request for consideration.

If you do wish to change evidence at Gateways 1 and 2, you will be asked to provide details of those changes. This will reopen the Gateways to enable you to upload new evidence and narrative against the standards in either Gateways 1 or 2.



The screenshot shows the 'Edit Event' page in the NMC Education QA Portal. At the top, there is a navigation bar with links for Profile, Requests, Appointments, Gateway Evidence Upload, and a user profile for Karl Shadenbury. Below the navigation bar, the page title is 'Edit Event'. A progress bar indicates the current step is 'Submit', with previous steps 'Type of Request', 'Modification Details', 'Add Courses', and 'Preferred Site Visits' marked as complete. The main form area contains three sections: 1) A dropdown menu for Gateway 1 with the instruction: 'Please select Yes to confirm that this request will not change any evidence provided in Gateway 1. Leave the field blank if you need to make changes to this Gateway'. 2) A dropdown menu for Gateway 2 with the instruction: 'Please select Yes to confirm that this request will not change any evidence provided in Gateway 2. Leave the field blank if you need to make changes to this Gateway'. 3) A text area with the instruction: 'Please provide details of these changes if you have not selected yes'. At the bottom of the form, there are 'Previous' and 'Submit' buttons.

Submitting an endorsement request

If you wish to submit a request to deliver a new programme you will need to select the following:

- Approval type: Endorsement
- Programme type: Any available

Once you have selected your options, click on 'next' to progress your request.

The next stage of your request will be to complete our proforma. You will be asked to complete the following sections:

- Please provide details of Commissioners
- Please confirm that the NMC approved teachers delivering the programme outside of the UK are either employees of the programme provider or formally accredited by the programme provider for the explicit purpose of delivering the programme, they meet NMC requirements by being NMC registrants with due regard to the programme or field of practice and hold a recordable teaching qualification (or equivalent).
- Please indicate the anticipated nature of partnerships and commitment in both the support of the programme and in the provision of resources
- As a UK regulator the NMC must ensure that students exiting the endorsed programme will be able to practice safely and effectively within the UK. Whilst it is acknowledged that some additional local requirements may need to be included in the programme delivered outside of the UK, evidence is required that the NMC approved curriculum will be the same wherever it is being delivered. This must be delivered within the context of UK healthcare.
- Please demonstrate how the QA arrangements associated with the delivery of the programme outside of the UK will interface with the QA processes of the approved institution, taking account of the local context. Please also indicate the way in which the programme delivered outside of the UK will be directly monitored by the approved institution.

Once you have completed the sections of the endorsement proforma, select 'next' to progress your request.

You will be asked to select an existing linked endorsed education institution or create a new endorsed education institution. Please note that you are limited to select education institutions from the Channel Islands or the Isle of Man.

NMC QA Link > Create Request

Create Request

Type of Request ✓ Proforma ✓ Endorsed Education Institution Add Programmes Preferred Site Visits Submit

Please select an existing linked Endorsed Education Institution or create a new one

If you already deliver a programme with an endorsed education institution, you can select an existing endorsed education institution. You will be required to click on the magnifying glass icon to launch a new window with your previously endorsed education institutions.

Lookup records ✕

Search

✓ Account Name ↑	Email	Main Phone
✓ EndorsedTestingUnit71	EndorsedTestingUnit7@nmc.ac.uk	02074813128

If you wish to deliver an endorsed programme with a new partner you can create a new endorsed EI. This can be achieved by selecting 'Create Endorsed Education Institution' and completing the information within form. Once you have completed all the required sections you can click on 'select' to add the new endorsed education institution.

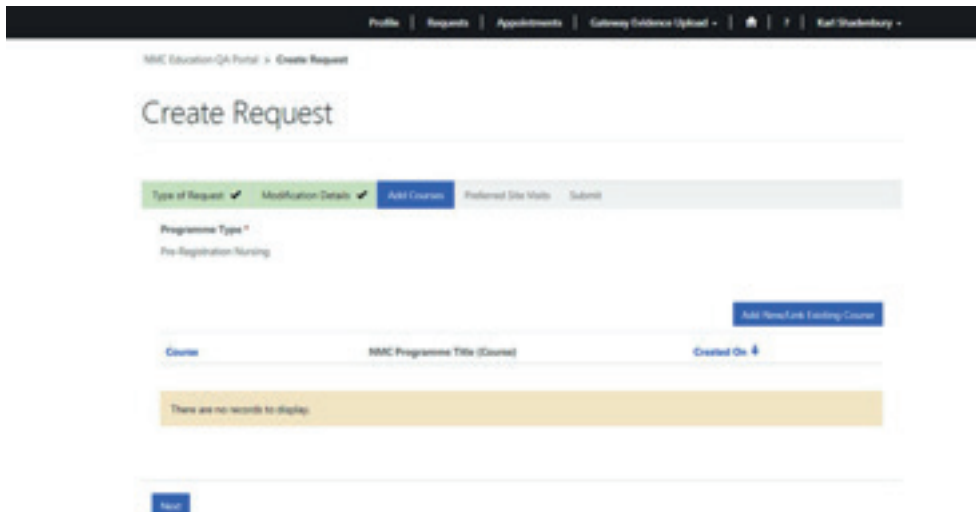
Create Endorsed Education Institution ✕

Name of Institution *	UK Education Institution
<input type="text"/>	TestingUnit3
Phone Number *	Institution Email *
<input type="text"/>	<input type="text"/>
Institution website URL *	
<input type="text"/>	

Address

Address Line 1 *	Address Line 2
<input type="text"/>	<input type="text"/>
Address Line 3	City *
<input type="text"/>	<input type="text"/>
Post Code *	Country *
<input type="text"/>	<input type="text"/> <input type="button" value="Q"/>

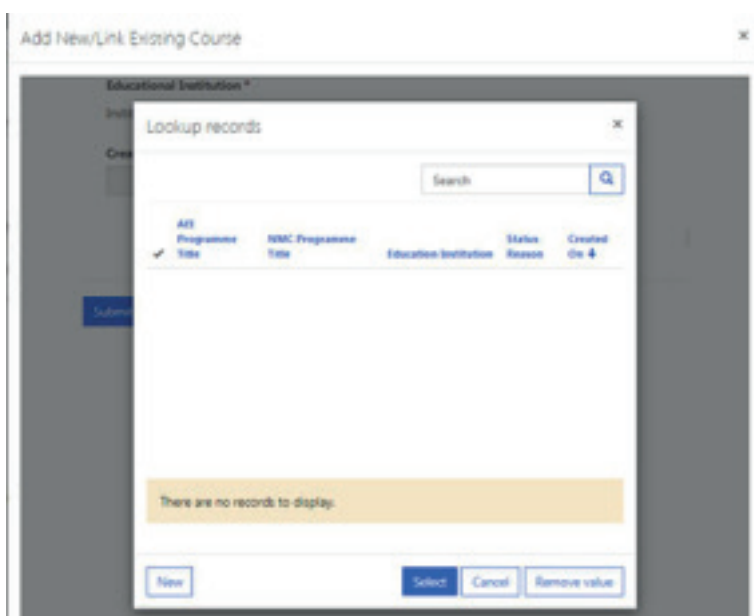
Following the submission of the details of your endorsement and the endorsed education institution, you will be asked to select your programme. Please note, that you will only be able to select the type of programme that you selected at the start of your request.



This will launch a new window, where you will be asked to 'create/link programme'. You should select the magnifying glass icon to progress onto the next window.



You will then be asked to select a programme from the list of your approved programmes.



Once you have selected the programme you wish to endorse, you can submit the programme and it will be added to your request.

You can choose to add multiple programmes of the same programme category if you wish. For example, you can add pre-registration nursing adult, child and mental health programmes.

Once you have added all your programmes to your request you will be required to add details for your visit.

The screenshot shows a web form titled "Preferred Site Visits" with a progress bar at the top indicating the current step. The form includes the following elements:

- Progress bar: Type of Request ✓, Initial Proposal ✓, Add Programmes ✓, Preferred Site Visits (current), Submit.
- Text: "Please can you provide three different dates you wish to complete your visit. Select a date 24 weeks from the date you submit this request. Please note that we advise these dates to also be at least three months before the proposed start of your programme. For further details please see the [QA Handbook](#) for full terms and conditions."
- Fields: "Visit date preference 1", "Visit date preference 2", and "Visit date preference 3", each with a calendar icon.
- Section: "Please select a Principal Event Lead" with a "Contact" search field.
- Text: "Please note that, if a visit is required for your request, we will arrange to visit your main campus. If your request would require a visit to an alternative or additional campus, please confirm below."
- Fields: "Campus" dropdown menu (showing "Main Campus") and "Site Address" dropdown menu (showing "23 Portland Place, NMC, London, W3 3PZ").
- Navigation: "Previous" and "Next" buttons.

Firstly, please select three preferred dates for a visit. These should be dates where you are available for your assigned visitor(s) to attend a visit. Please choose dates that are 20 weeks from the date of your request to allow for time to complete the gateway process.

Secondly, please select a principal event lead for your visit. You are able to select any contact that has been added to your profile.

Lastly, if you have more than one address on your profile, you can choose which campus should be selected from the visit.

Once you have completed the details for the visit, click 'next' to finalise your request.

The final stage of your request is submission.

This is your last chance to amend/update the details within your request. If you wish to do so, click on 'previous' to make these changes.

If you are happy with the details that you have provided within your request, simply select 'submit' and your request will be sent to Mott MacDonald to review.

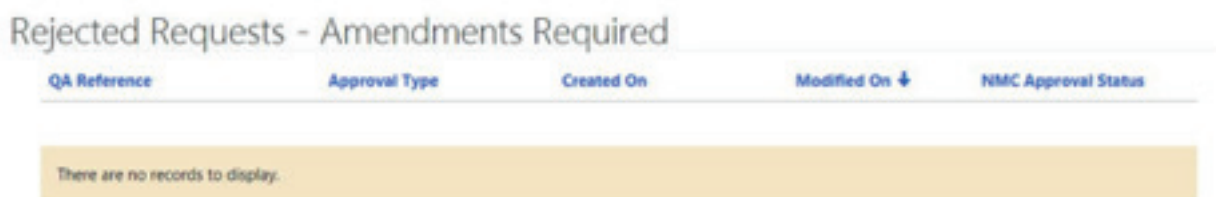


Once you have submitted your request to deliver an endorsed programme, and Mott MacDonald have reviewed and accepted your request, the associated gateway will open, and you will be able to begin uploading evidence.

Request – Further information required

If a request has been reviewed by Mott MacDonald, and further information is required, you will be notified by email.

You can update your request and add the required information by navigating to the 'Requests' page on the QA Link and selecting the associated request.



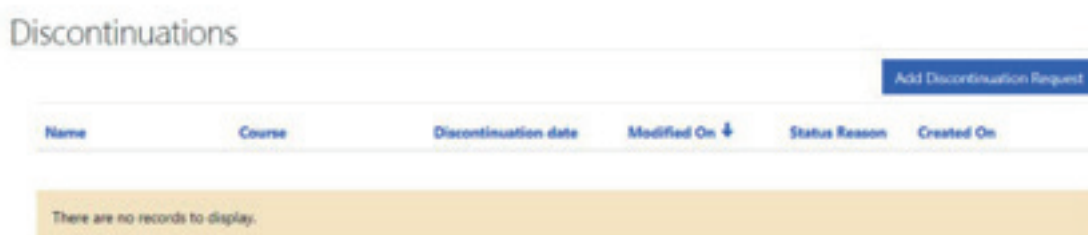
QA Reference	Approval Type	Created On	Modified On	NMC Approval Status
There are no records to display.				

Discontinuation of an NMC approved programme

If you wish to discontinue an existing NMC approved programme, you must add a discontinuation request.

Within the NMC QA Link, head to the 'Requests' tab and selected 'Add Discontinuation Request'. Please note that if you wish to discontinue a programme, we will close that programme on our system and remove any information on the NMC's website.

It should also be noted, that a programme can only be discontinued once all current students have completed the programme. For this to happen, we would expect the Official correspondent or Lead Midwife for Education to out the request to us. You will not be able to start the same programme unless you undertake a programme approval request again.



Name	Course	Discontinuation date	Modified On	Status Reason	Created On
There are no records to display.					

Once you have selected to submit a request, you need to add the programme you wish to discontinue from the list of your approved programmes. If there are any students studying on the programme that you wish to discontinue, you won't be able to submit a request to us.

You will be asked to select the date when you wish the programme to discontinue.

You will also be required to provide a rationale for your request to discontinue the programme. This does not need to be a lengthy or detailed, and is required to inform us of the reasons that you no longer wish to run a programme.

The screenshot shows a web form titled "Create Discontinuation Request" on the "NMC Education Q&A Portal". The form includes a warning message: "Please note that if you wish to discontinue a course, you will not be able to restart it again except by undertaking a full programme approval again. Discontinuing a course will not have an effect on the registration status of anyone awarded a qualification from that course prior to the point of discontinuation." The form fields are: "Education Institution" (with "University of Surrey" entered), "Discontinuation date" (with a calendar icon), "Please add the course you wish to discontinue" (with a search bar for "Course"), a radio button for "Are students actively enrolled", and a large text area for "Rationale". A "Submit" button is at the bottom left.

Once you have submitted your request, you will receive a confirmatory email informing you that the programme has been successfully discontinued.