Toolkit available hosted on SharePoint contains:

* 1) Learning Organisation (LO) approval application form
* 2) Guidance on application and process
* 3) Template documentation

4) Learning Organisation application form is sent to the Training Hub by the LO (This form forms part of the 4-5 year approval and reapproval)

5) LO approval visit is arranged by the Training Hub Quality Lead/Training Hub Quality Admin support

6) LO report is produced by the Training Hub Quality Lead with Training Hub Admin Support following the visit

7) LO documentation and report submitted by the Training Hub Quality Lead to HEE Quality team for review

8) LO outcome confirmed to the TH QL who will distribute the outcome and report to:

* Learning Organisation
* HEI’s
* Panel members
* School of Primary care

5 year LO visit following same process as above

Annual return based on CQC/NETs data