Dear XXXX,

Thank you for agreeing to undergo the new Learning Organisation approval process. I have attached to this email all the relevant documentation as listed below:

* + Application Guidance
	+ Learning Organisation approval application
	+ Future RA Guidance (as referred to in the application guidance)
	+ The risk assessment tool
	+ Feedback form

In terms of timeline please could we ask you complete the Quality Assurance of General Practice placements document and let us know a date for the assessment panel (which would ideally be held before the end of April) and any feedback you have so far by no later than XXXX. If you will struggle with these timelines, please let us know.

When returning your application please ensure you attach to your email:

* The completed Learning Application form
* The confirmation of approval panel visit, time and date
* Additional evidence as requested in the application form including:
	+ Induction timetables
	+ Trainee timetables
	+ Supervisor timetables
	+ Confirmation of supervisor status for all supervisors

If you have any queries at any point, please let myself know and we will do our best to assist you.

Thank you once again.

Best wishes,