

A guide to the QA Link: for education institutions

Updated June 2023

Contents

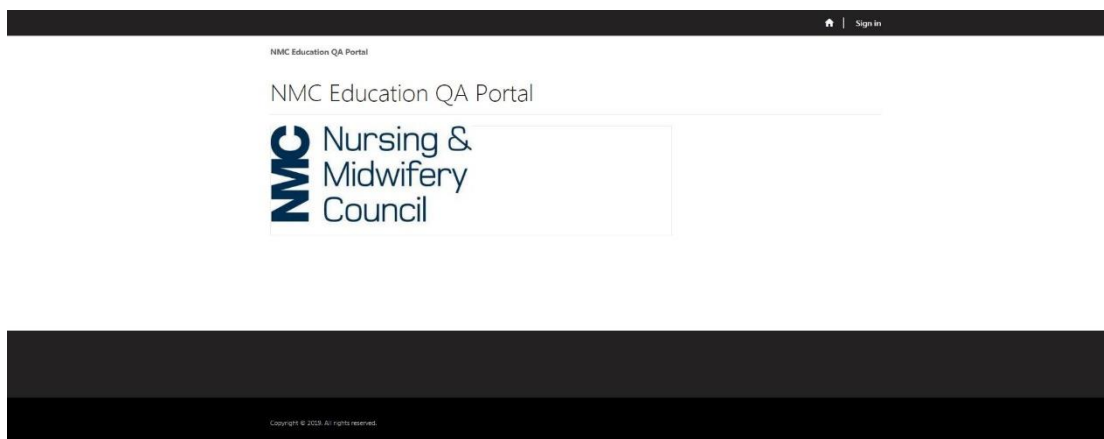
Registering with the NMC's QA Link	3
Initial steps	3
Creating an account	4
Submitting a request to run a NMC approved programme for the first time	6
Gateway process.....	14
Practice learning partners	15
Appointments	17
Gateway 1	19
Gateway 2	24
Gateway 3	29
Requests for further information.....	38
Programme Approval Reports	38
IDPAR.....	38
FPAR.....	41
Observations	42
Ad-hoc Evidence Requests/Meeting Conditions.....	43
Existing AEIs	47
Subsequent event submissions – mod, endorsements etc	47
Submitting an approval request	47
Modifying an existing programme	53
Submitting an endorsement request	62
Request - Further information required.....	69
Updating Gateway 1	70
QA Link Contacts – Adding, Removing and Changing OC	73
Decision Letters.....	72
Discontinuations	75
Glossary.....	77
List of Abbreviations	82

Registering with the NMC's QA Link

Initial steps

If you are an education institution with degree awarding powers and wish to become an NMC approved education institution (AEI) to deliver NMC approved programmes, you can register your interest on our 'NMC QA Link'.

You can visit <http://qalink.nmc-uk.org/> <https://educationsitqa.microsoftcrmportals.com/> to begin your registration.



Once you have clicked on "Sign in" at the top right-hand corner of the screen, on the black ribbon, you will then need to select the "Register" tab. Here you will be prompted to enter the following:

- Email address (please that you use an '@ac.uk' email address)
- Username; and
- Password.

Once you have entered this information, click on the blue button, 'Register' to submit.

A screenshot of the registration form on the NMC Education QA Portal. The form is titled "Register for a new local account". It features four input fields: "* Email", "* Username", "* Password", and "* Confirm password". Below the input fields is a blue "Register" button. At the top of the form, there are three tabs: "Sign in", "Register", and "Redeem invitation". The "Register" tab is currently selected. The background of the form area is light gray, and the top navigation bar is black with a home icon and "Sign In" text.

Following submission, you will be passed to the screen below. You will be asked to 'please click here to confirm your email'. If you click on that text, an email will be sent to the email address you used to register with the QA Link.

NMC Education QA Portal



Thank you for creating an account.
Please click here to confirm your email

Once you receive this email, you will be asked to click on a link to verify your email address. Once you have clicked on this link, your account will have been verified and you can now complete your account setup on the QA Link and submit an initial proposal to become an AEI.

Creating an account

Following your initial sign in, you will now be able to login and setup your account.

Once you have logged in, to progress your application to become an AEI you will be required to confirm 'yes' for the following questions:

- Please confirm you are the official correspondent for, or hold a position of equivalent responsibility within the education institution you represent that enables you to enter information on their behalf;
- Please confirm you have at least one of the following awarding powers – Foundation degree, Bachelor's degree, Master's degree or Doctorate;
- Please confirm you have arrangements in place with practice learning partners to support any programmes you wish to have approved to run, and that these are sufficient for the number of students you are intending to induct onto those courses;
- Confirm that the above information is correct and that you acknowledge any incorrect information given may delay the approval process.

Unfortunately, if you are unable to confirm 'yes' for all of the above questions, you will be unable to continue with your application to become an AEI.

If you cannot progress your application and wish to speak to someone within the QA team, please email us at gateam@nmc-uk.org.

If you do confirm 'yes' to the above questions, you will then be prompted to complete the details of the [official correspondent](#) or the Lead Midwife for Education for your education institution (EI).

Once these details have been submitted, you will be presented with your profile. At this stage you will be able to start your journey with us to become an NMC approved education institution by submitting your first request to deliver an NMC approved programme.

NMC QA Link > Profile

Profile

Save Campus address

Account Name *

NewEITest2

Email

newei2@test.com

Phone

01234567890

Website

<https://www.test.com>

Official Correspondent

Test Account

Lead Midwife

—

Main Campus Address

Address Line 1 *

1 Test

Address Line 2

Address Line 3

City *

Test

Post Code *

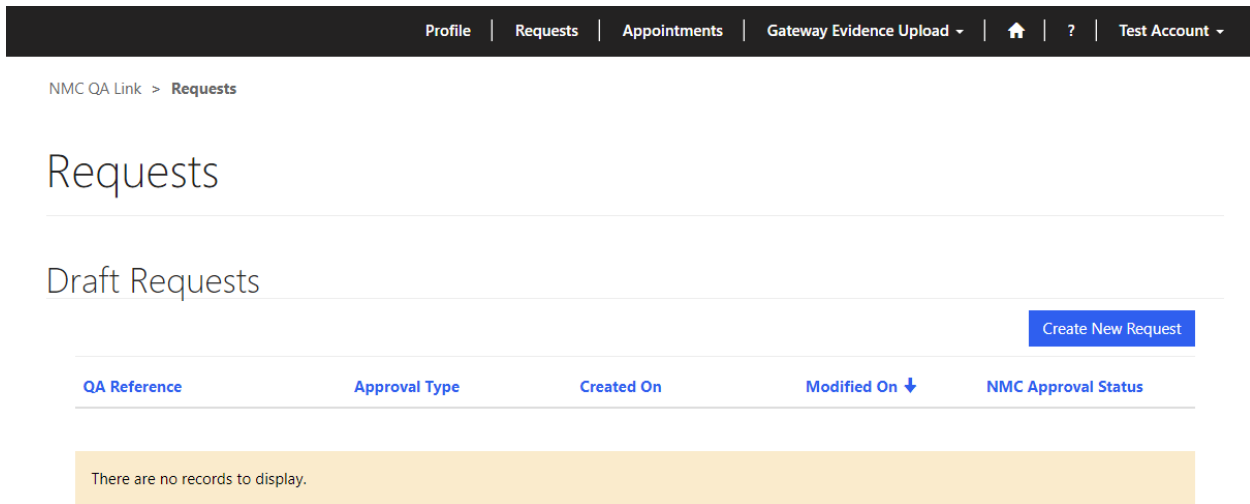
TE1 2SY

Country *

England

Submitting a request to run a NMC approved programme for the first time

To create your first request to run a NMC approved programme, you will need to select the 'request' tab along the top of your page. When here, you can select 'create new request' which will start the process:



You will be presented with two drop-down menus for 'approval type' and 'programme type'. As this will be your first request, you should select 'approval' from the drop-down menu and your chosen programme type from the following:

- Pre-registration nursing
- Prescribing
- Nursing associate
- SPQ
- SCPHN
- Return to Practice
- Midwifery

Create Request

Type of Request | Initial Proposal | Approval Questions | Add New Programmes | Preferred Site Visits | Submit

Please select the type of request and Programme Type - You will not be able to return to this page

Approval Type * Programme Type *

Please note that you can submit the following types of requests:

- Approval – if you are seeking approval to deliver a new programme, or a programme under new education standards for the first time
- Modification – if you are seeking to modify an existing programme
- Endorsement – if you are seeking an endorsement of an existing programme

Next

Once you have chosen your approval type “Approval” and programme type, click on ‘next’ and you will be asked to answer our initial proposal questions:

- Rationale for the proposal and intended programme delivery;
- Confirmation of the appropriate qualification awarding power;
- Evidence of resources in place to support the proposal; and
- Details of wider support;
- Programme start date.

Once you have submitted your initial proposal, you will be asked another set of approval questions:

- Confirmation of practice learning partner (PLP) agreement;
- Prior approval status;
- Prior extensions;
- Full time and/or part time programmes;
- Satellite sites;
- Confirmation of readiness.

Once you have submitted your approval questions, you will be asked to select a programme for your request. This will be the programme(s) that you wish to deliver as an AEI.

You should select “add new programme” to select your chosen programme.

NMC QA Link > Create Request

Create Request

Type of Request ✓ Initial Proposal ✓ Approval Questions ✓ **Add New Programmes** Preferred Site Visits Submit

Programme Type *

Pre-Registration Nursing

Add New Programme

Programme

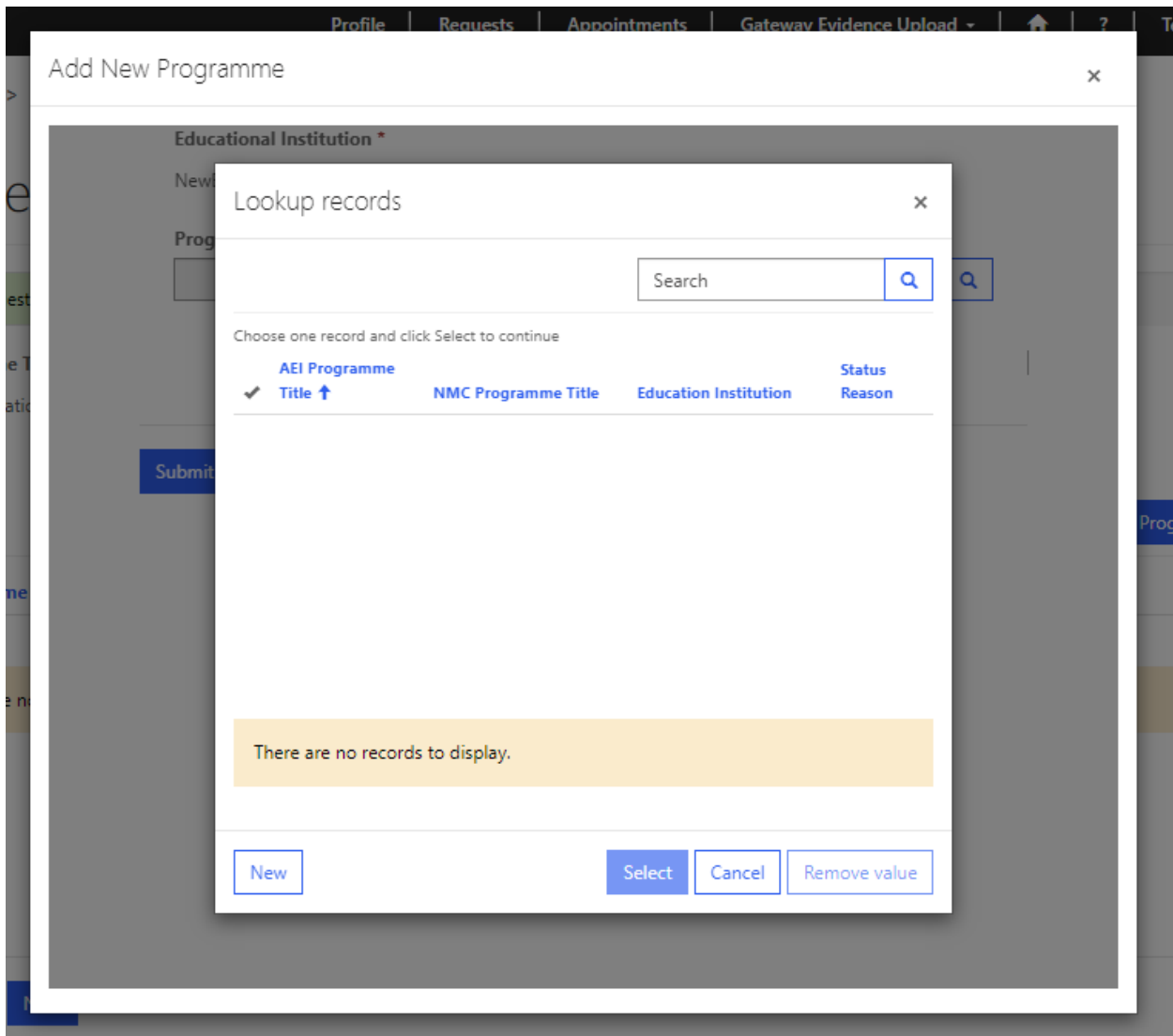
NMC Programme Title

There are no records to display.

Previous

Next

On the following page, click on the magnifying glass and you will be presented with a list of programmes, but as this is your first programme approval this will be empty. Click 'new' to create your first programme:



To create your programme, you should select from our list of approved programmes using the magnifying glass. The programmes generated for selection will be dependent on the programme type you selected at the beginning of your request. Tick the relevant box and then 'select', and then you will be returned to the initial page where you can continue to provide your programme information. You will need to provide us with:

- Programme name (AEI programme title);
- Proposed programmes start date;
- Proposed number of students for your first cohort;
- Breakdown of those student numbers (i.e., Full time and part time);
- Qualification route (for example full-time, part-time, apprenticeship); and
- Academic route (for example BSc (Hons), MSc, PGDip etc)

If you have any fall back awards in place that will lead to registration with the NMC, please create a programme record for this route/exit award so it can be considered as part of the request.

If you are submitting a request for Return to Practice Nursing programmes, you will see some tick box options at the bottom of the programme form above. Please use these boxes to tell us which fields of nursing your Return to Practice Nursing programmes relate to:

Return to Practice Sub-Categories

- RTP- nursing adult
- RTP- nursing child
- RTP- nursing mental health
- RTP- nursing learning disabilities

Once you have completed this information, scroll down to the bottom of the page and submit your programme using 'Submit'.

Please note, you will need to create a new programme record for each "Qualification route" such as Part-time, Full-time. Apprenticeship etc.

If you wish to add another programme, then you can repeat the steps above until you have completed your complement of programmes for this request. Please note, you can only submit programmes from the corresponding programme category i.e., Nursing programmes within Pre-registration Nursing etc.

You will now be asked to select your preferred dates for our external QA provider, Mott MacDonald, to carry out a visit. The visit will follow up on your submitted evidence and confirm whether you have met out standards to become an AEI and deliver an approved programme. You will be asked to submit three dates, and they should be dates which are 20 weeks from the date on which you submitted your request and at least 12 weeks before your proposed programme start date.

You will also need to select a principal event lead for the visit which you can select by clicking on the magnifying glass and picking a contact.

You will also be able to confirm the address of where the visit will take place – your main campus will reflect the details that were provided for the account upon initial sign up. If you wish to provide a different address, then select either ‘additional campus’ or ‘alternative campus’ from the drop-down and then the text box will become editable, and you can provide the relevant details:

ProfileRequestsAppointmentsGateway Evidence UploadHome?Test Account

NMC QA Link > Create Request

Create Request

Type of Request ✓Initial Proposal ✓Approval Questions ✓Add New Programmes ✓Preferred Site VisitsSubmit

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 *

1 Test
Test
TE1 2SY
England

PreviousNext

Once you have selected your preferred visit dates and you're happy with the details you have provided, you can click on 'Next'. On the following page, click on 'Submit' which will submit your request to us. You

will then be taken back to your 'Requests' section where you will see your request under 'Submitted Requests':

NMC QA Link > Requests

Requests

The record has been deleted.

Draft Requests

Create New Request

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

Submitted Requests

Type in the search box to find a request by reference

Search

QA Reference	Approval Type	Programme Type	Current Gateway	Modified On ↓	Created On	NMC Approval Status
020623133952-A	Approval	Pre-Registration Nursing	Initial Proposal	02/06/2023 3:12 PM	02/06/2023 2:39 PM	Active

Once we have received your request, we'll carry out some preliminary checks to ensure that you are in a position to commence the gateway (GW) process. This can take up to 20 working days, but you will receive a notification via email when we've completed this.

If we are happy with your initial proposal and your request to deliver an approved programme, you will be notified via email that your details have been passed onto Mott MacDonald for their review.

If we require further information in relation to your initial proposal, you will be notified via email and asked to submit further information. You can submit this information via the QA Link, and the email you receive will provide a link to the QA Link to update your request. Once you have submitted your further information, we will consider this and let you know whether we are satisfied that you can proceed to the GW process.

Once Mott MacDonald have completed their checks, they will be in touch with you to discuss further details and will progress your request on to the GW process.

QA 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. When updating your request, a summary textbox will appear at the end of the form asking you to provide a high-level summary of what changes you have made. This summary box is mandatory, you will be unable to submit your request until this textbox is completed.

Rejected Requests - Amendments Required

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

Gateway process

Once you have submitted your request to Mott MacDonald and they have successfully completed their checks, you will be able to upload evidence and narrative against our education standards via the associated GW(s). You will receive a notification of this via email.

The QA process contains four GW:

- [GW 1 – Part 1: Standards framework for nursing and midwifery education \(SFNME\)](#)
- [GW 2 – Part 2: Standards for student supervision and assessment \(SSSA\)](#)
- [GW 3 – Part 3: Programme standards](#)
- [GW 4 – Approval visit/desktop review](#)

You can upload evidence/narrative to your requests via the 'Gateway Evidence Upload' tab. You may populate your evidence and narrative for each GW as soon as they open, and in any order that you wish, however, each GW must be submitted in a linear order i.e., GW1 first, then GW2, then GW3 etc. When intending to upload evidence against GW 3, you need to click on the programme type that is relevant to your request.

Gateway Evidence Upload

Evidence Pages
Gateway 1 Amend/Upload
Gateway 2 Amend/Upload
Gateway 3 Amend/Upload - Midwifery
Gateway 3 Amend/Upload - Pre Reg Nursing
Gateway 3 Amend/Upload - Pre Reg Nursing Associate
Gateway 3 Amend/Upload - Prescribing
Gateway 3 Amend/Upload - RTP
Gateway 3 Amend/Upload - SCPHN
Gateway 3 Amend/Upload - SPQ

Practice learning partners

If you are seeking approval of your first NMC approved programme, you will need to add the practice learning partners (PLPs) that you intend to deliver your programme(s) in collaboration with. In this section of the QA link, the term PLPs includes Employer Partners (EPs) for apprenticeships too.

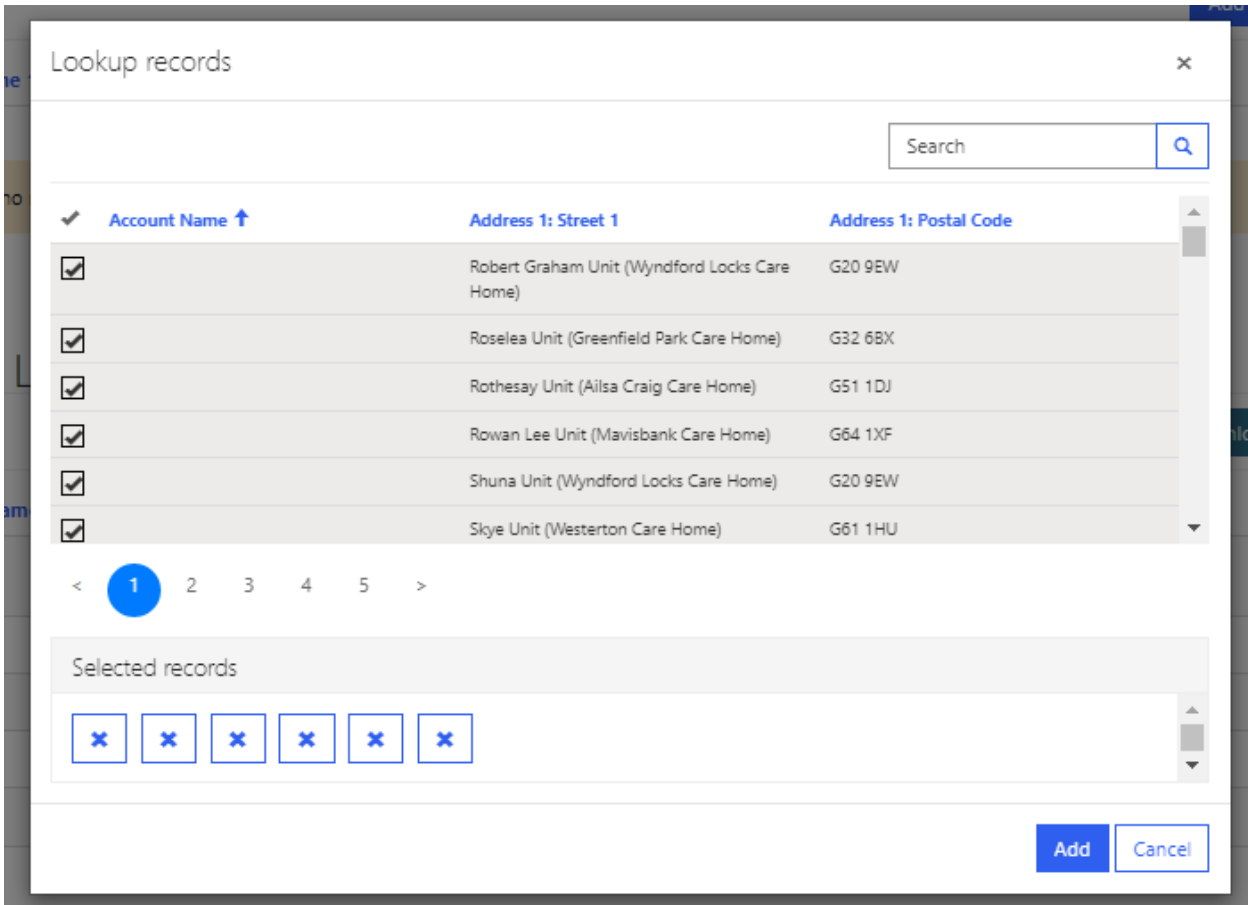
To add PLPs to your profile, you will need to click on the 'Profile' tab and scroll down to the 'Practice Learning Partners' section. Your list will initially be empty, but you can click on 'Add PLP' to start adding PLPs that you wish to use within your requests:

Practice Learning Partners

Q
Add PLP
Download PLPs

Account Name ↑	Address Line 1	Post Code
There are no records to display.		

After you have clicked 'Add PLPs', you can then select from our database the PLPs that you wish to add as partners for your programmes. You can do this by searching their details in the search bar. Once you have searched and selected your desired PLPs, you can click on 'Add' to submit the selected PLPs to your profile:



Please note, some PLPs may not be available on the dropdown list yet. If that's the case for you, please send us a list of those which are missing via qa.link@nmc-uk.org so that we can add them to the QA link also copying in Mott MacDonald to your email so that they have a copy of the list. We will let you know when the list of selectable PLPs has been updated on the QA link and ask you to add them here.

Once added, you will see your selection of PLPs present on your profile page:

Practice Learning Partners

Account Name ↑	Address Line 1	Post Code
	Robert Graham Unit (Wyndford Locks Care Home)	G20 9EW
	Roselea Unit (Greenfield Park Care Home)	G32 6BX
	Rothesay Unit (Ailsa Craig Care Home)	G51 1DJ
	Rowan Lee Unit (Mavisbank Care Home)	G64 1XF
	Shuna Unit (Wyndford Locks Care Home)	G20 9EW
	Skye Unit (Westerton Care Home)	G61 1HU

Now that you have attached your PLPs to your institution, you will be able to add them to GW 3 against the programmes you are seeking approval.

You will also notice a second button labelled 'Download PLPs'. As you progress through your journey with us and your database of PLPs grows, you can utilise this button at any time to download a list containing all of the PLPs associated with your institution. This should prove useful in maintaining your PLPs in the future and throughout monitoring activities as your journey progresses.

Appointments

Mott MacDonald will arrange a visit based on the proposed visit dates that you gave as part of your request. Once a date for your visit has been arranged, Mott MacDonald will submit an appointment request. You will be notified via email once an appointment request has been sent to you.

As an AEI, you can check all appointments associated with requests that you have raised. To check these, navigate to your appointments tab along the top of the page. You should then see a grid containing all appointments for your institution:

Subject	Type	Approval Type	QA Reference	Actual Start	Actual End	QA Contact	Service Provider	EI to confirm appt date	Date Created ↓
NewEItest2 - Pre-Registration Nursing	Site Visit	Approval	020623133952-A	15/09/2023	16/09/2023	Devan Wilderman	serviceProv1		07/06/2023 12:13 PM ⌵

You can view an appointment by either clicking on the subject of the appointment or selecting the drop-down icon and clicking on 'View'. You will then be presented with the details of the appointment, and you will have the options of 'Yes' or 'No' before submitting back to Mott MacDonald.

Appointment ×

Site Visit	Approval type
Site Visit	Approval
Quality Assurance *	Education Institution *
020623133952-A	NewEITest2
QA Visitor *	
Devan Wilderman	
Start *	End *
15/09/2023	16/09/2023
Address *	
1 Test Test TE1 2SY England	
EI to confirm appt date *	
<input type="text" value="Yes"/>	

Gateway 1

Following Mott MacDonald's approval of your initial proposal, you will be able to proceed to upload evidence and narrative against GW 1.

You can access GW 1 from the 'Gateway Evidence Upload' tab, on the black ribbon at the top of the screen, and by selecting 'Gateway 1 Amend/Upload':

The screenshot shows the top navigation bar with links for Profile, Requests, Appointments, Gateway Evidence Upload, Home, Help, and Test Account. Below the navigation bar, the breadcrumb trail reads 'NMC QA Link > Gateway 1 Upload'. The main heading is 'Gateway 1 Upload'. A content box titled 'Gateway 1' contains the following text:

The Standards framework for nursing and midwifery education applies to all approved education institutions (AEIs) and their practice learning partners that are running NMC approved programmes.

In addition, the Standards framework for nursing and midwifery education applies to a higher education institution seeking approval of an NMC programmes and to obtain AEI status.

Approval of AEIs and NMC programmes is through a Gateway process.

Approval of the Standards framework for nursing and midwifery education is through Gateway 1 of the quality assurance (QA) process.

The process is outlined in more detail in the [QA Handbook](#).

What you must do

This template enables you (the education institution) and your practice learning partners to demonstrate how you meet the standards and requirements in the *Standards framework for nursing and midwifery education (NMC, 2018)*.

You must:

- provide a summary against each standard and requirement of how you and your practice learning partners meet the standards and requirements.
- upload relevant copies of supporting documentation including policies and procedures. Please note: we do not accept URLs in the QA hub for security reasons. Ensuring up to date documents are uploaded including the date for the next internal QA review of each document.
- In addition, you must provide details of all practice learning partners used for student placements, for all NMC approved programmes delivered

Firstly, you should add the evidence that you wish to upload against the standards and requirements. You can upload evidence within the 'Gateway 1 Amend/Upload' page by scrolling down to the 'Evidence' section and selecting 'Upload Evidence'.

The screenshot shows the 'Evidence' section with a search bar and an 'Upload Evidence' button. Below the search bar, there is a table header with 'Evidence' and 'Created On' (with a dropdown arrow). A yellow message box at the bottom states 'There are no records to display.'

You will be asked to provide a name for your evidence. Once you have entered this, you can click 'Next' to progress to the next page.

Upload Evidence

Name of Evidence ✓ **Upload Evidence**

Evidence Name *

Add files **New folder**

There are no folders or files to display.

Previous **Submit**

Once you have provided a file name, you can choose to either add a single file or you can create a folder and upload multiple documents. Tip: To upload multiple documents to a folder from your computer please use Ctrl and select individual files by clicking on them or hold Shift and click the bottom of the list of files to select all of them. Once you have created a folder and populated with multiple files, you will be able to select that entire folder as part of a single evidence upload against a standard, but you won't be able to select a single file within a folder. Please note, if you intend to use a single file against several standards, it is recommended that you upload this evidence as a single file rather than as part of a folder.

Once you have chosen to 'Add files', you should untick the 'Overwrite existing files' (unless you wish to overwrite files that you have already added to the evidence record) and select 'Choose files'. You can then choose the file(s) you wish to add to your repository of evidence:

NMC QA Link > Upload Evidence

Upload Evidence

Name of Evidence ✓ Upload Evidence

Evidence Name *

Add files New folder

Name ↑	Modified
dummy.docx (18 KB)	02/06/2023 4:13 PM

Previous Submit

If you have finished adding files to your record, you can click on 'Submit' and your evidence will be uploaded. You can then repeat the above steps until you have completed your document upload ready for submission throughout your GWs:

Evidence

Search Upload Evidence

Evidence	Created On ↓
test	02/06/2023 4:04 PM

Once you have uploaded all of your evidence, and having previously added your PLPs, you are now ready to link your evidence and add your narrative to our GW 1 standards.

Still within the 'Gateway 1 Amend/Upload' tab, scroll down to the 'Gateway 1 Standards' section where you should see a list of the standards ready to be populated. You can select a standard to populate by clicking on the drop-down icon to the right of the row. Once clicked, you should see the option to 'Edit':

Gateway 1 Standards

Link Existing Evidence by Standard

Search

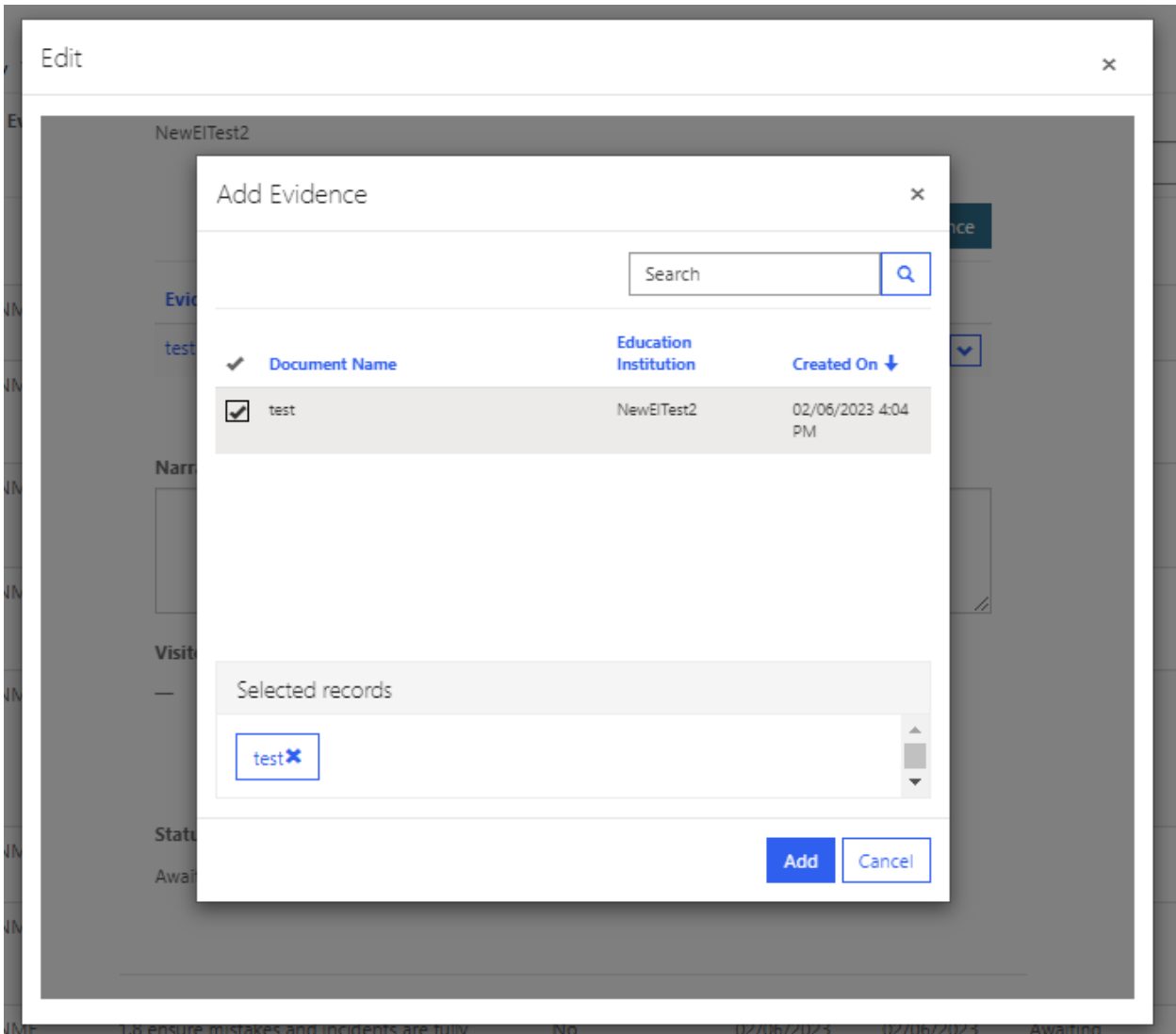
Standard ↑	Description	Evidence Uploaded	Modified On	Created On	Status Reason
R1.1.01 - SFNME	1.1 Demonstrate the safety of people is a primary consideration in all learning environments	No	02/06/2023 3:55 PM	02/06/2023 3:55 PM	Awaiting Submission
R1.1.02 - SFNME	1.2 prioritise the wellbeing of people promoting critical self-reflection and safe practice in accordance with the Code	No	02/06/2023 3:55 PM	02/06/2023 3:55 PM	Awaiting Submission
R1.1.03 - SFNME	1.3 ensure people have the opportunity to give and if required, withdraw their informed consent	No	02/06/2023 3:55 PM	02/06/2023 3:55 PM	Awaiting Submission

Edit

You will then be presented with the selected standard and will be able to upload evidence and add narrative. Firstly, you should add evidence to the standard by clicking 'Add Evidence':

The screenshot shows a web interface for editing a standard. At the top left, the word "Edit" is displayed. Below it, the standard name "NewEITest2" is shown. A blue button labeled "Add Evidence" is positioned on the right side. Below the button is a table header with "Evidence" on the left and "Created On ↓" on the right. A yellow message box states "There are no records to display." Below this is a "Narrative *" field with a large text area. Underneath is a "Visitor Comments *" field with a horizontal line. At the bottom, there is a "Status *" dropdown menu currently set to "Awaiting Submission". A footer bar at the very bottom contains the text: "ME 1.6 ensure mistakes and incidents are fully NO 02/06/2023 02/06/2023 Awaiting".

You will be presented with a list of all the evidence that you have uploaded earlier for GW 1. You will be able to select multiple pieces of evidence to add to your selected standard. Once you have selected all the evidence you wish to add to your selected standard, you can click on 'Add' and the evidence will be attached to the standard:



Once you have added evidence to the standard, you will be able to add your narrative. This can be done by typing into the free textbox under 'Narrative'.

When you are happy that you have added all the relevant evidence and narrative to your standard, you can select 'Submit' to update the standard. The status of the standard will remain as 'awaiting submission' but the standard will note that evidence has been uploaded and the date of modification.

You can repeat the above steps for the rest of the standards within GW 1 until you have a full complement. When you are happy, you should scroll to the bottom of the page, tick the box below and select 'Submit this Gateway'. Once submitted, the GW will be locked and you will not be able to make any changes until your visitor has reviewed your GW and determined whether [further information is required](#).

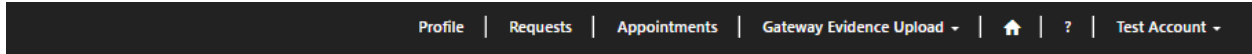
Do you wish to submit this gateway? - Once you submit your evidence for this gateway, you will not be able to upload any further evidence or information for this gateway



Submit this Gateway

Gateway 2

You can access GW 2 from the 'Gateway Evidence Upload' tab, and by selecting 'Gateway 2 Amend/Upload'. You will then be navigated to the GW 2 upload page where should follow similar steps as previously followed in GW 1:



NMC QA Link > Gateway 2 Upload

Gateway 2 Upload

Gateway 2 - Standards for student supervision and assessment

The Standards for student supervision and assessment apply to all NMC approved programmes and should be read with the Standards framework *nursing and midwifery education* and the programme standards specific to the programme that is being delivered. There must be compliance with all these standards for an education institution for to be approved and run NMC approved programmes.

Approval of AEs and NMC programmes is through a Gateway process.

Approval of the Standards for student supervision and assessment is through Gateway 2 of the QA process.

The process is outlined in more detail in the [QA Handbook](#).

What you must do

As the education provider you and your practice learning partners are required to submit documentation for scrutiny which demonstrates how you meet or intend to meet the Standards for student supervision and assessment (NMC, 2018).

Outstanding Evidence Requests for Gateway 2

QA Reference	Standard ↑	Status Reason ↑	Modified On	Created On
020623133952-A	R2.1.01 - SSSA	Awaiting Submission	02/06/2023 3:56 PM	02/06/2023 3:56 PM
020623133952-A	R2.1.02 - SSSA	Awaiting Submission	02/06/2023 3:56 PM	02/06/2023 3:56 PM
020623133952-A	R2.1.03 - SSSA	Awaiting Submission	02/06/2023 3:56 PM	02/06/2023 3:56 PM
020623133952-A	R2.1.04 - SSSA	Awaiting Submission	02/06/2023 3:56 PM	02/06/2023 3:56 PM

< 1 2 3 4 5 6 7 8 .. 17 >

Firstly, you should add the evidence you wish to upload against the standards and requirements. You can upload evidence within the 'Gateway 2 Amend/Upload' page by scrolling down and selecting 'Upload Evidence'.

Evidence

Search

Evidence	Created On ↓	
GW3 test	07/06/2023 10:42 AM	▼
GW2 test	07/06/2023 10:41 AM	▼
GW1 test	07/06/2023 10:39 AM	▼
test	02/06/2023 4:04 PM	▼

You will be asked to provide a file name for your evidence. Please note that you can upload a folder of evidence, as well as individual pieces of evidence. However, if you intend to attach a file to several standards, it is recommended that you upload this evidence as a single file.

Profile | Requests | Appointments | Gateway Evidence Upload | Home | ? | Test Account

NMC QA Link > Upload Evidence

Upload Evidence

Name of Evidence ✓ Upload Evidence

Evidence Name *

Add files New folder

There are no folders or files to display.

Previous Submit

Once you have provided a file name, you can choose to either add a single file to your evidence submission, or you can create a folder and upload multiple documents. Tip: To upload multiple documents from your computer please use Ctrl and select individual files by clicking on them or hold Shift and click the bottom of the list of files to select all of them.

Profile | Requests | Appointments | Gateway Evidence Upload | Home | ? | Test Account


NMC QA Link > Upload Evidence

Upload Evidence

Name of Evidence ✓ Upload Evidence

Evidence Name *

Add files New folder

Name ↑	Modified
 dummy.docx (18 KB)	02/06/2023 4:13 PM

Previous Submit

Once you have chosen to 'Add files', you should untick the 'Overwrite existing files' (unless you wish to overwrite files that you have already added to the evidence record) and select 'Choose files'. You can then choose the file(s) you wish to add to your evidence request.

If you have finished adding files to your evidence record, you can click on 'Submit' and your evidence will be uploaded. You will now be able to attach the evidence record to the associated standards within the GW.

Evidence

Evidence	Created On ↓
test	02/06/2023 4:04 PM

Once you have uploaded all of your evidence, you are now ready to link your evidence and add your narrative to our GW 2 standards.

Still within the 'Gateway 2 Amend/Upload' tab, scroll down to the 'Gateway 2 Standards' section where you should see a list of the standards ready to be populated. You can select a standard to populate by clicking on the drop-down icon to the right of the row. Once clicked, you should see the option to 'Edit':

Gateway 2 Standards

Link Existing Evidence by Standard

Standard ↑	Description	Evidence Uploaded	Modified On	Created On	Status Reason
R2.6.07 - SSSA	6.7 students studying for an NMC approved post-registration qualification are assigned to practice and academic assessors in accordance with relevant programme standards	No	02/06/2023 3:56 PM	02/06/2023 3:56 PM	Awaiting Submission
R2.6.08 - SSSA	6.8 practice and academic assessors receive ongoing support to fulfil their roles	No	02/06/2023 3:56 PM	02/06/2023 3:56 PM	Awaiting Submission
R2.6.09 - SSSA	6.9 practice and academic assessors are expected to appropriately raise and respond to concerns regarding student conduct, competence and achievement and are supported in doing so.	No	02/06/2023 3:56 PM	02/06/2023 3:56 PM	Awaiting Submission
R2.7.01 - SSSA	7.1 practice assessors conduct assessments to confirm student achievement of proficiencies and programme outcomes for practice learning	No	02/06/2023 3:56 PM	02/06/2023 3:56 PM	Awaiting Submission

You will then be presented with the selected standard and will be able to upload evidence and add narrative. Firstly, you should add evidence documents to the standard by clicking 'Add Evidence':

Edit ×

NewEITest2

[Add Evidence](#)

Evidence Created On ↓

There are no records to display.

Narrative *

Visitor Comments *

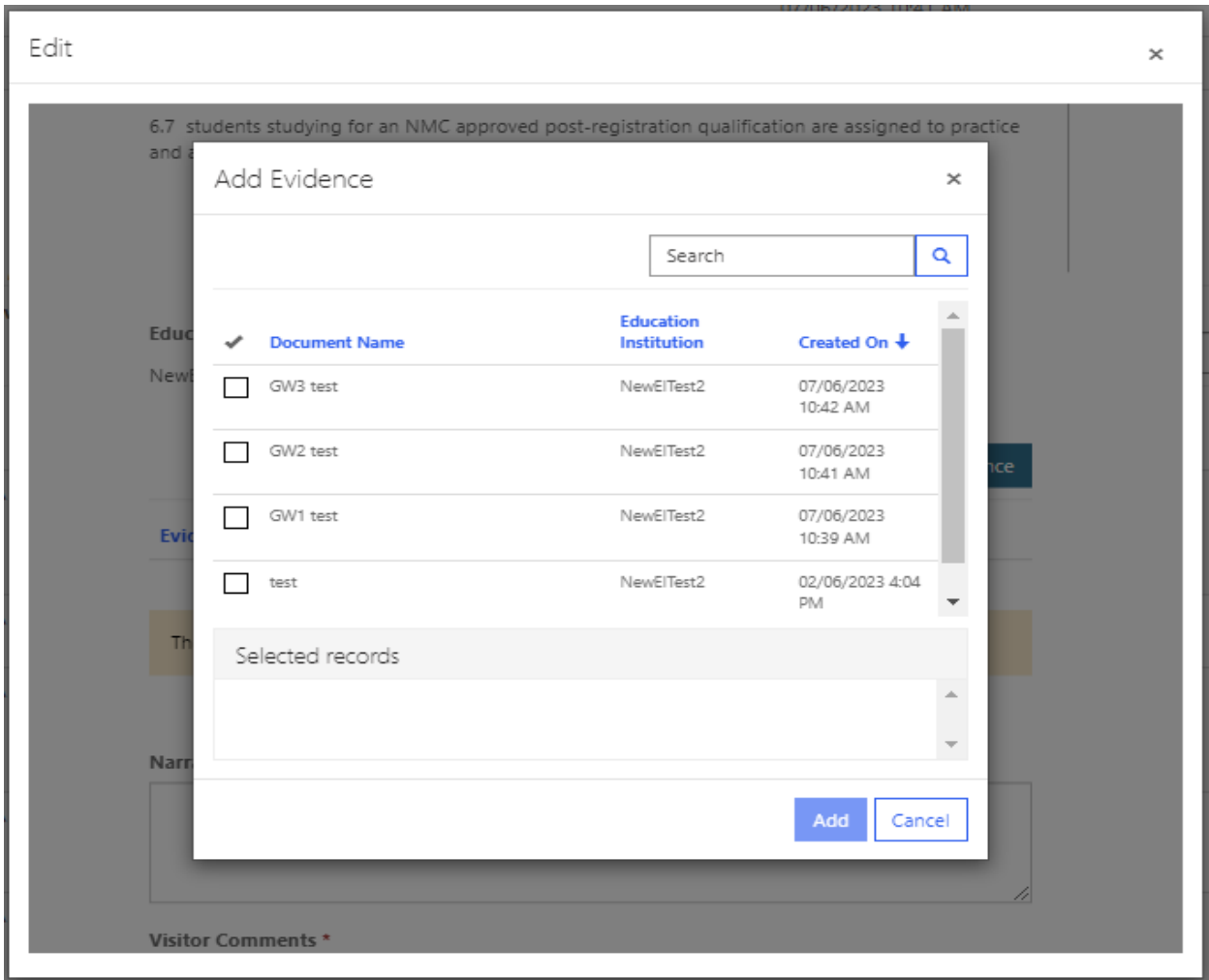
—

Status *

Awaiting Submission

ME	1.8 ensure mistakes and incidents are fully	No	02/06/2023	02/06/2023	Awaiting
----	---	----	------------	------------	----------

You will be presented with a list of all the evidence documents that you have uploaded earlier for GW 2. You will be able to select multiple pieces of evidence to add to your selected standard. Once you have selected all the evidence you wish to add to your selected standard, you can click on 'Add' and the evidence will be attached to the standard:



Once you have added evidence to the standard, you will be able to add your narrative. This can be done by typing into the free textbox under 'Narrative'.

When you are happy that you have added all the relevant evidence and narrative to your standard, you can select 'Submit' to update the standard. The status of the standard will remain as 'awaiting submission' but the standard will note that evidence has been uploaded and the date of modification.

You can repeat the above steps for the rest of the standards within GW 2 until you have a full complement. When you are happy, you should scroll to the bottom of the page, tick the box below and select 'Submit this Gateway'. Once submitted, the GW will be locked, and you will not be able to make any changes until your visitor has reviewed your GW and determined whether further information is required.

Do you wish to submit this gateway? - Once you submit your evidence for this gateway, you will not be able to upload any further evidence or information for this gateway. Note: you cannot submit this gateway until Gateway 1 has been submitted

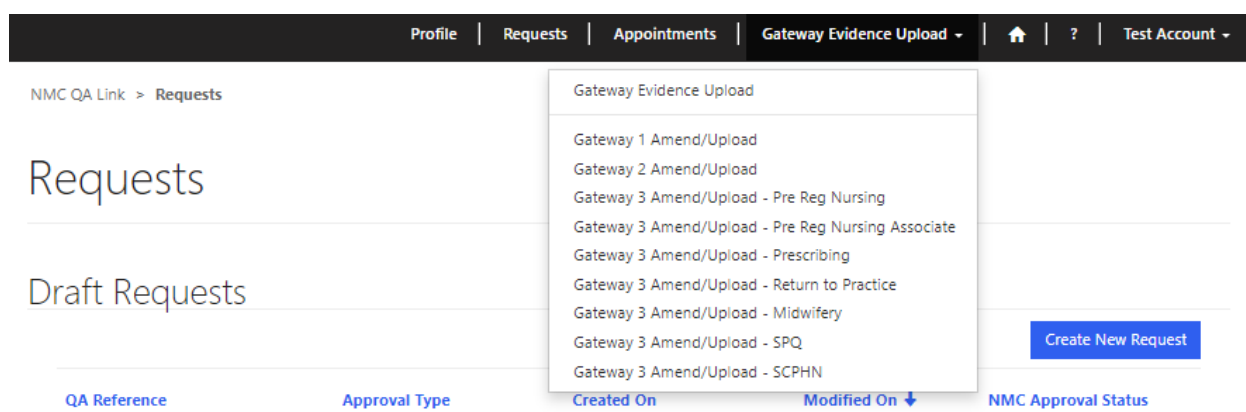
Submit this Gateway

Gateway 3

If you are a new education institution seeking approval of your first programme, you will be able to proceed to upload evidence and narrative against GW 3 following our review and approval of your initial proposal.

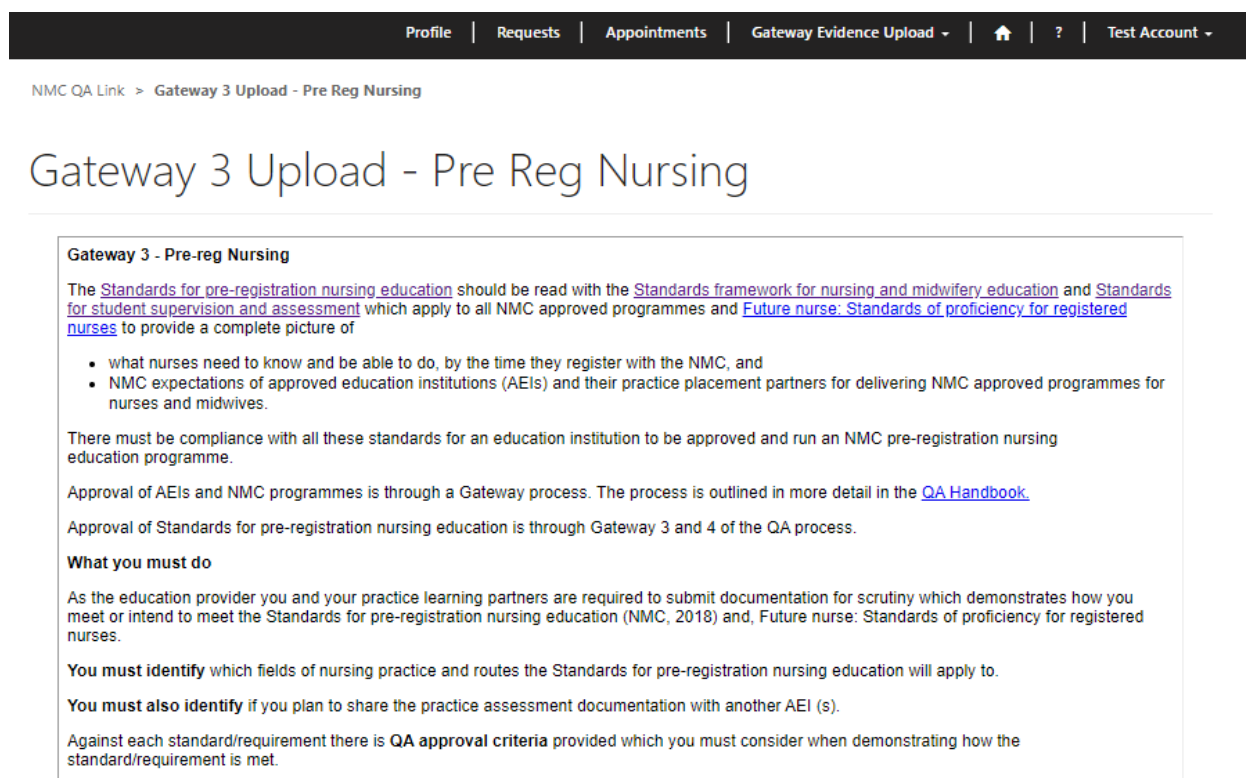
If you are an existing AEI, GW 3 will be accessible once you have submitted a request for an approval, modification or endorsement, and this has been reviewed and approved by Mott MacDonald. Once Mott MacDonald have reviewed and approved your request you will be notified by email and GW 3 will be accessible for your associated programme.

You can access GW 3 from the 'Gateway Evidence Upload' tab, and by selecting the same programme type that you selected within your request. For example, if you are seeking approval of a pre-registration nursing programme, you would select 'Gateway 3 – Pre Reg Nursing'.



The screenshot shows the 'Requests' page in the NMC QA Link system. The navigation bar includes 'Profile', 'Requests', 'Appointments', 'Gateway Evidence Upload', a home icon, a help icon, and 'Test Account'. The main content area has a breadcrumb 'NMC QA Link > Requests' and a large heading 'Requests'. Below this is a section for 'Draft Requests' and a table with columns for 'QA Reference', 'Approval Type', 'Created On', 'Modified On', and 'NMC Approval Status'. A dropdown menu is open over the 'Gateway Evidence Upload' tab, listing various gateway options. A blue 'Create New Request' button is located on the right side of the page.

Once you have selected the relevant programme category, you will be taken to the associated GW 3 standards page:



The screenshot shows the 'Gateway 3 Upload - Pre Reg Nursing' standards page. The navigation bar is the same as in the previous screenshot. The breadcrumb is 'NMC QA Link > Gateway 3 Upload - Pre Reg Nursing'. The main heading is 'Gateway 3 Upload - Pre Reg Nursing'. The content is enclosed in a box and includes the following text:

Gateway 3 - Pre-reg Nursing

The [Standards for pre-registration nursing education](#) should be read with the [Standards framework for nursing and midwifery education](#) and [Standards for student supervision and assessment](#) which apply to all NMC approved programmes and [Future nurse: Standards of proficiency for registered nurses](#) to provide a complete picture of

- what nurses need to know and be able to do, by the time they register with the NMC, and
- NMC expectations of approved education institutions (AEIs) and their practice placement partners for delivering NMC approved programmes for nurses and midwives.

There must be compliance with all these standards for an education institution to be approved and run an NMC pre-registration nursing education programme.

Approval of AEIs and NMC programmes is through a Gateway process. The process is outlined in more detail in the [QA Handbook](#).

Approval of Standards for pre-registration nursing education is through Gateway 3 and 4 of the QA process.

What you must do

As the education provider you and your practice learning partners are required to submit documentation for scrutiny which demonstrates how you meet or intend to meet the Standards for pre-registration nursing education (NMC, 2018) and, Future nurse: Standards of proficiency for registered nurses.

You must identify which fields of nursing practice and routes the Standards for pre-registration nursing education will apply to.

You must also identify if you plan to share the practice assessment documentation with another AEI (s).

Against each standard/requirement there is **QA approval criteria** provided which you must consider when demonstrating how the standard/requirement is met.

Firstly, you should add the evidence you wish to upload against the standards and requirements. You can upload evidence within the 'Gateway 3 Amend/Upload - [programme type]' page by scrolling down and selecting 'Upload Evidence'.

Evidence

Search

Evidence	Created On ↓	
GW3 test	07/06/2023 10:42 AM	<input type="button" value="v"/>
GW2 test	07/06/2023 10:41 AM	<input type="button" value="v"/>
GW1 test	07/06/2023 10:39 AM	<input type="button" value="v"/>
test	02/06/2023 4:04 PM	<input type="button" value="v"/>

You will be asked to provide a file name for your evidence. Please note that you can upload a folder of evidence, as well as individual pieces of evidence. However, if you intend to attach a file to several standards, it is recommended that you upload this evidence as a single file:

Profile | Requests | Appointments | Gateway Evidence Upload - | Home | ? | Test Account -

NMC QA Link > Upload Evidence

Upload Evidence

Name of Evidence ✓

Evidence Name *

test

There are no folders or files to display.

Once you have provided a file name, you can choose to either add a single file to your evidence submission, or you can create a folder and upload multiple documents. Tip: To upload multiple documents from your computer please use Ctrl and select individual files by clicking on them or hold Shift and click the bottom of the list of files to select all of them:

Upload Evidence

Name of Evidence ✓ Upload Evidence

Evidence Name *

Add files New folder

Name ↑	Modified
dummy.docx (18 KB)	02/06/2023 4:13 PM

Previous Submit

Once you have chosen to 'Add files', you should untick the 'Overwrite existing files' (unless you wish to overwrite files that you have already added to the evidence record) and select 'Choose files'. You can then choose the file(s) you wish to add to your evidence request.

If you have finished adding files to your evidence record, you can click on 'Submit' and your evidence will be uploaded. You will now be able to attach the evidence record to the associated standards within the GW.

Evidence

Search Upload Evidence

Evidence	Created On ↓
test	02/06/2023 4:04 PM View

When you have finished uploading all of the evidence you wish to submit as part of GW 3, you can start to populate your GW 3 evidence requests. You will need to navigate to the GW 3 upload page to 'Requests with Outstanding Evidence Requests'. This grid will contain the outstanding evidence requests that you have open that require evidence to be submitted at GW 3 within the programme category that you have selected. For example, if you are on the 'Gateway 3 Amend/Upload – Pre Reg Nursing' page, the grid below will show the outstanding evidence requests (approvals, modifications and endorsements) for all pre-registration nursing programmes.

If you wish to open the request within GW 3, you can either click on the QA reference or select 'View' from the dropdown menu.

Requests with Outstanding Evidence Requests

QA Reference	Approval Type	Education Institution	Current Gateway	NMC Approval Status	Created On ↓
020623133952-A	Approval	NewEITest2	Gateway 3	Active	02/06/2023 2:39 PM View

Once you have opened the request, you will be able to add your PLPs and employer partners (EPs) (if proposing an apprenticeship route). The process of adding your PLPs and employer partners to your request at GW 3 differs slightly from at the start of the Gateway process. You will be adding your partners to GW 3 from the master list of PLPs that you added at the beginning of the GW process.

When you [add PLPs/EPs to your profile section](#), you are adding to your master list which makes the list of PLPs/EPs available for selection for any requests going forward - so you can choose which PLPs/EPs to link to specific requests and therefore specific programme types.

You will need to click on the programme type i.e., 'Pre-registration nursing – Adult' under 'Practice Learning and Employer Partners' or on the drop-down button to the right of the row and then select 'Update PLPs':

The screenshot shows a 'Request' window with a close button (x) in the top right corner. The main heading is 'Practice Learning & Employer Partners'. Below this, there is a instruction: 'Please attach the Evidence for standards & PLPs/EPs before submitting the gateway in GW3'. There are two columns: 'Programme ↑' and 'Created On'. The 'Programme' column shows 'Pre-registration nursing - Adult'. The 'Created On' column shows '02/06/2023 3:55 PM'. To the right of the 'Created On' cell is a dropdown arrow. A 'Update PLPs' button is visible below the dropdown arrow.

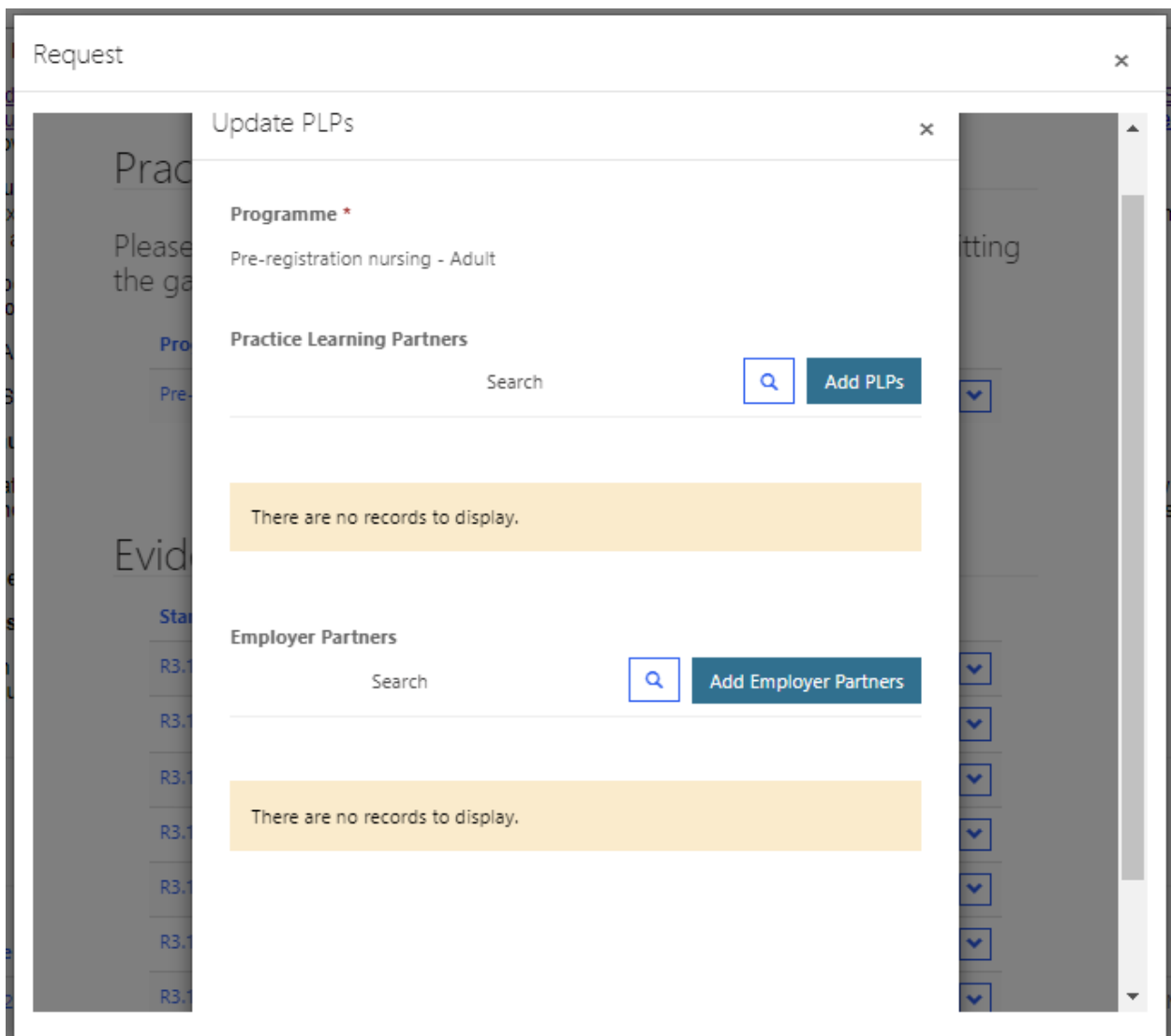
Below this section is a table titled 'Evidence Requests' with three columns: 'Standard ↑', 'Evidence Uploaded', and 'Modified On'. The table contains seven rows of data:

Standard ↑	Evidence Uploaded	Modified On
R3.1.01 - PRN	No	02/06/2023 3:56 PM
R3.1.02 - PRN	No	02/06/2023 3:56 PM
R3.1.03 - PRN	No	02/06/2023 3:56 PM
R3.1.04 - PRN	No	02/06/2023 3:56 PM
R3.1.05 - PRN	No	02/06/2023 3:56 PM
R3.1.06 - PRN	No	02/06/2023 3:56 PM
R3.1.07 - PRN	No	02/06/2023 3:56 PM

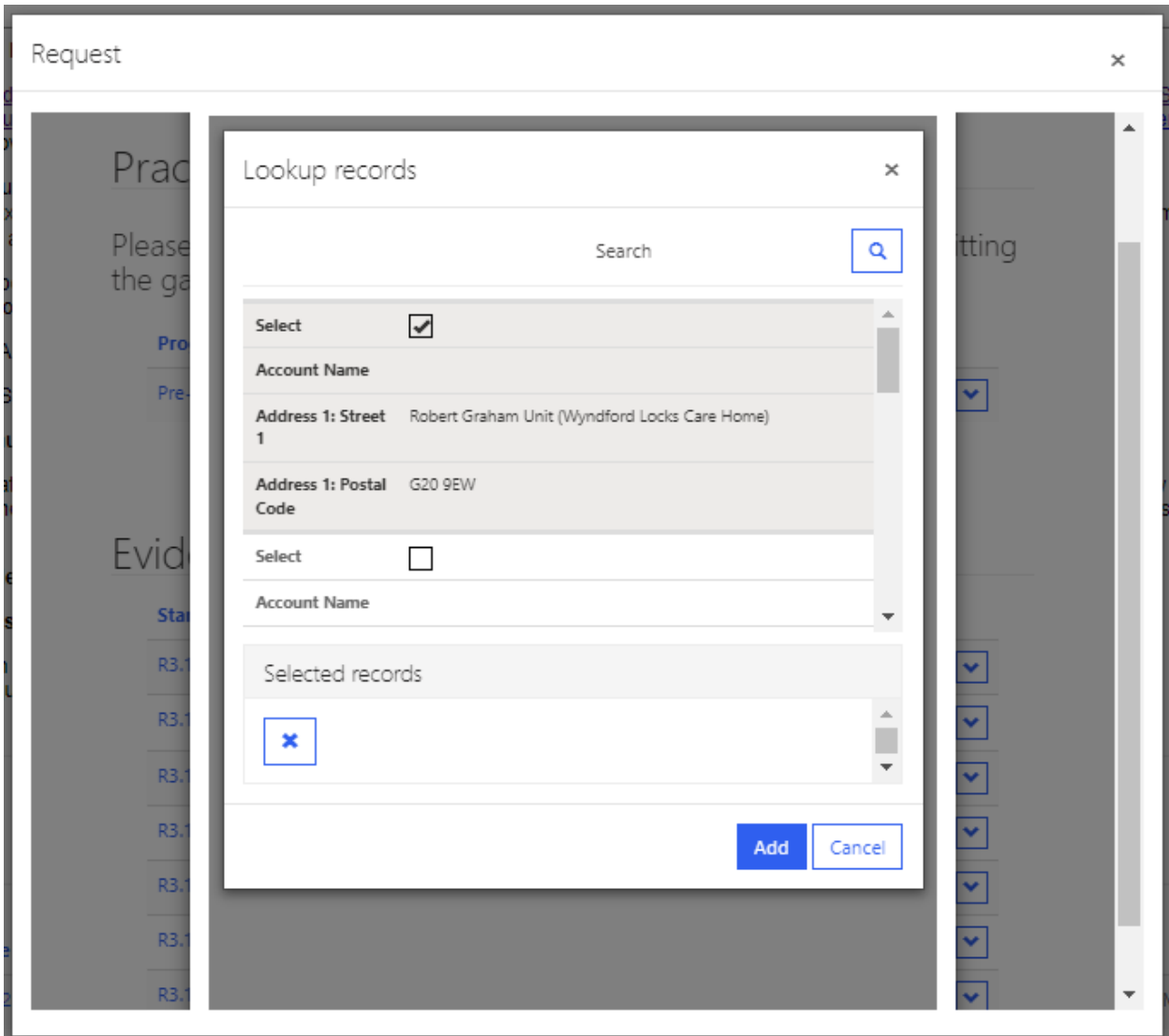
Each row in the table has a dropdown arrow to its right.

Within the new window that has been launched you can now select your PLPs and EPs. The process is similar to the start of the Gateway process: you will click on 'Add PLPs' or 'Add Employer Partners' and select from the available partners those you wish to add to your programme as PLPs or EPs. Please note that you will only be able to select from the PLPs that you added at the start of the Gateway process.

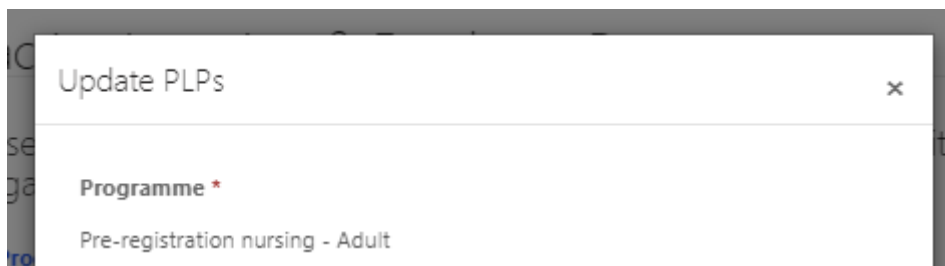
In order to progress to submission of your request, you will need to ensure that you have at least one PLP linked to your GW 3. If your programme(s) is listed as an apprenticeship, then you will need to link at least one EP (Employer Partner). If you fail to do this, then the system will show an error message, and you will be asked to go back to this screen to 'Add PLPs' or 'Add Employer Partners'.



You can add all the PLPs and EPs that your education institution has partnered with by searching their names in the search bar. Once you have searched and selected your PLPs and EPs, you can click on 'Add' to submit the selected partners to your request.



When you have added your intended PLPs and/or EPs, you can click on the small 'x' in the 'Update PLPs' window to return to the GW 3 page:



Once you have uploaded all of your evidence, and have added your PLPs and EPs, you are now ready to link your evidence and add your narrative to your associated GW 3 standards.

Underneath where you have just attached your PLPs/employer partners, you should see a list of the standards ready to be populated. You can select a standard to populate by clicking on the drop-down icon to the right of the row. Once clicked, you should see the option to 'Edit':

Request
✕

Practice Learning & Employer Partners

Please attach the Evidence for standards & PLPs/EPs before submitting the gateway in GW3

Programme ↑	Created On	
Pre-registration nursing - Adult	02/06/2023 3:55 PM	▼

Evidence Requests

Standard ↑	Evidence Uploaded	Modified On	
R3.1.01 - PRN	No	02/06/2023 3:56 PM	▼
R3.1.02 - PRN	No	02/06/2023 3:56 PM	▼
R3.1.03 - PRN	No	02/06/2023 3:56 PM	▼
R3.1.04 - PRN	No	02/06/2023 3:56 PM	▼
R3.1.05 - PRN	No	02/06/2023 3:56 PM	▼
R3.1.06 - PRN	No	02/06/2023 3:56 PM	▼
R3.1.07 - PRN	No	02/06/2023 3:56 PM	▼

You will then be presented with the selected standard and will be able to upload evidence and add narrative. Firstly, you should add evidence to the standard (evidence request) by clicking 'Add Evidence':

Edit ×

NewEITest2

[Add Evidence](#)

Evidence Created On ↓

There are no records to display.

Narrative *

Visitor Comments *

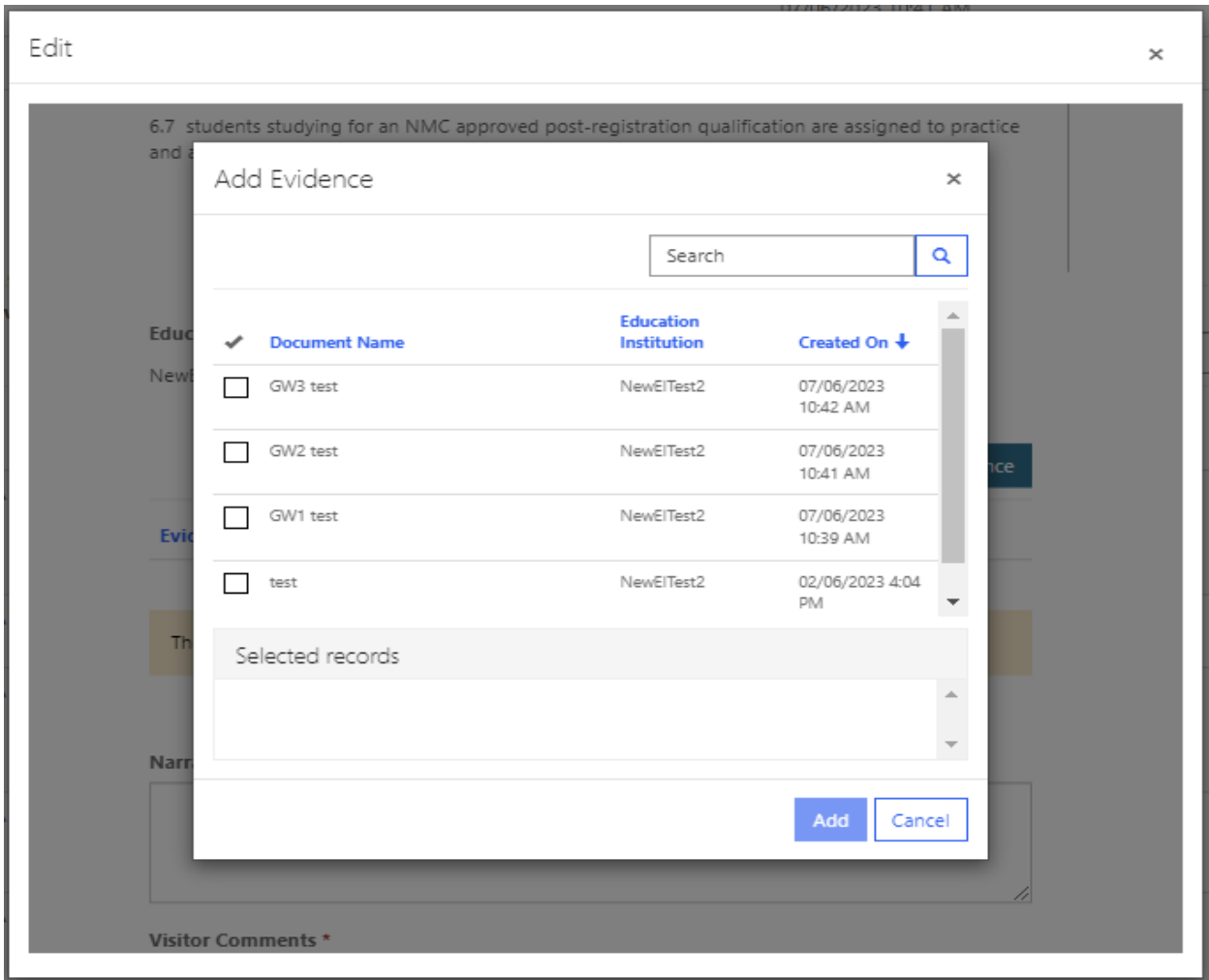
—

Status *

Awaiting Submission

ME	1.8 ensure mistakes and incidents are fully	No	02/06/2023	02/06/2023	Awaiting
----	---	----	------------	------------	----------

You will be presented with a list of all the evidence that you have uploaded earlier for GW 3. You will be able to select multiple pieces of evidence to add to your selected standard. Once you have selected all the evidence you wish to add to your selected standard, you can click on 'Add' and the evidence will be attached to the standard:



Once you have added evidence to the standard, you will be able to add your narrative. This can be done by typing into the free textbox under 'Narrative'.

When you are happy that you have added all the relevant evidence and narrative to your standard, you can select 'Submit' to update the standard. The status of the standard will remain as 'awaiting submission' but the standard will note that evidence has been uploaded and the date of modification.

You can repeat the above steps for the rest of the standards within GW 3 until you have a full complement. When you are happy, you should scroll to the bottom of the page, tick the box below and select 'Submit this Gateway'. Once submitted, the GW will be locked, and you will not be able to make any changes until your visitor has reviewed your GW and determined whether further information is required.

Do you wish to submit this gateway? - Once you submit your evidence for this gateway, you will not be able to upload any further evidence or information for this gateway. Note: you cannot submit this gateway until Gateway 1&2 have been submitted

Gateway 3 Evidence Uploaded

Requests for further information

Following the visitor's review of your GW submissions, if you have not demonstrated that you have met the standards within GW 1 or 2, or the visitor has indicated that your evidence at GW 3 requires additional details prior to your visit/desktop review, you will be asked to provide further information.

For GW 1 and 2, you will receive an email informing that you that your visitor has reviewed your GW submission and has returned standards that require further information. Your email will have a link to the QA Link which will direct you to the associated GW upload page.

You can upload new evidence that has been requested in the same way as you would as described in the appropriate GW process above. Once you have uploaded any new evidence, you can then attach this evidence and update your narrative by selecting the standard you wish to edit and following the previous steps to attach evidence and add narrative. Once you have finished you can submit the standard, and this will be passed on to the visitor(s) for their review.

For GW 3 the visitor will not return the standards to you for further information, instead they will submit an initial draft programme approval report (IDPAR) to you two weeks before your visit. More details on this process can be found in the ['Programme Approval Reports' section](#).

Programme Approval Reports

Initial draft programme approval report (IDPAR)

Once your visitor(s) has reviewed your submissions at GW 3, they will provide feedback within an IDPAR document two weeks before your visit.

You will be notified by email once your visitor(s) has submitted an IDPAR for your review.

You can view all available programme approval reports within the QA Link on the 'Requests' page.

If you wish to view your IDPAR for your current visit(s), these will be found under 'Programme Approval Reports: Action required – Please review the draft report and add comments to the document attached'.

Programme Approval Reports

Action Required - Please review the draft report and add comments to the document attached

Name	QA Reference	Status Reason	Modified On ↓	Created On	
020623133952-A-Pre-Registration Nursing	020623133952-A	EI - IDPAR	07/06/2023 3:48 PM	02/06/2023 3:55 PM	<input type="button" value="View Report"/>

You can review the IDPAR by either clicking on the name of the request or selecting the drop-down icon and clicking on 'View'. This will launch a new window where you can download the IDPAR.

Programme Approval Report
×

Status	Quality Assurance
EI - IDPAR	020623133952-A
Name *	
020623133952-A-Pre-Registration Nursing	

Submit Draft Report

Submit to Registrant Visitor - Selecting No will not change the status of this Report *

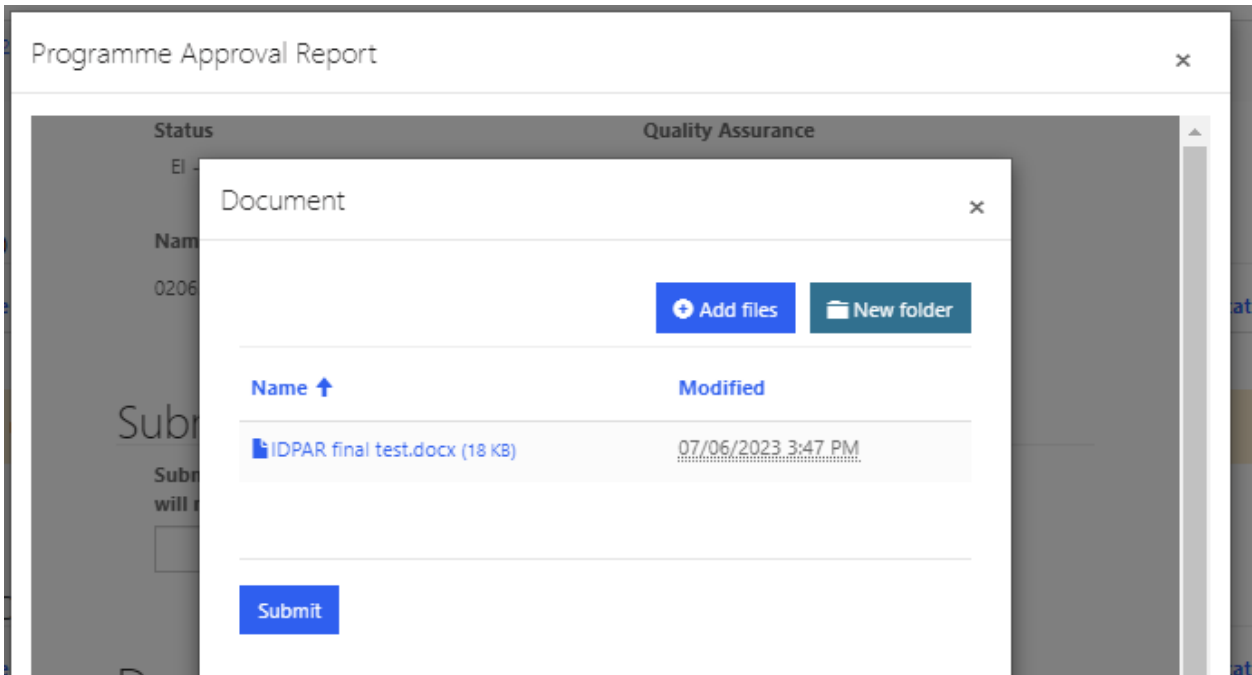
▼

Documents

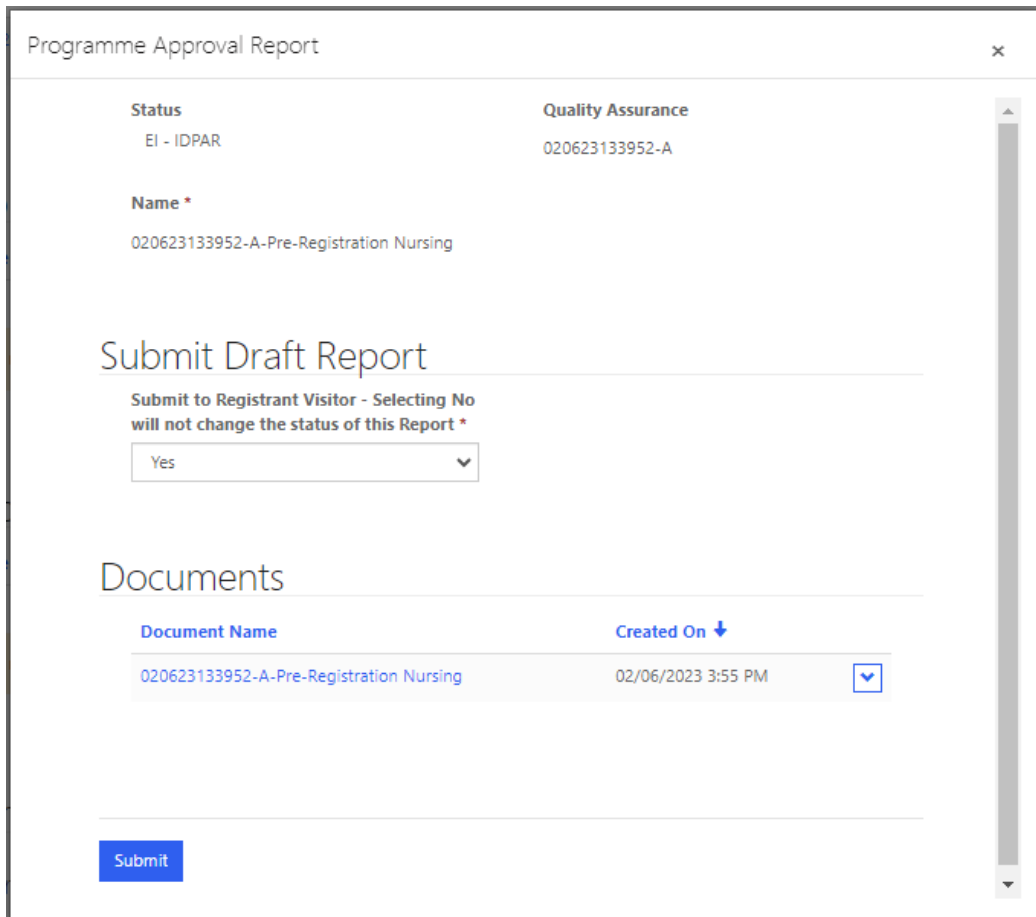
Document Name	Created On ↓	
020623133952-A-Pre-Registration Nursing	02/06/2023 3:55 PM	<div style="border: 1px solid #0070c0; width: 20px; height: 20px; display: flex; justify-content: center; align-items: center;"> ▼ </div>
		<div style="border: 1px solid #ccc; padding: 2px 5px; display: inline-block;">View</div>

Submit

To download the IDPAR you can click the 'Document Name', and this will launch the document. You will be able to save the IDPAR to your own documents and open to review.



Once you have reviewed the IDPAR document, you should collate any comments into a separate document. Once you have completed your review, you can upload this document containing your comments to the QA Link using the 'add files' button. Once you have uploaded your comments document you will be returned to the IDPAR record. You can submit the IDPAR back to the Registrant visitor by selecting 'yes' under the status 'Submit Draft Report' and clicking on 'submit':



Final Programme Approval Report (FPAR)

Once your visitor(s) has undertaken your visit/desktop review at GW 4, they will prepare a final programme approval report (FPAR) document.

You will be notified by email once your visitor(s) has submitted an FPAR for your observations.

You can view all available programme approval reports within the QA Link on the 'Requests' page.

If you wish to view your FPARs awaiting observations, these will be found under 'Programme Approval Reports' 'Action required – Observations'.

Action Required - Observations

Name	QA Reference	Status Reason	Observation Due Date	Modified On ↓	Created On	
020623133952-A-Pre-Registration Nursing	020623133952-A	In Review	08/07/2023	07/06/2023 4:04 PM	02/06/2023 3:55 PM	View Report

You can review the FPAR by either clicking on the name of the request or selecting the drop-down icon and clicking on 'View'. This will launch a new window where you can download the FPAR.

Programme Approval Report

Raise Observation? *

Fall Back Awards

Please confirm if you have any Fall Back Awards

Fall Back Awards *

Documents

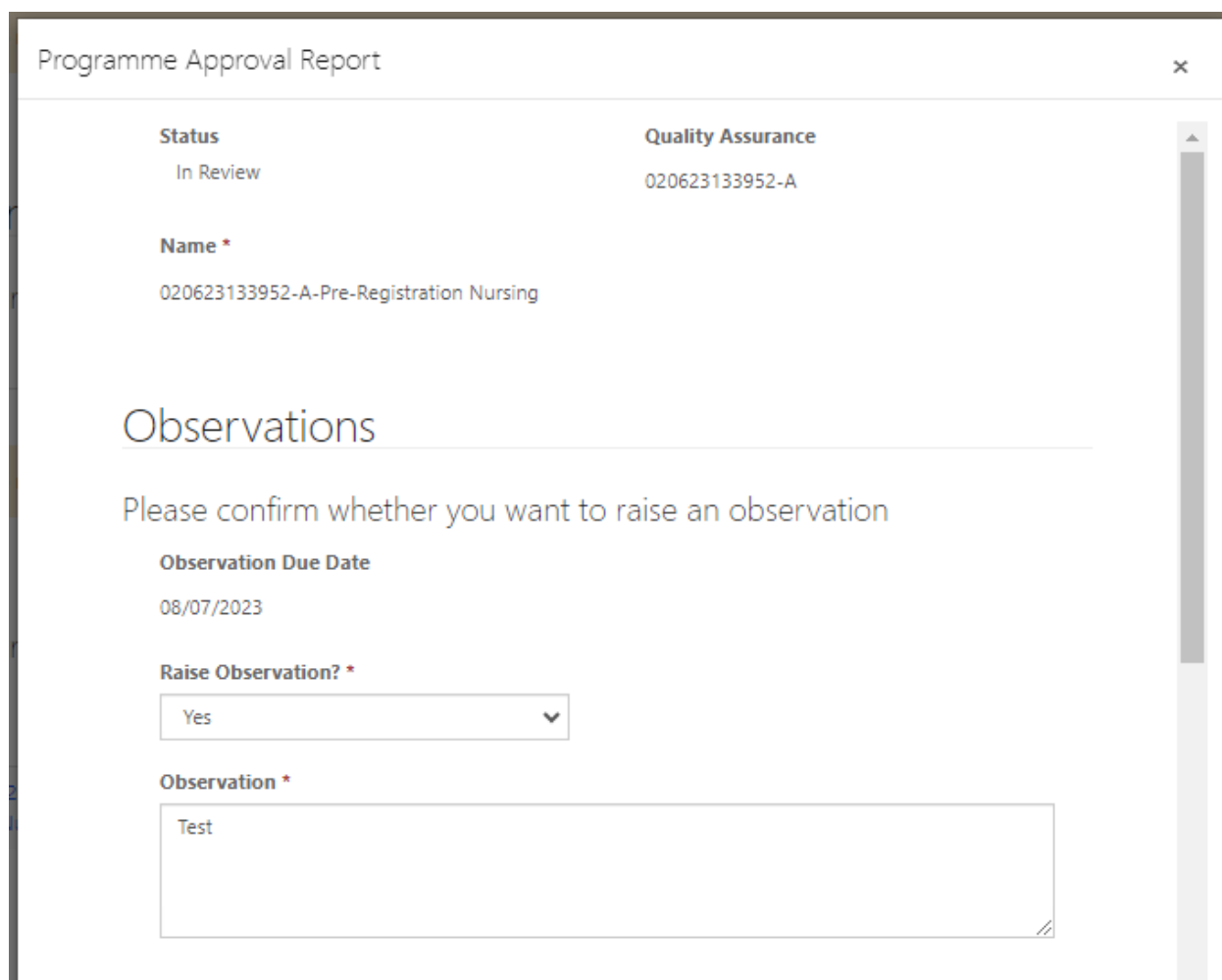
Document Name	Created On ↓	
020623133952-A-Pre-Registration Nursing	02/06/2023 3:55 PM	View

To download the FPAR you can click the 'Document Name', and this will launch the document. You will be able to save the FPAR to your own documents and open to review.

Observations

Once you have reviewed the FPAR you can submit an observation. You should see an 'observation due date' which will be one calendar month from the date that the FPAR was submitted to you.

Within the programme approval report record, you can select either 'Yes' or 'No' to raise an observation. If you choose to raise an observation you can provide this within the textbox. Please note if you do not raise an observation by the observation due date, then the observation period will be lapsed and the programme approval record will move to the next stage in the process, noting no observations have been raised. You cannot retrospectively raise observations once the observation period has lapsed.



The screenshot shows a web form titled "Programme Approval Report" with a close button (x) in the top right corner. The form is divided into two columns: "Status" and "Quality Assurance".

Status	Quality Assurance
In Review	020623133952-A

Below this, the "Name *" field contains "020623133952-A-Pre-Registration Nursing".

Observations

Please confirm whether you want to raise an observation

Observation Due Date
08/07/2023

Raise Observation? *

Yes

Observation *

Test

You will also see an area for fall back awards. If, within your request, you have any fall back awards in place that lead to registration with the NMC, please select 'Yes' and provide the titles of these in the free text comments box. If you don't have any fall back awards leading to NMC registration, please select 'No' and then submit.

Please note, if your fall-back awards do lead to NMC registration, they should also be listed in the programmes list within the event – ideally, this should not be the first time that we are seeing these programmes, but it is helpful for us to rectify at this point rather than after approval has been given.

Fall Back Awards

Please confirm if you have any Fall Back Awards

Fall Back Awards *

Fall Back Awards Comments *

When you are happy with the content on this page, you can submit your FPAR back to Mott MacDonald by clicking on 'submit'. You will receive an email confirming that your FPAR has been submitted to Mott MacDonald.

Ad-hoc Evidence Requests/Meeting Conditions

At the same time as the submission of your FPAR from your visitor, you will also receive an ad-hoc evidence request if you have any conditions of approval. This request will ask you to provide evidence that you have met the conditions within your FPAR.

Firstly, you should add the evidence you wish to upload to confirm you have met your conditions. You can upload your evidence within the associated 'Gateway 3 Amend/Upload' page (for example, if your request is in relation to a pre-registration nursing programme you will need to upload your evidence on the 'Gateway 3 Amend/Upload – Pre Reg Nursing' page. Once you have navigated to the associated GW 3 page, scroll down to the page and click on 'Upload Evidence'.

Evidence		
<input type="text" value="Search"/>		<input type="button" value="Upload Evidence"/>
Evidence	Created On ↓	
GW3 test	07/06/2023 10:42 AM	<input type="button" value="↓"/>
GW2 test	07/06/2023 10:41 AM	<input type="button" value="↓"/>
GW1 test	07/06/2023 10:39 AM	<input type="button" value="↓"/>
test	02/06/2023 4:04 PM	<input type="button" value="↓"/>

You will be asked to provide a file name for your evidence. Please use the naming convention 'QA reference number – Evidence for conditions' (For example, '002520836392-M – Evidence for conditions'). You can find your QA reference number on your requests (it will be a 12-digit number with a letter).

Upload Evidence

Name of Evidence ✓ Upload Evidence

Evidence Name *

Add files New folder

There are no folders or files to display.

Previous Submit


Once you have provided a file name, you can add your files. You can upload all the evidence you need to help demonstrate that you have met your conditions.

Upload Evidence

Name of Evidence ✓ Upload Evidence

Evidence Name *

Add files New folder

Name ↑	Modified
 dummy.docx (18 KB)	02/06/2023 4:13 PM

Previous Submit

Once you have chosen to 'Add files', you should untick the 'Overwrite existing files' (unless you wish to overwrite files that you have already added to the evidence record) and select 'Choose files'. You can then choose the file(s) you wish to add to your ad-hoc evidence request.

If you have finished adding files to your evidence record, you can click on 'Submit' and your evidence will be uploaded. You will now be able to attach the evidence record to your ad-hoc evidence request.

You can now return to the 'Requests' page and upload your evidence to your ad-hoc evidence request. The ad-hoc evidence request can be located towards the bottom of the page. You can open the request by either clicking on the QA reference number or select 'View' from the drop-down icon.

Ad-Hoc Evidence Requests - Action Required

QA Reference	Ad-hoc Type	Ad-hoc Request Information	Status Reason	Modified On	Created On	
020623133952-A	Ad-hoc conditions	Please provide conditions evidence and narrative	Awaiting Submission	07/06/2023 4:27 PM	07/06/2023 4:20 PM	View Ad-hoc Evidence Request

Once you have opened the ad-hoc evidence request you can add narrative to explain how you have met your condition(s) and add the evidence record that you uploaded in GW 3.

Ad-hoc Evidence Request [X]

Ad-hoc Request Information *
Please provide conditions evidence and narrative

Narrative *
test

Evidence [Add Evidence]

Document Name	Created On
test	02/06/2023 4:04 PM

[Submit]

To add the evidence record click on 'Add Evidence'. You will launch a new window where you can link evidence that you have submitted within GW 3.

You can click on the document name ('QA reference number – Evidence for conditions') and click on 'Add' to attach the evidence to your ad-hoc evidence request.

Once you had added your narrative and evidence to the ad-hoc evidence request, and you are happy that you have included everything you need to confirm that you have met your conditions, you can submit your ad-hoc evidence request by clicking on 'Submit'.

Following submission of your ad-hoc evidence request, this will be sent to your visitor(s) for review. You will receive a confirmation email that this has been submitted.

If further information/evidence is required, then your ad-hoc evidence request will be returned to you. The visitor will add details of the required information/evidence.

When the visitor(s) are happy with your conditions evidence and narrative, this will be approved and the FPAR will be passed back to Mott MacDonald for their review.

Once your requests have concluded, you will be able to retrospectively view and download any PARs (Programme Approval Report). To do this, you need to navigate to the 'Requests' tab and scroll down the 'Programme Approval Reports: Read only'. Here you will be able to click on PARs by QA reference number and view or download as needed:

Programme Approval Reports

Action Required - Please review the draft report and add comments to the document attached

Name	QA Reference	Status Reason	Modified On ↓	Created On
------	--------------	---------------	---------------	------------

There are no records to display.

Action Required - Observations

Name	QA Reference	Status Reason	Observation Due Date	Modified On ↓	Created On
------	--------------	---------------	----------------------	---------------	------------

There are no records to display.

Read only

Name	QA Reference	Status Reason	Modified On ↓	Created On
020623133952-A-Pre-Registration Nursing	020623133952-A	NMC- Confirmed	07/06/2023 4:37 PM	02/06/2023 3:55 PM

View Report

Existing AElS

Subsequent event requests – approval, modifications, and endorsements

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' tab in the QA Link.

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

NMC QA Link > Requests

Requests

Draft Requests

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

You can submit the following types of requests:

- Approval – you are seeking approval to deliver a new programme
- Modification – you are seeking to modify an existing programme
- 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 'Approval' from the approval type drop-down, and then the relevant programme type for the programme that you wish to deliver.

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

NMC QA Link > Create Request

Create Request

Type of Request | Initial Proposal | Approval Questions | Add New Programmes | Preferred Site Visits | Submit

Please select the type of request and Programme Type - You will not be able to return to this page

Approval Type * Programme Type *

Please note that you can submit the following types of requests:

- Approval – if you are seeking approval to deliver a new programme, or a programme under new education standards for the first time
- Modification – if you are seeking to modify an existing programme
- Endorsement – if you are seeking an endorsement of an existing programme

Next

Once you have chosen your approval type and programme type, click on 'next' and you will be asked to answer a set of approval questions:

- Confirmation of PLP agreement;
- Prior approval status;
- Prior extensions;
- Full time and/or part time programmes;
- Satellite sites;
- Confirmation of readiness.

NMC QA Link > Create Request

Create Request

Type of Request ✓ | Approval Questions | Add New Programmes | Preferred Site Visits | Submit

Approval 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? *

Once you have submitted your answers, you will be asked to select a programme for your request. This will be the programme(s) that you wish to deliver as an AEI.

You should select "add new programme" to select your chosen programme.

Create Request

Type of Request ✓ Initial Proposal ✓ Approval Questions ✓ **Add New Programmes** Preferred Site Visits Submit

Programme Type *

Pre-Registration Nursing

Add New Programme

Programme

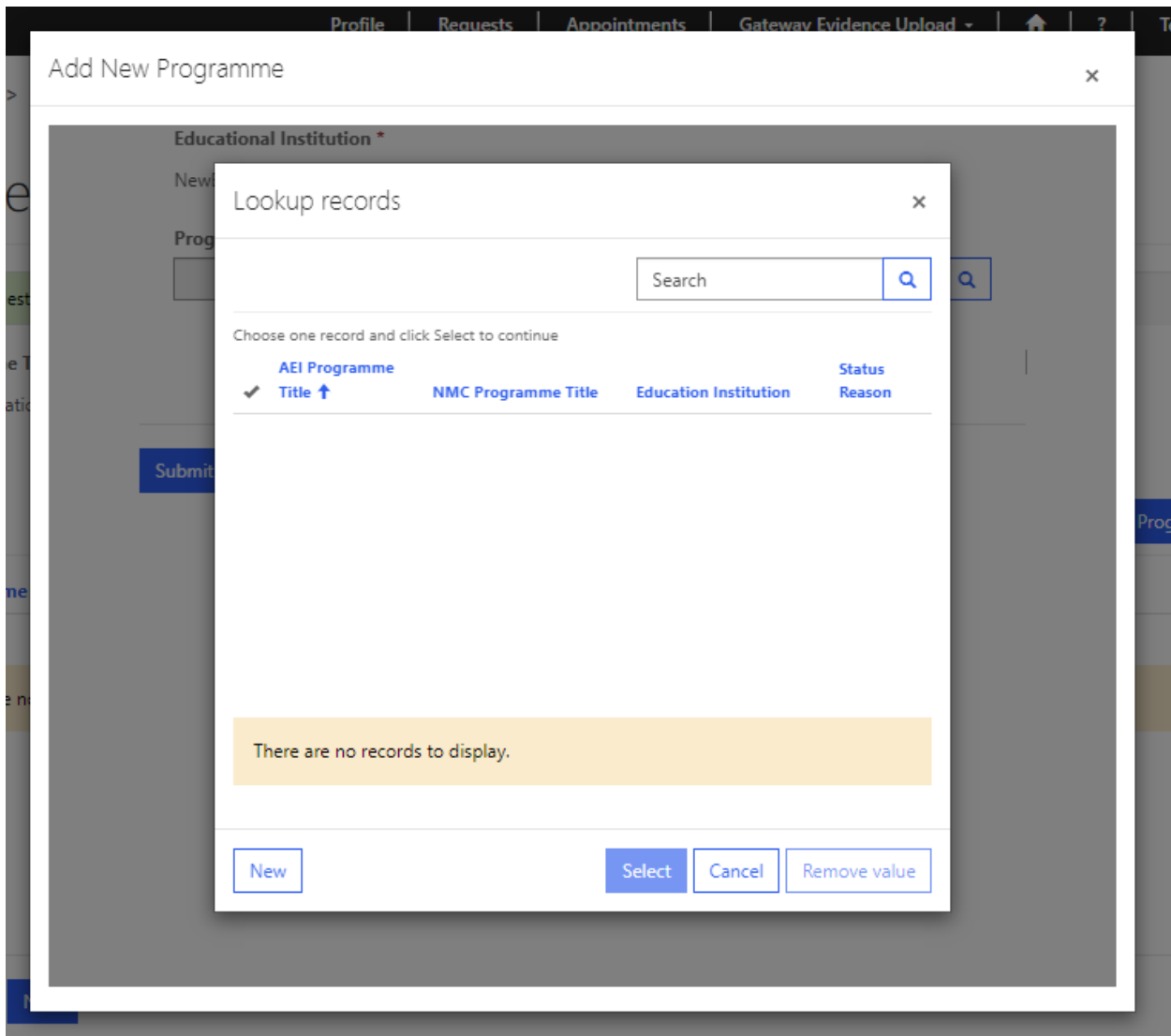
NMC Programme Title

There are no records to display.

Previous

Next

On the following page, click on the magnifying glass and you will be presented with a list of programmes. Click 'new' to create your first programme:



To create your programme, you should select from our list of approved programmes using the magnifying glass. The programmes generated for selection will be dependent on the programme type you selected at the beginning of your request. Tick the relevant box and then 'select', and then you will be returned to the initial page where you can continue to provide your programme information. You will need to provide us with:

- Programme name (AEI programme title);
- Proposed programme start date;
- Proposed number of students for your first cohort;
- Breakdown of those student numbers (i.e., Full time and part time);
- Qualification route (for example full-time, part-time, apprenticeship); and
- Academic route (for example BSc (Hons), MSc, PGDip etc)

If you have any fall back awards in place that will lead to registration with the NMC, please create a programme record for this route/exit award so it can be considered as part of the request.

If you are submitting a request for Return to Practice Nursing programmes, you will see some tick box options at the bottom of the programme form above. Please use these boxes to tell us which fields of nursing your Return to Practice Nursing programmes relate to:

Return to Practice Sub-Categories

- RTP- nursing adult
- RTP- nursing child
- RTP- nursing mental health
- RTP- nursing learning disabilities

Once you have completed this information, scroll down to the bottom of the page and submit your programme using 'Submit'.

Please note, you will need to create a new programme record for each "Qualification route" such as Part-time, Full-time. Apprenticeship etc.

If you wish to add another programme, then you can repeat the steps above until you have completed your complement of programmes for this request. Please note, you can only submit programmes from the corresponding programme category i.e., Nursing programmes within Pre-registration Nursing etc.

You will now be asked to select your preferred dates for our external QA provider, Mott MacDonald, to carry out a visit. The visit will follow up on your submitted evidence and confirm whether you have met out standards to become an AEI and deliver an approved programme. You will be asked to submit three dates, and they should be dates which are 20 weeks from the date on which you submitted your request and at least 12 weeks before your proposed programme start date.

You will also need to select a principal event lead for the visit which you can select by clicking on the magnifying glass and picking a contact.

You will also be able to confirm the address of where the visit will take place – your main campus will reflect the details that were provided for the account upon initial sign up. If you wish to provide a different address, then select either 'additional campus' or 'alternative campus' from the drop down and then the text box will become editable, and you can provide the relevant details:

Profile | Requests | Appointments | Gateway Evidence Upload | Home | ? | Test Account

NMC QA Link > Create Request

Create Request

Type of Request ✓ | Initial Proposal ✓ | Approval Questions ✓ | Add New 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 *

Main Campus ▾

Site Address *

1 Test
Test
TE1 2SY
England

Previous Next

Once you have selected your preferred visit dates and you're happy with the details you have provided, you can click on 'Next'.

Before you submit, the system will show you the following page:

NMC QA Link > Create Request

Create Request

Type of Request ✓ Approval Questions ✓ Add New Programmes ✓ Preferred Site Visits ✓ Submit

Please confirm that Gateway 2 is up to date for the programme being proposed/modified and does not need to be amended as part of this request. Please select "Yes" to confirm this. If Gateway 2 needs to be amended as part of this request, please leave the field blank.

If you have identified that Gateway 2 requires amendments above (field is blank), please provide details of these in the text box below.

Previous Submit

This is where you will have the chance to let us know if you'd like to update your previously approved GW 2 information. If you want to update GW 2 as part of this request, then leave the first field blank and provide some detail of the intended changes in the text box. By doing this, you will be asking the system to start your new request at GW 2.

If you don't wish to make any updates to GW 2 and you're happy with the information as it stands, then you can select 'Yes' in the first field which will then hide the text box underneath. This will then tell the QA link that GW 2 amendments aren't needed, and your request will skip GW2 and start at GW 3.

If you're happy with the details that you've provided within your request, simply select 'submit' and your request will be sent on to Mott MacDonald for review. You will then be taken back to your 'Requests' section where you will see your request under 'Submitted Requests':

Once Mott MacDonald have reviewed and accepted your request, the associated GW will open, and you will be able to begin uploading evidence and narrative.

Modifying an existing programme

If you wish to submit a request to modify an approved programme, you will need to select 'Modification' from the 'Approval Type' drop-down, and then the relevant 'Programme Type' for the programme that you wish to modify.

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

Create Request

Type of Request

Initial Proposal

Approval Questions

Add New Programmes

Preferred Site Visits

Submit

Please select the type of request and Programme Type - You will not be able to return to this page

Approval Type *

Modification

Programme Type *

Pre-Registration Nursing

Please note that you can submit the following types of requests:

- Approval – if you are seeking approval to deliver a new programme, or a programme under new education standards for the first time
- Modification – if you are seeking to modify an existing programme
- Endorsement – if you are seeking an endorsement of an existing programme

Next

On the next page, in the 'Modification Details' section you will be asked to answer some modification questions, including:

- 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?
- 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?
- Will the programme or module learning outcomes change?
 - If so, please specify
- 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?
- If so, please specify
- 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 (tick box)
- 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.

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 link your already approved 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](#) | [Home](#) | [?](#) | [Test Account](#)

NMC QA Link > [Create Request](#)

Create Request

Type of Request ✓ Modification Details ✓ Link Existing Programmes Add New Programmes Preferred Site Visits Submit

Please can you link the approved programme that you wish to modify as part of this modification request.

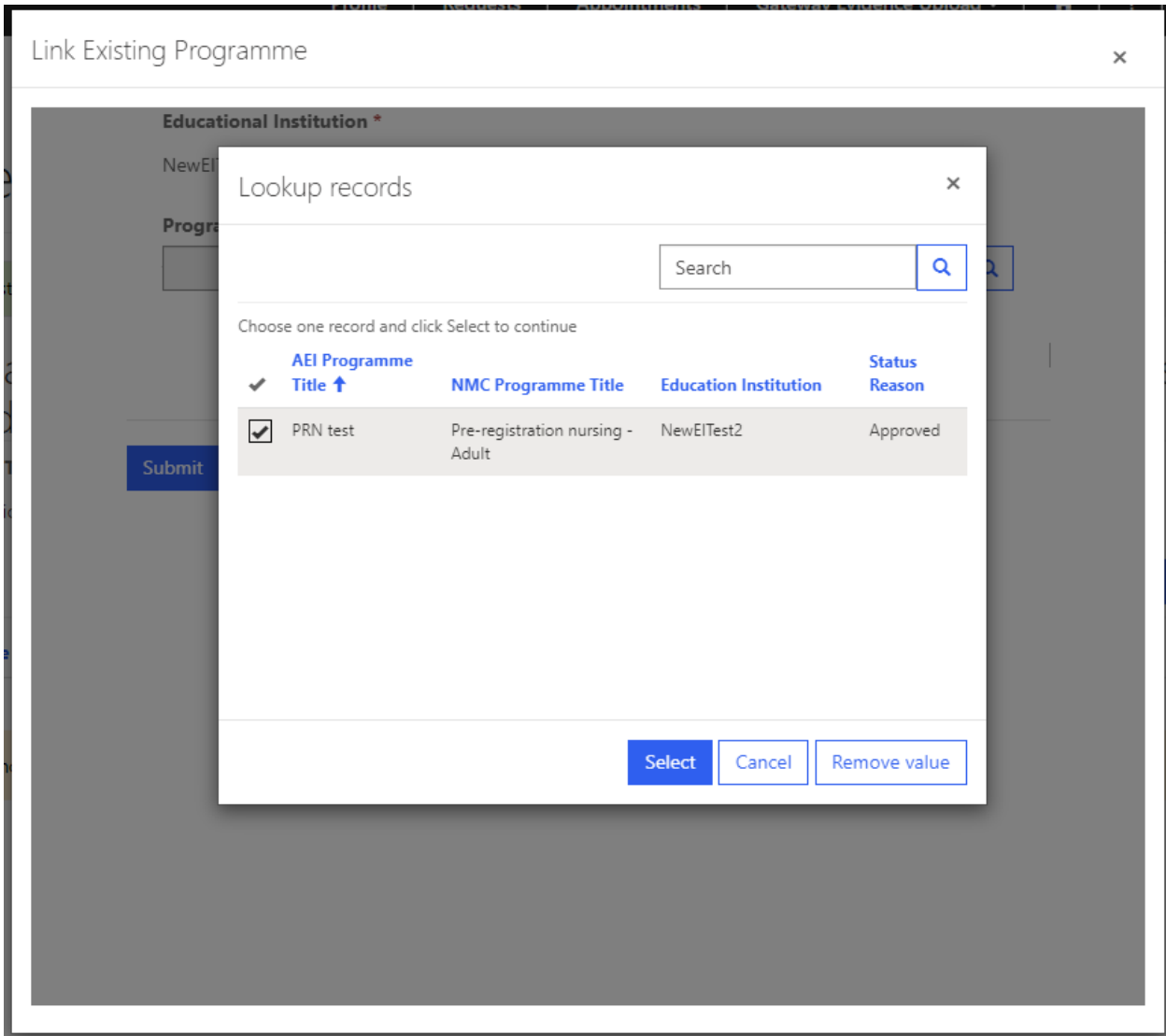
Programme Type *
Pre-Registration Nursing

[Link Existing Programme](#)

Programme	NMC Programme Title
There are no records to display.	

[Previous](#) [Next](#)

Click on the 'Link Existing Programme' button and a new screen will launch. Click on the magnifying glass to open another new screen where you will be able to see a list of currently approved programmes that are available to select. Click on the relevant programme for your modification and then 'select' to progress.



You will then be returned to the page containing your linked programmes and you will be able to progress to adding your new programmes:

Create Request

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

Please can you link the approved programme that you wish to modify as part of this modification request.

Programme Type *

Pre-Registration Nursing

[Link Existing Programme](#)

Programme	NMC Programme Title
PRN test	Pre-registration nursing - Adult <input type="button" value="v"/>

[Previous](#) [Next](#)

On the next page, you will be asked to add any new programmes that you wish to introduce as part of your modification. For instance, if you wish to introduce a new degree apprenticeship route, you'll need to create a new programme record and add it to this request. If you don't wish to add any new programmes, for example if your modification is to amend parts of your already approved programme only, then you can leave this page unpopulated and just click 'next'.

Create Request

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

If no new programmes are required as part of this modification, then please click next to progress to the next page.

Programme Type *

Pre-Registration Nursing

Add New Programme

Programme

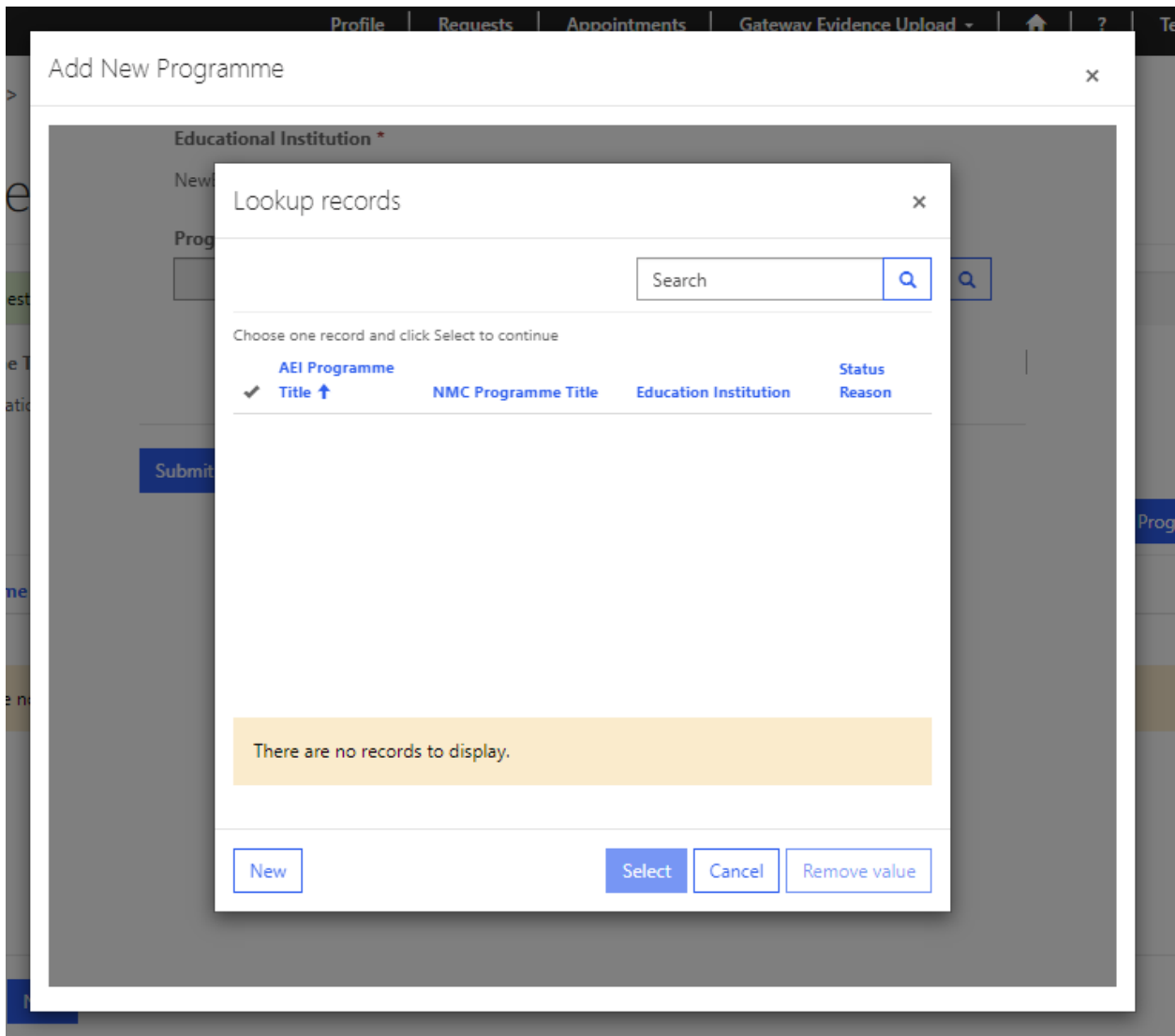
NMC Programme Title

Previous

Next

If you do wish to add new programmes, then click on the 'Add New Programme' button.

On the following page, click on the magnifying glass and you will be presented with a list of programmes. Click 'new' to create your first programme:



To create your programme, you should select from our list of approved programmes using the magnifying glass. The programmes generated for selection will be dependent on the programme type you selected at the beginning of your request. Tick the relevant box and then 'select', and then you will be returned to the initial page where you can continue to provide your programme information. You will need to provide us with:

- Programme name (AEI programme title);
- Proposed programme start date;
- Proposed number of students for your first cohort;
- Breakdown of those student numbers (i.e., Full time and part time);
- Qualification route (for example full-time, part-time, apprenticeship); and
- Academic route (for example BSc (Hons), MSc, PGDip etc)

If you are submitting a request for Return to Practice Nursing programmes, you will see some tick box options at the bottom of the programme form above. Please use these boxes to tell us which fields of nursing your Return to Practice Nursing programmes relate to:

Return to Practice Sub-Categories

- RTP- nursing adult
- RTP- nursing child
- RTP- nursing mental health
- RTP- nursing learning disabilities

Once you have completed this information, scroll down to the bottom of the page and submit your programme using 'Submit'.

If you wish to add another programme, then you can repeat the steps above until you have completed your complement of programmes for this request. Please note, you can only submit programmes from the corresponding programme category i.e., Nursing programmes within Pre-registration Nursing etc. 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.

You will now be asked to select your preferred dates for our external QA provider, Mott MacDonald, to carry out a visit. The visit will follow up on your submitted evidence and confirm whether you have met out standards to become an AEI and deliver an approved programme. You will be asked to submit three dates, and they should be dates which are 20 weeks from the date on which you submitted your request and at least 12 weeks before your proposed modification programme start date.

You will also need to select a principal event lead for the visit which you can select by clicking on the magnifying glass and picking a contact.

You will also be able to confirm the address of where the visit will take place – your main campus will reflect the details that were provided for the account upon initial sign up. If you wish to provide a different address, then select either ‘additional campus’ or ‘alternative campus’ from the drop down and then the text box will become editable, and you can provide the relevant details:

Profile | Requests | Appointments | Gateway Evidence Upload | Home | ? | Test Account

NMC QA Link > Create Request

Create Request

Type of Request ✓ | Initial Proposal ✓ | Approval Questions ✓ | Add New 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 *

1 Test
Test
TE1 2SY
England

Previous Next

Once you have selected your preferred visit dates and you're happy with the details you have provided, you can click on 'Next'.

Before you submit, the system will show you the following page:

Profile | Requests | Appointments | Gateway Evidence Upload | Home | ? | Test Account

NMC QA Link > Create Request

Create Request

Type of Request ✓ Approval Questions ✓ Add New Programmes ✓ Preferred Site Visits ✓ Submit

Please confirm that Gateway 2 is up to date for the programme being proposed/modified and does not need to be amended as part of this request. Please select "Yes" to confirm this. If Gateway 2 needs to be amended as part of this request, please leave the field blank.

If you have identified that Gateway 2 requires amendments above (field is blank), please provide details of these in the text box below.

Previous Submit

This is where you will have the chance to let us know if you'd like to update your previously approved GW 2 information. If you want to update GW 2 as part of this request, the leave the first field blank and provide some detail of the intended changes in the text box. By doing this, you will be asking the system to start your new request at GW 2.

If you don't wish to make any updates to GW 2, then you can select 'Yes' in the first field which will then hide the text box underneath. This will then tell the system that GW 2 amendments aren't needed, and your request will start at GW 3.

If you are happy with the details that you have provided within your request, simply select 'submit' and your request will be sent on to Mott MacDonald for review. You will then be taken back to your 'Requests' section where you will see your request under 'Submitted Requests':

Once Mott MacDonald have reviewed and accepted your request, the associated GW will open, and you will be able to begin uploading evidence and narrative.

Submitting an endorsement request

If you wish to submit a request to endorse an approved programme, you will need to select 'Endorsement' from the approval type drop down, and then the relevant programme type for the programme that you wish to endorse.

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

Create Request

Type of Request | Initial Proposal | Approval Questions | Add New Programmes | Preferred Site Visits | Submit

Please select the type of request and Programme Type - You will not be able to return to this page

Approval Type *

Endorsement

Programme Type *

Pre-Registration Nursing

Please note that you can submit the following types of requests:

- Approval – if you are seeking approval to deliver a new programme, or a programme under new education standards for the first time
- Modification – if you are seeking to modify an existing programme
- Endorsement – if you are seeking an endorsement of an existing programme

Next

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.

There is a further section to complete '**Endorsement Visit Planning**' with the following questions:

- 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?

- Since previous approval, have you received extensions to any of the programmes selected?
- Is this programme only to be provided full-time?
- Is a part-time route to be provided?
- If a part-time route, is it planned that the students will be working in a healthcare role?
- Is the programme to be delivered in a new satellite site?
- Are any of the programmes to be delivered with a new placement provider?
- Please confirm that you will be ready for the visit by your preferred visit date and can ensure that the documentation you will submit at least 8 weeks prior to the preferred visit date, will demonstrate your readiness to proceed with the visit

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.

Profile | Requests | Appointments | Gateway Evidence Upload | Home | ? | Test Account

NMC QA Link > Create Request

Create Request

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

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

Create Endorsed Education Institution
Previous
Next

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.

If you wish to deliver an endorsed programme with a new partner, you can create a new endorsed education institution. 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 'submit' to add the new endorsed education institution.

Profile | Requests | Appointments | Gateway Evidence Upload

Create Endorsed Education Institution ✕

Name of Institution * <input type="text"/>	UK Education Institution NewEITest2
Phone Number * <input type="text" value="Provide a telephone number"/>	Institution Email * <input type="text"/>
Institution website URL * <input type="text"/>	

Address

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

Once you have created your new endorsement institution, you will need to click on the magnifying glass again where you will find your newly created institution. Once you have attached this and progressed to the next page, you will be asked to link your existing programme for endorsement. Please note, that you will only be able to select the type of programme that you selected at the start of your request.

Create Request

Type of Request ✓ Proforma ✓ Endorsed Education Institution ✓ **Link Existing Programmes** Preferred Site Visits Submit

Programme Type *

Pre-Registration Nursing

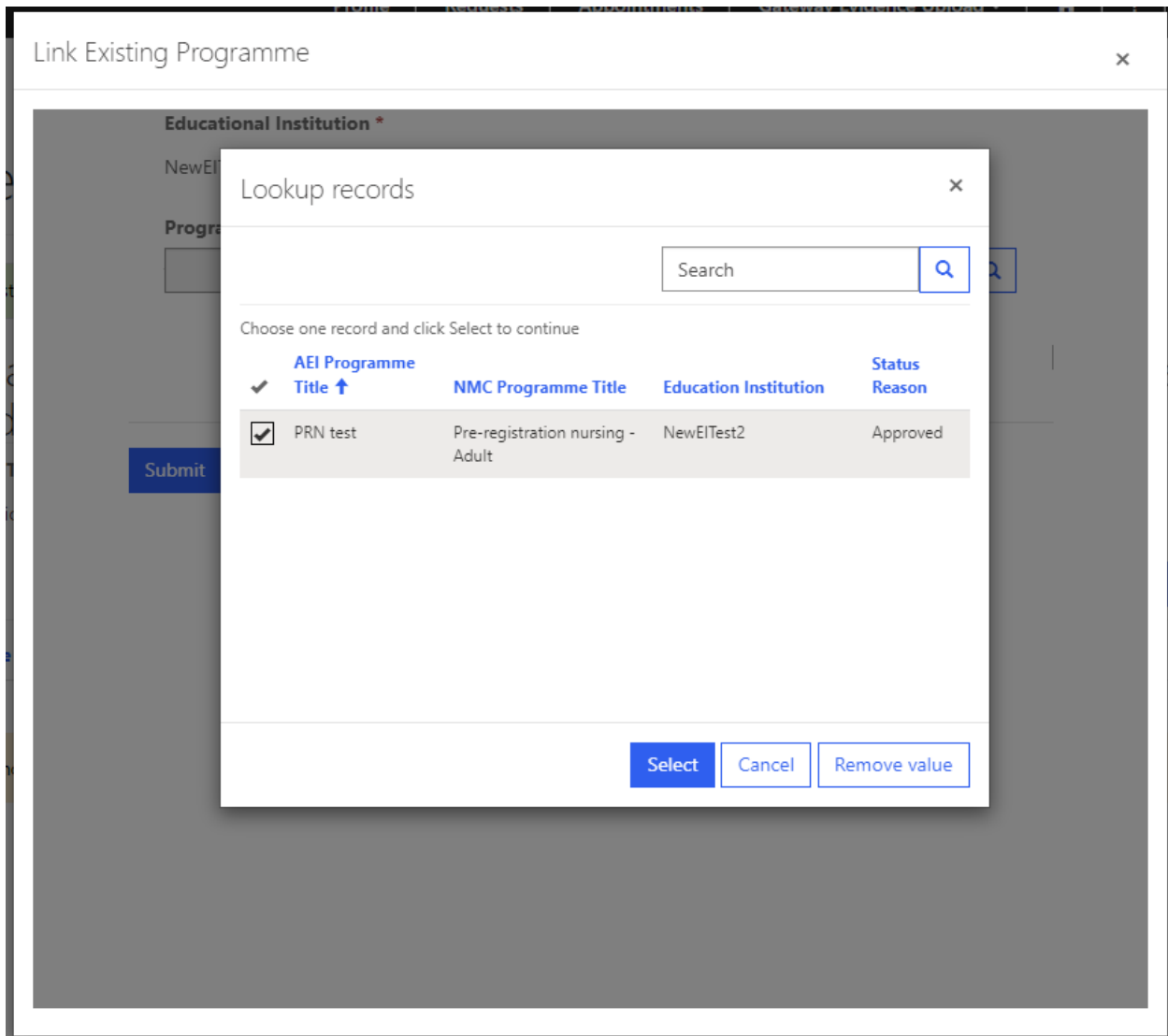
[Link Existing Programme](#)

Programme	NMC Programme Title
-----------	---------------------

There are no records to display.

[Previous](#) [Next](#)

Click on the 'Link Existing Programme' button and a new screen will launch. Click on the magnifying glass to open another new screen where you will be able to see a list of currently approved programmes that are available to select. Click on the relevant programme for your endorsement and then 'select' to progress.



You will then be returned to the page containing your linked 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.

You will now be asked to select your preferred dates for our external QA provider, Mott MacDonald, to carry out a visit. The visit will follow up on your submitted evidence and confirm whether you have met out standards to become an AEI and deliver an approved programme. You will be asked to submit three dates, and they should be dates which are 20 weeks from the date on which you submitted your request and at least 12 weeks before your proposed endorsement programme start date.

You will also need to select a principal event lead for the visit which you can select by clicking on the magnifying glass and picking a contact.

You will also be able to confirm the address of where the visit will take place – your main campus will reflect the details that were provided for the account upon initial sign up. If you wish to provide a different address, then select either 'additional campus' or 'alternative campus' from the drop down and then the text box will become editable, and you can provide the relevant details:

Create Request

Type of Request ✓ Initial Proposal ✓ Approval Questions ✓ Add New 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 *

10/07/2024

Visit date preference 2 *

15/07/2024

Visit date preference 3 *

20/07/2024

Please select a Principal Event Lead

Contact *

Test Account

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 *

Main Campus

Site Address *

1 Test
Test
TE1 2SY
England

Previous

Next

Once you have selected your preferred visit dates and you're happy with the details you have provided, you can click on 'Next'.

Before you submit, the system will show you the following page:

Create Request

Type of Request ✓ Approval Questions ✓ Add New Programmes ✓ Preferred Site Visits ✓ [Submit](#)

Please confirm that Gateway 2 is up to date for the programme being proposed/modified and does not need to be amended as part of this request. Please select "Yes" to confirm this. If Gateway 2 needs to be amended as part of this request, please leave the field blank.

If you have identified that Gateway 2 requires amendments above (field is blank), please provide details of these in the text box below.

[Previous](#) [Submit](#)

This is where you will have the chance to let us know if you'd like to update your previously approved GW 2 information. If you want to update GW 2 as part of this request, the leave the first field blank and provide some detail of the intended changes in the text box. By doing this, you will be asking the system to start your new request at GW 2.

If you don't wish to make any updates to GW 2, then you can select 'Yes' in the first field which will then hide the text box underneath. This will then tell the system that GW 2 amendments aren't needed, and your request will start at GW 3.

If you are happy with the details that you have provided within your request, simply select 'submit' and your request will be sent on to Mott MacDonald for review. You will then be taken back to your 'Requests' section where you will see your request under 'Submitted Requests':

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

QA 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. When updating your request, a summary textbox will appear at the end of the form asking you to provide a high-level summary of what changes you have made. This summary box is mandatory, you will be unable to submit your request until this textbox is completed.

Rejected Requests - Amendments Required

QA Reference Approval Type Created On Modified On ↓ NMC Approval Status

There are no records to display.

Decision Letters

Within your account, you are able to view all decision letters that have been produced for your events. To find these, you need to navigate to your 'Requests' tab and then scroll down the page until you see the 'Decision Letter' grid:

Decision Letters

Document Name	Quality Assurance	Programme Type	Modified On ↓
Decision letter - approval - Pre-reg nursing	020623133952-A	Pre-Registration Nursing	07/06/2023 4:45 PM

Search

View

You can either click on the document name or on the drop-down arrow and then click 'View'. From here, you will see your decision letters listed and will be able to download at your convenience.

Updating Gateway 1

Unlike GW 2 which is available to update with each new request, GW 1 can only be updated following the annual self-reporting (ASR) period.

During the ASR period the QA Team will provide you with an ASR form to complete. Following the submission of your ASR forms, you will notify us if you wish to make updates to GW 1. After the QA Team have analysed your ASR submissions, we will make note of those AEIs that have asked for GW 1 to be unlocked for amendments and action these requests.

When we unlock your GW 1, you will receive an email notification advising that GW 1 is now open. To provide your updates, you will need to navigate to the 'Gateway Evidence Upload' tab and click on the 'Gateway 1 Amend/Upload' option. This will take you to your GW 1 page, which you should now see is unlocked. Please note when GW 1 is unlocked, you will not be able to submit any requests for a QA visit in the QA Link.

Firstly, you should add the evidence that you wish to upload against the standards and requirements. You can upload evidence by scrolling down to the 'Evidence' section and selecting 'Upload Evidence'.

Evidence

Search



Upload Evidence

Evidence

Created On ↓

There are no records to display.

You will be asked to provide a name for your evidence. Once you have entered this, you can click 'Next' to progress to the next page.

NMC QA Link > Upload Evidence

Upload Evidence

Name of Evidence ✓ Upload Evidence

Evidence Name *

test

Add files New folder

There are no folders or files to display.

Previous Submit

Once you have provided a file name, you can choose to either add a single file or you can create a folder and upload multiple documents. Once you have created a folder and populated with multiple files, you will be able to select that entire folder as part of a single evidence upload against a standard, but you won't be able to select a single file within a folder. Please note, if you intend to use a single file against several standards, it is recommended that you upload this evidence as a single file rather than as part of a folder.

Once you have chosen to 'Add files', you should untick the 'Overwrite existing files' (unless you wish to overwrite files that you have already added to the evidence record) and select 'Choose files'. You can then choose the file(s) you wish to add to your repository:

NMC QA Link > Upload Evidence

Upload Evidence

Name of Evidence ✓ Upload Evidence

Evidence Name *

Add files New folder

Name ↑	Modified
dummy.docx (18 KB)	02/06/2023 4:13 PM

Previous Submit

If you have finished adding files to your record, you can click on 'Submit' and your evidence will be uploaded. You can then repeat the above steps until you have completed your document upload ready for submission throughout your GWs:

Evidence

Search Upload Evidence

Evidence	Created On ↓
test	02/06/2023 4:04 PM

Once you have uploaded all of your evidence, you are now ready to link your evidence and add your narrative to your GW 1 standards that you wish to update.

Scroll down until you see 'Gateway 1 Standards', and click on the drop-down arrow and you will have the option to edit:

Gateway 1 Standards

Link Existing Evidence by Standard

Search

Standard ↑	Description	Evidence Uploaded	Modified On	Created On	Status Reason
R1.1.01 - SFNME	1.1 Demonstrate the safety of people is a primary consideration in all learning environments	Yes	07/06/2023 11:25 AM	02/06/2023 3:55 PM	Submitted for Consideration
R1.1.02 - SFNME	1.2 prioritise the wellbeing of people promoting critical self-reflection and safe practice in accordance with the Code	Yes	07/06/2023 11:25 AM	02/06/2023 3:55 PM	Submitted for Consideration
R1.1.03 - SFNME	1.3 ensure people have the opportunity to give and if required, withdraw their informed consent to students being involved in their care	Yes	07/06/2023 11:25 AM	02/06/2023 3:55 PM	Submitted for Consideration
R1.1.04 - SFNME	1.4 ensure educators and others involved in	Yes	07/06/2023	02/06/2023	Submitted for

Edit

After clicking 'edit', you will be taken to a new window for that specific standard, and you will be able to add your evidence and update your narrative. Once completed, you can submit your updated standard. You should then repeat these steps for all standards that you wish to update, and when you are finished you can check the box at the bottom of the page to confirm your changes and then submit your GW 1:

Do you wish to submit this gateway? - Once you submit your evidence for this gateway, you will not be able to upload any further evidence or information for this gateway

Submit this Gateway

QA Link Contacts – Adding, Removing and Changing OC

If you are an existing AEI, you should already have at least one member of staff who is already registered on the QA Link. This person is likely to be the official correspondent and will have the ability to add and remove contacts.

If you are the OC, then you need to navigate to your 'Profile' tab and scroll down to the 'Contacts' grid. You will see a list of current contacts and a button entitled 'Add Contact':

Contacts

Full Name ↑	Email	Business Phone	Job Title	LME Contact	Login Enabled	
Test Account	newei2@test.com	01234567890	Tester	No	Yes	<input type="checkbox"/>

You will then be asked for more details for your new contact:

Contact
×

Title *

E-mail *

First Name *

Last Name *

Job Title *

Phone *

Provide a telephone number

LME Contact *

No Yes

Submit

After you have completed this and clicked 'Submit', the contact will be added to your list of contacts for your institution, and an invitation will be sent out to the new contact to use to complete sign up and gain access to the QA link:

Contacts

Add Contact

Full Name ↑	Email	Business Phone	Job Title	LME Contact	Login Enabled	
Test 2	test@test.com	01796584521	Lecturer	No	No	▼
Test Account	newei2@test.com	01234567890	Tester	No	Yes	▼

To remove an existing contact, the OC should click on the drop-down arrow for the relevant contact from the grid and click 'Remove':

Contacts

Add Contact

Full Name ↑	Email	Business Phone	Job Title	LME Contact	Login Enabled	
Test 2	test@test.com	01796584521	Lecturer	No	No	▼
Test Account	newei2@test.com	01234567890	Tester	No	Yes	▼

View

Remove

In the event that the OC needs to be changed, the current OC should click on a contact to view, and then select the 'Make this person the Official Correspondent' box:

Contact
×

Title *

E-mail *

First Name *

Last Name *

Job Title *

Phone *

LME Contact *

No Yes

Submit

Make this Contact the Official Correspondent

Discontinuations

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 OC or lead midwife for education to put the request to us. You will not be able to start delivering the same programme unless you undertake a programme approval request again to gain NMC approval of the programme.

Discontinuations

[Add Discontinuation Request](#)

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

Click on the 'Add Discontinuation Request' button, then you will be asked to provide us with some details around your discontinuation request:

Create Discontinuation Request

Please note that if you wish to discontinue a programme, you will not be able to restart it again except by undertaking a full programme approval again. Discontinuing a programme will not have an effect on the registration status of anyone awarded a qualification from that programme prior to the point of discontinuation.

Discontinuation date *

Please add the programme you wish to discontinue

Programme *

Are students actively enrolled

Rational *

You will be asked to provide us with a date that you wish the discontinuation to start from, identify the programme itself, tick a box confirming that students are not currently enrolled and also to provide your reasoning for the discontinuation. Once submitted, this will be passed on to the QA Team at the NMC who will action your request.

Glossary

The QA Link glossary is intended to provide an explanation of terms and abbreviations that are most likely to be seen whilst working in and around the QA Link. Please note, as this is a live document, amendment may be made at short notice when necessary.

For any queries, please get in touch with the QA Team/QA Link.

QA.Link@nmc.org.uk

QAteam@nmc.org.uk

Terminology

QA Link	The IT system for supporting NMC education quality assurance activities. This is the external interface of. Microsoft Dynamics 365 (D365). The NMC use D365 to manage the QA Link and QA requests.
Quality Assurance Service Provider (QASP)	The quality assurance service provider is commissioned by the NMC to carry out the NMC education quality assurance process prior to sending recommendations on approval to the NMC for a final decision. At the time of writing, the QASP is Mott MacDonald.
QA Visitor (QAV)	A visitor appointed by the QASP to undertake QA activities such as visits and desktop reviews. There are two types of visitors - Registrant Visitor (RV) and Lay Visitor (LV) The RV should be a registrant on the same part of the register as the correlating event i.e., a Registered Midwife reviewing a Midwifery Programme The LV attends an event in the interests of the public and isn't an NMC registrant. However, the LV and RV work collaboratively on some approval/modification visits.
Education Institutions (EI)	Education institutions seeking NMC approval of an institution and programme.
Official Correspondent (OC)	The named contact at an AEI at which our correspondence will be sent to.
Lead Midwives for Education (LME)	LMEs are based at and employed by the educational institutions providing preregistration midwifery education. They are experienced practising midwife teachers leading on development, delivery and management of midwifery education programmes.

Approved Education Institutions (AEIs)	The status awarded to an institution, part of an institution, or a combination of institutions that work in partnership with practice learning partners after we've granted NMC approval. AEIs will have assured us that they're able to deliver approved programmes.
Quality Assurance (QA) Request	<p>If an AEI or EI wish to deliver a new programme, modify an existing programme or endorse a programme for delivery outside the UK, they will need to submit a QA request via the QA Link. This is known as a <i>Request</i> in the QA link and <i>Quality Assurance</i> record in D365.</p> <p>Occasionally, the QASP may refer to this as the ERF (event request form) due to language used in the previous system (QA Hub).</p>
Quality Assurance Reference	A unique reference number relating to a quality assurance request.
Approval Type	<ul style="list-style-type: none"> • Approval – if you are seeking approval to deliver a new programme. • Approval with endorsement – if you are seeking approval to deliver a new programme and subsequently endorse the programme for delivery outside the UK. • Modification – if you are seeking to modify an existing programme. • Modification with endorsement – if you are seeking to modify an existing programme and subsequently endorse the modified programme for delivery outside the UK. • Endorsement – if you are seeking an endorsement of an existing programme for delivery outside the UK. <p>AEIs cannot currently submit within the system a QA request for a Modification with endorsement (ME) or an Approval with endorsement (AE) this is due to system issues. As soon as this functionality is available the NMC will update AEI's and EI's.</p>
Modification	An approved education institution (AEI) might wish to request a modification to an approved programme, i.e., the introduction of new routes including degree apprenticeships in England.
Endorsement	This is the process of approving the delivery of an approved programme outside the UK. Typically, this will be in the Channel Islands and the Isle of Man. We do not approve education programmes that are delivered abroad.

Programme Type	This details the type of programmes that the NMC approves: <ul style="list-style-type: none"> • Pre-registration Nursing • Pre-registration Midwifery • Nursing associate • Prescribing • Specialist practitioner qualification (SPQ) • Specialist Community Public Health Nursing (SCPHN) • Return to Practice (RtP)
NMC Programme Title	The official NMC regulated programme name. For example: Pre-registration nursing – Adult.
AEI Programme Title	Programme title chosen by the AEI. For example: BSc (Hons) Nursing Adult.
Initial Proposal	This refers to the form an education institution completes and submits in the QA Link to support their QA request for an approval status visit. This form is reviewed by the QA team before the QA request is shared with the QASP.
Additional Campus	An NMC approved programme may be run at alternative sites away from the main AEI campus.
Preferred Site Visit Dates	The three proposed dates submitted by an EI/AEI to indicate when they would like the visit to take place. This is not the confirmed site visit date.
Appointment	The calendar appointment which records the date and QA visitors for the visit. This contains the confirmed date of the visit.
Gateways	In order for us to approve a programme request, it needs to meet all of the standards within our four-part 'Gateways Process'. The four 'Gateways' are: <ul style="list-style-type: none"> • Gateway 1 – Part 1: Standards framework for nursing and midwifery education (SFNME) • Gateway 2 – Part 2: Standards for student supervision and assessment (SSSA) • Gateway 3 – Part 3: Programme standards • Gateway 4 – Approval visit
Gateway Evidence Upload	The section of the QA link where an EI/AEI can upload evidence (documents) and/or can link already uploaded evidence (documents) and also provide narrative against

	each Evidence request within each gateway. The AEI is able to proceed to upload evidence and narrative for each gateway in this section of the QA Link.
PLPs/EPs	Practice Learning Partners and Employer Partners that are linked to AEIs. Employer partners are only used for Apprenticeship Programmes.
Account Name	The field within an account record that sets the account name. Examples of Account records are as follows: 1. Practice Learning Partner: For example, Royal Berkshire NHS Foundation Trust. 2. Education institution: Example Teesside University.
Evidence Request	The AEI provides narrative and links evidence documents against each requirement/standard; this is presented in the system as "evidence requests". There are a number of evidence requests in each of the gateways.
'Outstanding' Tab	This shows all outstanding evidence requests that need to be completed and submitted via the QA Link for review.
'Submit'	If you have added all the relevant evidence and narrative to the evidence request, you can select ' Submit ' to update the evidence request. The status of the evidence request will remain ' Outstanding ', but the standard will note that evidence has been uploaded and the date of the amendment.
'Submit this Gateway'	If you have added your evidence and narrative to all the outstanding evidence requests for the Gateway you are currently at and you do not wish to make any changes, you can submit your Gateway to your visitor(s) via the QA Link. Once selected, the Gateway will be locked, and you will not be able to make any changes until the associated QAV has reviewed the Gateway and determined whether further information is required.
Awaiting Submission	The evidence and narrative are yet to be provided/submitted against relevant evidence requests.
Submitted for Consideration	The evidence and narrative have been submitted for review but has not yet been approved/reviewed.
Approved	The evidence and narrative provided demonstrates that the standard has been met.
Reviewed	The evidence and narrative provided has been reviewed. This status is only provided at Gateway 3.

More Information Required	The evidence and narrative provided doesn't demonstrate that the standard has been met and more information is required. Only the requirements set to this status will be returned to the education institution.
More Information Provided	Following the return of a Gateway to the education institution, once the evidence request has been updated this will be the new status reason, and the requirement can be reviewed again (this is only to be selected by the education institution). The QAV will receive an email notification alerting them to this update.
Rejected	The evidence and narrative provided does not demonstrate that the gateway has been met. <i>(The QAV will consult with the QASP before this decision is made).</i>
PAR	Programme Approval Report.
IDPAR	Initial Draft Programme Approval Report. Once the QAVs (QA Visitor) have reviewed the submissions at Gateway 3, they will provide feedback within an IDPAR document.
FPAR	Final Programme Approval Report. Once the QAVs have undertaken the visit/desktop review at Gateway 4, they will prepare a FPAR document.
Ad-hoc Document Requests	Document repository used for meeting agendas and minutes, and conditions evidence. Request must be initiated by the QAVs.
Discontinuation	AEI no longer wants to run an NMC approved programme, or a programme no longer meets the Post 2018 standards. An AEI will need to discontinue programme(s).

List of Abbreviations

AEI - Approved Education Institution
EI - Education Institution
QASP - Quality Assurance Service Provider
QAV - Quality Assurance Visitor
LV - Lay Visitor
RV - Registrant Visitor
QAO - Quality Assurance Officer
IP - Initial Proposal
QA Link - NMC portal for external parties for Quality assurance (The external stakeholder interface of D365)
D365 - Data repository for QA records and the system used to manage and automate QA processes
GW - Gateway
SR - Senior Reviewer
IR - Initial Reviewer
ERF - Event Request Form
MM - Mott MacDonald (current QASP)
IDPAR - Initial Draft Programme Approval Report
PAR - Programme Approval Report
PLP - Practice Learning Partners
EP - Employer partners
OC - Official Correspondent
LME - Lead Midwife for Education
BPF - Business Process Flow
QAR - Quality Assurance Record
MM - Tech - Mott MacDonald Tech team
MM - Ops - Mott MacDonald Operations team
QAS - Quality assurance summary