Master database held central in each office (Severn and Peninsula)

Running of central database by Faculty.

Local database shared with LEP

LEP to update database with ES/CS training and CPD for each named CS and ES

LEP to send updated version to central office every three months to update master database

Additional updates at discretion of LEP as need arises (eg ES needs accreditation)

First date of update from LEP – 31/5/2019. Then to run three monthly from then.

Named trainee to each trainer to be built into database.

It is the LEP responsibility to allocate a CS or ES to a trainee. They must ensure a trainer is accredited before allocating them a trainee.

Central offices will do regular audit of data as received from LEP and report back to LEP via the Quality team if any discrepancies

Report back via Quality Team to LEP

Information of courses run by Deanery – Deanery to copy attendance sheet and send to MEMs of all delegates who attended the course. MEM updates own database.