

## Education Decision-Making Framework

In accordance with the GOC's **Scheme of Delegation** this document describes who has delegated authority to consider, note and/or agree qualification approval decisions and education quality assurance and enhancement activity outlined in the GOC's [education and training requirements](#). It is stratified by the risk of the decision. Any changes to this framework or further delegates must be approved by the Chief Executive and Registrar.

Activity	Decision	Decision owner	Notes
AMR	Approve sector report for publication	Director of Regulatory Strategy	
AMR	Approve requests for additional information following triage	Education Manager	
Application for approval	Decide to repeat, halt or move on to the next stage of an application for qualification approval	Head of Education and CPD	See P36 'Requirements for Approved Qualification in Optometry and Dispensing Optics'
Application for approval	Decide to halt enrolment to a qualification applying for approval or an approved qualification; to cease to consider a qualification for approval or to withdraw a provider from the staged application process for qualification approval	Director of Regulatory Strategy	Note: to withdraw the approval or partial approval of a qualification is a decision of the Registrar
Application for approval	Decide the risk stratification and proposed approach to each stage of an application for qualification approval	Head of Education and CPD	See P36 'Requirements for Approved Qualification in Optometry and Dispensing Optics'
Application for approval	Agree the scope, timelines and deadlines for submission of information for each stage of an application for qualification approval	Education Manager	
Application for approval	Decide what information, if any, is published in relation to the output of each stage of an application for qualification approval	Head of Education and CPD	

Approval	Grant permission to commence recruiting students as an 'approved training establishment' following stage three of an application for qualification approval (referred to as 'partial approval')	Chief Executive and Registrar	Approval as an 'approved training establishment' does not confer qualification approval – please see P36 'Requirements for Approved Qualification in Optometry and Dispensing Optics'. "Recruiting" means enrolling students onto the qualification
Approval	To approve qualifications which provide only some education and training or qualifications which meet only some of the requirements	Chief Executive and Registrar	
Approval	Approve a qualification in optometry and dispensing optics, IP, and CLO following stage five of an application for qualification approval	Chief Executive and Registrar	
Complaints	Managing complaints in relation to QAEM activity, reports, recommendations or conditions, or conduct or behaviour of Education Visitors or GOC staff	Informal resolution - Education Manager; Stage 1 - Head of Education and CPD	In relation to EVPs; in accordance with the GOC's corporate complaints policy In relation to GOC staff; in accordance with People & Culture policies
Conditions Management	Set, and agree to close, conditions for approved qualifications and qualifications applying for approval	Head of Education and CPD	
EVPs	To appoint Education Visitors	Head of Education and CPD	Workers (not contractors). Advisory function
Notification of reportable events and changes	Decide whether to note an adaptation of an existing approved qualification to meet ETR	Head of Education and CPD	Please see please see P34 'Requirements for Approved Qualification in Optometry and Dispensing Optics'
Notification of reportable events and changes	Decide whether to note a reportable event or change to approved qualification or qualification applying for approval	Head of Education and CPD	A change which could have significant impact on the course, quality, or delivery etc. See change and event notification guidance
Notification of reportable events and changes	Agree action following triage of evidence/information submitted as part of a notification of reportable events and changes	Education Manager	
Notification of reportable events and changes	Decide scope, timescale and brief for Education Visitor review of evidence/ information and advice to QA officer following triage of evidence/information submitted as part of a notification of reportable	Education Manager	
Notification of reportable events and changes	Agree final outcome following triage of evidence/information and any advice received from Education Visitors of evidence/information submitted as part of a notification of reportable events and changes	Head of Education and CPD	
Policy	IP placement arbitration	Head of Education and CPD	Handbooks only. To be removed once all IP handbook qualifications taught out.
Policy	Responding to policy queries	Education Manager	
Policy	Approval of policy exceptions	Head of Education and CPD	Exceptions to policy noted on decision log, with significant exceptions reported to the Audit and Risk Committee as required

Policy	Agreeing changes to GOC requirements for qualification approval (Outcomes, Standards & QA&E Method)	Council	Council must be advised by Education Committee and Standards Committee
Policy	To consult the Standards Committee before establishing competencies to be granted a qualification	Chief Executive and Registrar	Delegated to Director of Regulatory Strategy
Policy	To consult the Education Committee before establishing requirements for the content and standard of education and training	Chief Executive and Registrar	Delegated to Director of Regulatory Strategy
Policy	To provide the competencies and requirements to approved training establishments	Head of Education and CPD	
Policy	To publish the competencies and requirements	Head of Education and CPD	
Policy	Approving and amending guidance, templates, forms and supplementary information	Head of Education and CPD	Delegated to manager for some processes – as described within process documentation
Policy	Approving amendments to <i>non-UK optometry qualifications evaluations guidance</i>	Chief Executive and Registrar	
QAEM	Decide scope, timescale and brief for Education Visitor review of evidence/information and advice to QA officer for QAEM activities.	Education Manager	To support a Serious Concerns Review, periodic, sample and/or thematic review, a stage of the application process or other desk-based or on site QAEM activity.
QAEM	Agree action following triage of evidence/information and advice to QA officer received from Education Visitors	Education Manager	
QAEM	Decide what information, if any, is published in relation to an approved qualification's QAEM activity	Head of Education and CPD	
QAEM	To publish a list of approved establishments and qualifications	Head of Education and CPD	
QAEM	Agree an extension to a deadline	Education Manager	
QAEM	Significant QAEM process changes / deviation from processes	Director of Regulatory Strategy	Significant process change: a change which may result in significant impact for us, the sector or specific individuals, or influenced by the timing of a change, or significant deviation from a project plan etc.
QAEM	To keep themselves informed as to the instruction at each approved establishment and the assessment which leads to the approved qualification	Head of Education and CPD	

QAEM – approved qualifications	Agree the specification for an approved qualification's annual monitoring, periodic review, thematic and sample-based review (frequency, timing, focus, evidence required and risk profile)	Head of Education and CPD	See P37 'Requirements for Approved Qualification in Optometry and Dispensing Optics' Thematic review of the Standards and Sample-based reviews of the outcomes may be undertaken as part of a periodic review or commissioned across a group of approved qualifications
QAEM – approved qualifications	Agree the evidence required for an approved qualification's annual monitoring, periodic review, thematic and sample-based review	Education Manager	
QAEM – approved qualifications and staged applications	Agree requests for and scope, timelines and deadlines for submission of evidence/information required from providers of approved qualifications and qualifications applying for approval	Education Manager	
QAEM – Periodic, sample-based, thematic reviews	Agree the outcome of an approved qualification's periodic review, sample-based review, and thematic reviews and resulting risk profile	Head of Education and CPD	
Register	Approval of affix to be added next to a registrant's name in the public register for qualifications not approved by the GOC	Head of Education and CPD and	Work on this is currently paused
Register	Validity of an un-registered student's learning	Head of Education and CPD and Head of Registration	
Remuneration	To determine fees (and travelling and subsistence allowances) to be paid to Education Visitors and pay such fees	Chief Executive and Registrar	
Remuneration	Agree remuneration requests for EVP activity	Head of Education and CPD	
Reporting	Sign-off qualification reports	Head of Education and CPD	
Risk	Agree the risk profile of an approved qualification / qualification applying for approval	Head of Education and CPD	Medium to high-risk QA action: opening and monitoring a serious concerns review
Risk based reviews	Agree the specification for a risk based review (RBR) of an approved qualification or qualifications applying for approval	Head of Education and CPD	
Risk based reviews	Agree the outcome of a RBR	Head of Education and CPD	Outcome may be conditions set, closed with no action, or escalate to SCR
SCR	Agree the specification for, and outcome of, a SCR of an approved qualification or qualifications applying for approval	Head of Education and CPD	See P39 'Requirements for Approved Qualification in Optometry and Dispensing Optics'. Ongoing failure to meet requirements within SCR may lead to withdrawal of approval.

SCR - Withdrawal of approval	Decide to withdraw the approval or partial approval of an approved qualification after a SCR	Council	
SCR - Withdrawal of approval	Give written notice of the decision to withdraw the approval or partial approval of an approved qualification after a SCR	Council	
Withdrawal of approval	Give written notice of intention to withdraw the approval or partial approval of a qualification (non-SCR).	Director of Regulatory Strategy	
Withdrawal of approval	Decide to withdraw the approval or partial approval of a qualification (non-SCR).	Chief Executive and Registrar	
Withdrawal of approval	Give written notice of the decision to withdraw the approval or partial approval of a qualification (non-SCR).	Chief Executive and Registrar	In 'teach -out' phase of an approved qualification a provider will cease to recruit to a qualification and qualification approval will be withdrawn once the final cohort graduates

**Version: 3**

**Framework approved by:** L Milliner, Chief Executive and Registrar

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