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# **Submission Review Report**

**to the**

# **Training Quality Standard**

**Produced for.....**

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# Submission Review Report

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## Introduction

The 'Submission Review Report' represents an independent review of your submission document known as the application document for Certification to The Training Quality Standard as defined in the Applicant Guide Version 1.01 February 2009.

The 'Submission Review Report' is concerned with improvement and it has been written in the context of providing you constructive criticism in the form of 'Potential Improvement Areas' to support your application to TQS. The review provided is designed to enhance the future development of your organisation.

## Process Overview

Once your submission document was received by TQS Consultants Ltd, a Desk Top Review was conducted against the requirements of The Training Quality Standard. The reviewer then has provided you with 'Potential Improvement Areas' for each Indicator. The potential improvement areas are those areas that appear weak in achieving the requirements of the standard.

The reviewer has also provided you with a guide on the possible score your current submission document might achieve together with any specific key areas judged to have a negative effect on the critical success of achieving certification to The Training Quality Standard.

No guarantee can be given regarding the outcome result from assessment for certification as a result of any actions taken from the data included in this 'Submission Review Report'.

The 'Submission Review Report' cannot itself provide a coherent assessment or account of verifiable claims from the narrative presented on the way the organisation operates unless a diagnostic analysis of the current operational activities and evidence gathering has been undertaken by TQS Consultants Ltd.

Further to the Desk Top Review the organisation concerned will receive a feedback meeting where the reviewer will clarify on points of understanding for the organisation.

No attempt to provide you with information concerning Registration, Assessment Process, Verification Visit, Validation Process or the Assessment Feedback Process will be included.