

Programme Audit/Major Modification report

Programme provider:	Wolverhampton, University of
In partnership with: (Associated practice placement providers involved in the delivery of the programme)	Dudley Group NHS Foundation Trust Sandwell and West Birmingham Hospitals NHS Trust The Royal Wolverhampton NHS Trust Walsall Healthcare NHS Trust University Hospitals of Derby and Burton NHS Foundation Trust
Date of review:	11 Sep 2019
Type of Modification	Desktop
Provision reviewed:	Registered Midwife - 36M Registered Midwife - 18M
Title of current programme:	BSc (Hons) Midwifery (three year) BSc (Hons) Midwifery (shortened)
Title of modified programme if changed:	
Academic level of current programme:	England, Wales, Northern Ireland <input type="checkbox"/> Level 5 <input checked="" type="checkbox"/> Level 6 <input type="checkbox"/> Level 7 SCQF <input type="checkbox"/> Level 8 <input type="checkbox"/> Level 9 <input type="checkbox"/> Level 10 <input type="checkbox"/> Level 11
Academic level of modified programme if changed:	England, Wales, Northern Ireland <input type="checkbox"/> Level 5 <input type="checkbox"/> Level 6 <input type="checkbox"/> Level 7 SCQF <input type="checkbox"/> Level 8 <input type="checkbox"/> Level 9 <input type="checkbox"/> Level 10 <input type="checkbox"/> Level 11

Reviewer:	Mrs Janette Bowyer

Outcome of Approval Panel Meeting	
Outcome:	Recommended for approval with conditions
Conditions and NMC standard(s)/requirement(s) they relate to:	<p>Resources None identified</p> <p>Admission and progression None identified</p> <p>Practice learning Condition one: To critically review and revise the placement learning handbook. (Standard 11)</p> <p>Fitness for practice None identified</p> <p>Quality assurance None identified</p>
Date conditions to be met:	23 Sep 2019
Recommendations and NMC standard(s)/requirement(s) they relate to: Note: recommendations will be assessed through the AEI annual self-assessment report	None identified
Date conditions met:	07 Oct 2019
Programme start date:	23 Sep 2019

Summary

Summary of modification request

The University of Wolverhampton (UoW) provides a pre-registration BSc (Hons) midwifery three-year programme and BSc (Hons) Midwifery (shortened) programme which were approved in 2011 under the Standards for pre-registration midwifery education (NMC, 2009) and the Standards to support learning and assessment in practice (SLAiP) (NMC, 2008).

This major modification is to approve the transfer of the pre-registration midwifery programmes from the SLAiP (NMC, 2008) to the Standards for student supervision and assessment (SSSA) (NMC, 2018). The modification is therefore solely limited to the method of student learning and assessment in practice.

The UoW and associated practice learning providers (PLPs) are keen for midwifery students to transfer to the SSSA framework (NMC, 2018) to align with the pre-registration nursing programmes. UoW and PLPs are part of the pan-Midlands, Yorkshire and east practice learning Group (MYEPLG), which represents 28 approved education institutions (AEIs). There is a clear regional strategy and transition plan to ensure all aspects of the SSSA are embedded across all pre-registration midwifery cohorts in all five associated NHS trusts from September 2019.

In July 2019, the Care Quality Commission (CQC) rated the maternity services at the Dudley Group NHS Foundation Trust (Russells Hall Hospital) as requires improvement overall. The university are working with this PLP to address the concerns reported by CQC. The link tutors have met with senior midwives and the quality of the student learning environment is being monitored and maintained. Students attend monthly evaluation meetings with the link tutors and practitioners, and feedback from students is positive.

Documentary evidence confirms there are clear and comprehensive arrangements in place to prepare practice supervisors, practice assessors and academic assessors for their new roles to meet the SSSA.

Feedback from key stakeholders

Presenting Team

Not applicable - Desktop review.

Mentors, sign-off mentors, practice teachers and employers

Not applicable - Desktop review.

Students

Not applicable - Desktop review.

Service users and carers

Not applicable - Desktop review.

Examples of notable and innovative practice and standards they relate to

None identified

Potential risks to compliance of education standards and standards they relate to

None identified

Potential risks to the student learning environment and standards they relate to

There is a lack of clarity and some conflicting information and omissions noted within the placement learning handbook. This handbook must be critically reviewed and revised in accordance with the SSSA (NMC, 2018) to ensure the accuracy and consistency of student and practitioner information.

Condition one: To critically review and revise the placement learning handbook. (Standard 11)

Any other risks to public protection

None identified

Areas for future monitoring

Implementation of the SSSA.

Outcome recommendation

The modification is recommended to the NMC for approval subject to one condition.

NMC Standards

Please refer to the [Standards for Pre-Registration Midwifery Education \(NMC, 2009\)](#), current programme specific circulars accessed via the [NMC Website](#), EU Directive 2005/36/EC Article 41 (1) and Article 31 (6-7), and Section one of the Mott MacDonald [QA Handbook](#).

Standards for the lead midwife for education

Standard 1: Appointment of the lead midwife for education

The NMC requires an approved educational institution (AEI) to do the following:

Appoint a lead midwife for education (LME) who is a practising midwife and has a recorded midwifery teaching qualification on the NMC register.

Confirm the appointment of an LME with the NMC

Use the LME for strategic liaison with external agencies such as purchasers of education provision for all matters affecting midwifery education.

What we found:

The lead midwife for education (LME) and course leader are both practising midwives with a recorded midwifery teaching qualification. Unchanged since original approval in 2011.

Outcome:	Standard met
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Date standards met:	
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Revised outcome:	
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Standard 2: Development, delivery and management of midwifery education programmes	
The LME shall lead the development, delivery and management of the midwifery education programmes provided by the AEI, ensuring that they comply with the standards established by the NMC.	
What we found:	
<p>The LME has been actively involved in preparing for the implementation of the SSSA (NMC, 2018). The LME is chair of the midwifery course committee and works with PLPs at a strategic and operational level. The LME is a member of the pan-UK midwifery practice assessment group, who are working towards developing a UK-wide practice assessment document based upon the pan-London model for midwifery.</p> <p>There has been a clear communication strategy and extensive stakeholder engagement with PLPs, service users and students about the transfer to the SSSA.</p> <p>Documentary evidence and discussion demonstrates that students have been consulted about the proposed implementation of the SSSA and agree to the changes.</p>	
Outcome:	Standard met
Date standards met:	
Revised outcome:	

Standard 3: Signing the supporting declaration of good health and good character	
In accordance with rule 6(1)(a)(ii) of the registration rules, the LME shall be responsible, at her discretion, for signing the supporting declarations of good health and good character for all midwifery applications to the register.	
What we found:	
Unchanged since original approval in 2011.	
Outcome:	Standard met
Date standards met:	
Revised outcome:	

Standards for admission to, and continued participation in, pre-registration midwifery programmes
<p>Age of entry</p> <p>St. 4</p> <p>General requirements</p> <p>The following requirements for selection should be read and operated alongside programme providers' existing policies and procedures:</p> <p>4.1 Selection</p> <p>Wherever practicable, the selection process should include a face-to-face meeting.</p> <p>Programme providers (AEIs and their service partners) are encourage, wherever possible, to involve lay people and midwifery students in the selection process.</p>

Depending on local circumstances they may be involved directly or indirectly in selection.

All individuals in the selection process should receive appropriate training, preparation and updating which includes equality and diversity.

Representatives of partner service provider organisations should be directly involved in the selection process.

The views of the individuals directly involved in selecting applicants should be taken into account when making final decisions on whether to accept or reject an applicant.

4.2 Literacy and numeracy

AEIs are required to ensure that applicants for pre-registration midwifery education programmes have provided evidence of literacy and numeracy that includes prior achievement of basic skills sufficient to undertake a pre-registration midwifery programme of education to a satisfactory level of attainment.

4.3 Good health and good character

Applicants must demonstrate that they have good health and good character sufficient for safe and effective practice as a midwife, on entry to, and for continued participation in, programmes leading to registration with the NMC.

Applicants from overseas must meet the good health and good character as defined for UK applicants and additionally those requirements set out by the UK government for healthcare workers from overseas

4.4 Entry to the register

The NMC requires a self-declaration of good health and good character from all those entering the register for the first time. On completion of the midwifery programme the student will submit this self declaration. The declaration is either supported by the LME, whose name has been notified to the Council and who is responsible for midwifery education in the relevant AEI, or by her designated registered midwife substitute. AEIs must be able to provide evidence of having fulfilled this requirement.

What we found:

Unchanged since original approval in 2011.	
Outcome:	Standard met
Date standards met:	
Revised outcome:	

Standard 5: Interruptions to pre-registration midwifery education programmes	
<p>Programme providers must ensure that they have in place processes to manage interruptions to the study of programmes for whatever reason.</p> <p>When a student returns to a programme it is recommended they have a period of orientation appropriate to the length of interruption. Programme providers must ensure that the student's acquired knowledge and skills remain valid, enabling them to achieve the necessary standards required on completion of the course.</p>	
What we found:	
Unchanged since original approval in 2011.	
Outcome:	Standard met
Date standards met:	
Revised outcome:	

Standard 6: Admission with advanced standing	
All applicants, other than those registered as a nurse level one (adult), must complete a minimum three years full-time pre-registration midwifery programme of education.	
Where a student is already registered with the NMC as a nurse level one (adult), the length of the pre-registration midwifery education programme shall be no less than 18 months full time.	
What we found:	
Unchanged since original approval in 2011.	
Outcome:	Standard met
Date standards met:	
Revised outcome:	

Standard 7: Transfer between approved educational institutions	
It is the responsibility of AEIs to decide whether or not to accept an application for transfer.	
What we found:	
Unchanged since original approval in 2011.	
Outcome:	Standard met

Date standards met:	
Revised outcome:	

Standard 8: Stepping off and stepping on to pre-registration midwifery education programmes	
Students can 'step off' a pre-registration midwifery programme of education.	
What we found:	
Unchanged since original approval in 2011. Students on interrupted studies will transfer to the SSSA on return to the programme.	
Outcome:	Standard met
Date standards met:	
Revised outcome:	

Standards for the structure and nature of pre-registration midwifery programmes
Standard 9: Academic standard of programme

<p>Since September 2008 the minimum academic level for entry to the midwives' part of the register for those entering pre-registration midwifery programmes is degree level (NMC Circular 14/2007).</p> <p>Scotland – 360 academic credits, 60 of which must be at level nine.</p> <p>England, Wales and Northern Ireland – 300 academic credits, 60 of which must be at level H.</p>	
What we found:	
Unchanged since original approval in 2011.	
Outcome:	Standard met
Date standards met:	
Revised outcome:	

Standard 10: Length of programme
<p>Article 31(6-7) of EU Directive 2005/36/EC now describes the length of midwifery programmes in years, months and hours.</p> <p>The length of a pre-registration midwifery programme of education should be no less than three years (equivalent to 156 weeks full time) and each year shall contain 45 programmed weeks.</p> <p>Three year direct entry programme – 4,600 hours (minimum requirement)</p> <p>Where the student is already registered with the NMC as a nurse level one (adult), the length of the pre-registration midwifery programme of education shall not be less than 18 months (equivalent to 78 weeks full time).</p>

Eighteen month midwifery programme (following qualification as an adult nurse) – 3,000 hours (minimum requirement).	
What we found:	
The BSc (Hons) midwifery programme remains three years in length. The BSc (Hons) midwifery shortened programme exceeds 3000 hours.	
Outcome:	Standard met
Date standards met:	
Revised outcome:	

Standard 11: Student support
Midwife teachers and midwife mentors must meet the NMC's standards to support learning and assessment in practice.
What we found:
The pan-MYEPLG have adopted a regional transition plan to promote a consistent approach to the implementation of the SSSA (NMC, 2018). The MYEPLG meet monthly and host conference calls every two weeks to keep members up to date and set the agenda for face-to-face meetings. There has been a clear communication strategy and extensive stakeholder engagement. This includes three successful stakeholder roadshows with representation from PLPs, students and service users; the development of a MYEPLG website, newsletters and an active twitter account; shared resources for practice supervisor and practice assessor information and updates; hosting a SSSA webinar for PLPs and publication of a bespoke flyer for chief nurses and practice staff.

UoW and the midwifery PLPs have adopted the regional approach to the SSSA roles, expectations and preparation requirements. PLPs have identified staff with a mentorship qualification and sign-off mentor status, who will be practice assessors and other registered midwives, who will be practice supervisors with the appropriate support and preparation. Practice supervisors and practice assessors will have an update to prepare them for the expectations, roles and responsibilities, contribution to assessment and progression.

A variety of methods have been employed in preparing practice supervisors and practice assessors. In all five trusts there has been transition from mentor workshops in preparation for SSSA, which have been delivered regularly by the practice placement teams with support from the UoW. All five trusts have used the MYEPLG preparatory presentation which has been adapted with more relevant midwifery information.

To reinforce the content of the presentation, a fact sheet with key points has been made available for midwives in each of the partner trusts and additional poster information has been displayed in the practice learning environments to further promote the new SSSA roles. Moving forward, the university will be facilitating four two-hour, face-to-face updating sessions for nurses and midwives engaged in practice supervision and assessment. An online course for updating purposes is also available to ensure parity with face-to-face updates. This will also track staff engagement in their learning to enable accurate records to be maintained of completed updates.

Identified staff within the practice education team and/or the practice development midwife will oversee the supervision and assessment of all students ensuring that all students work with a practice supervisor (organised for their appropriate stage of learning) and have a named practice assessor. Regular student forums take place within the practice learning areas to enable students to formally engage in discussions regarding their practice learning areas. Information about the introduction of and transfer to the SSSA has been discussed in these forums.

Ongoing support for students, practice supervisors and practice assessors will be provided through the existing midwifery link tutors and through the academic assessor role. A database of practice supervisors and practice assessors is maintained locally by the NHS trusts and by the AEI for independent providers.

From September 2019 the current level six, 'the midwife as an educator' module content will be strengthened to not only have a greater focus on the SSSA but will also ensure the student is prepared to undertake the role of practice supervisor at the point of qualification. Bespoke sessions have been delivered to students qualifying in 2019 preparing them for the SSSA. Those who have secured posts at the local trusts will receive further training during their preceptorship before taking on roles as practice supervisors.

A new preparation programme has been developed, which meets the practice assessor requirements and is also relevant for a range of health and social care professionals. PLPs can provide their own preparation for this role but will need to evidence to the AEI that their preparation meets the pan-MYEPLG and NMC requirements for practice assessors.

UoW has identified staff with a recorded midwifery teaching qualification who will become academic assessors and has annotated this to a database. A programme of implementation has been agreed locally in the form of four preparation sessions before the end of September 2019, to which all midwifery academic staff will attend at least one. There are two midwifery link tutors allocated to each trust, who also act as the personal tutor to students within the trusts. In accordance with the SSSA R6.1, students will be assigned a different nominated academic assessor with due regard for each part of the programme.

All programme documentation has been updated to reflect the SSSA. However, there is a lack of clarity and some conflicting information and omissions noted within the midwifery placement learning handbook. This handbook must be critically reviewed and revised in accordance with the SSSA (NMC, 2018) to ensure the accuracy and consistency of student and practitioner information.
(Condition one)

Outcome:

Standard not met

There is a lack of clarity and some conflicting information and omissions noted within the midwifery placement learning handbook. This handbook must be critically reviewed and revised in accordance with the SSSA (NMC, 2018) to ensure the accuracy and consistency of student and practitioner information.

Condition one: To critically review and revise the placement learning handbook.
(Standard 11)

Date standards met:	07 Oct 2019
Revised outcome:	Standard met
<p>Condition one: The midwifery placement learning handbook has been reviewed and revised, in accordance with the SSSA (NMC, 2019). Condition one is now met.</p> <p>Evidence:</p> <p>UoW midwifery placement handbook 2019-20, revised October 2019</p>	

Standard 12: Balance between clinical practice and theory	
<p>Since September 2008, the practice to theory ratio of each programme is required to be no less than 50 percent practice and no less than 40 percent theory.</p>	
What we found:	
<p>Unchanged since original approval in 2011.</p>	
Outcome:	Standard met
<p>Date standards met:</p>	
<p>Revised outcome:</p>	

Standard 13: Scope of practice experience
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<p>Where the opportunity is available, students should be involved in supporting women birthing in a variety of settings.</p> <p>Student midwives must be involved in the care of a small group of women throughout their childbirth experience, including antenatal, intrapartum and postnatal care.</p>	
What we found:	
Unchanged since original approval in 2011.	
Outcome:	Standard met
Date standards met:	
Revised outcome:	

Standard 14: Supernumerary status during clinical placement	
<p>Students undertaking pre-registration midwifery education programmes cannot be employed to provide midwifery care during their training – all clinical experience should be education-led with students having supernumerary status for the duration.</p>	
What we found:	
Unchanged since original approval in 2011.	
Outcome:	Standard met
Date standards met:	

Revised outcome:	

Standard 15: Assessment strategy
<p>Clinical practice must be graded and be counted as part of the academic award.</p> <p>All outcomes within a progression point period (for example an academic year) have to be achieved and confirmed within 12 weeks of entering the next academic level. All assessments must be completed and have been passed prior to successful completion of the programme.</p> <p>A student midwife shall achieve these standards under the supervision of a sign-off mentor.</p>
What we found:
<p>The pre-registration midwifery continuous assessment of practice documents (CAPDs) provide evidence of the linkage between practice learning and outcomes related to the programme in each year.</p> <p>In each year of the programme the students' learning experience is mapped to their stage on the programme and directs the practice assessors and practice supervisors to undertake appropriate levels of supervision. Performance criteria are designed so that increasing demands are made of the student to reflect the increasing complexity of practice and higher levels of intellectual ability. Successful completion of all three CAPDs enables students to meet the standards of proficiency and demonstrate achievement of the programme outcomes.</p> <p>Whilst there are changes to the roles and responsibilities of staff undertaking student supervision and assessment, the assessment framework itself has not changed. Practice supervisors and practice assessors will assess student achievement of proficiencies and programme outcomes. In order to monitor student progress and development, each student midwife has two formative progress reviews during the academic year (in semester one and two), with the practice assessor and the academic assessor. In semester three, the student</p>

<p>completes a self-assessment and there is a summative tripartite meeting. At this point, the practice assessor will assess and grade the student accordingly. The academic assessor will then validate the aggregate grade given.</p> <p>The AEI undertakes internal moderation of practice assessment documents to assess the quality of practice supervision and assessment. Feedback is provided through PLPs, where further development is required.</p>	
Outcome:	Standard met
Date standards met:	
Revised outcome:	

Standard 16: Ongoing record of achievement	
<p>An ongoing record of achievement, including comments from mentors, must be passed from one placement to the next to enable judgements to be made on the student's progress.</p>	
What we found:	
<p>The BSc (Hons) midwifery clinical experience record book incorporates the ongoing record of achievement (ORA). The ORA has been modified to align with the SSSA.</p>	
Outcome:	Standard met
Date standards met:	
Revised outcome:	

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Achieving the NMC standards	
Standard 17: Competencies required to achieve the NMC standards	
Students need to be proficient in all standards by the end of their training in order to practise safely and effectively as a midwife without the need for direct supervision. A student must demonstrate competence in these standards to enter the register as a midwife.	
What we found:	
Unchanged since original approval in 2011.	
Outcome:	Standard met
Date standards met:	
Revised outcome:	

<u>NMC Circular 03/2011</u>
Resources to support programme intentions
Programme providers must provide evidence at programme approval that resources are currently available to support programme intentions.
What we found:

The PLPs have confirmed that there are sufficient practice supervisors and practice assessors to support student midwives for both programmes in line with the SSSA (NMC, 2018). There are also sufficient midwifery lecturers to fulfil the additional role of academic assessor. Staff have been prepared for these roles and MYEPLG resources are available to support further the SSSA implementation.

Monitoring of the effectiveness of the practice learning environments and compliance with the SSSA will continue to be undertaken by the UoW in partnership with PLPs.

Outcome:	Standard met
Date standards met:	
Revised outcome:	

Evidence and references list

UoW self-assessment report, 2018-19, December 2018
 NMC midwifery programme approval report, 17 March 2011
 NMC pre-registration midwifery programme approval letter, 29 March 2011
 UoW record of minor modifications, 2017
 NMC register and published LME list, accessed 18 August 2019
 UoW mapping document for SSSA, August 2019
 UoW midwifery module list, 7 August 2019
 UoW midwife as an educator module content, 11 December 2018
 UoW midwifery flow through (theory: practice allocation) 2018-19
 UoW midwifery placement handbook 2019-20, undated

UoW current pre-registration midwifery CAPD, year one (level four); year two (level five); year three (level six); revised 14 August 2018

UoW new pre-registration midwifery CAPD, year one (level four); year two (level five); year three (level six); revised 8 August 2019

UoW pre-registration midwifery (shortened) CAPD, level six, revised 8 August 2019

UoW BSc (Hons) midwifery (shortened) clinical experience record book incorporating the ORA, updated August 2019

UoW BSc (Hons) midwifery clinical experience record book incorporating the ORA, updated August 2019

UoW minutes of course committee, 2 May 2019

UoW education and practice partnership agreement, November 2018

UoW raising/escalating concerns report for nursing and midwifery placements, October 2014

UoW suitability (fitness for practice) panel procedures and referral form, February 2015

Pan-MYEPLG communication strategy 2017-18

Pan-MYEPLG, context document, 23 October 2018

Pan-MYEPLG memorandum of understanding, 6 December 2018

Pan-MYEPLG SSSA discussion paper, September 2018

Pan-MYEPLG webinar 2018

Pan-MYEPLG core mentor update 2019 available at <http://www.myepg.ac.uk/core-mentor-updates.aspx>, accessed 27 August 2019

PLP mentor updates, 2019

Pan-MYE practice learning approach to the NMC (2018) Part 2: SSSA, preparation for academic assessor role, 2-hour lesson plan and presentation, March-April 2019

Pan-MYEPLG website at www.myepg.ac.uk, accessed 27 August 2019

UoW academic assessor requirements for nursing and midwifery programmes, undated

UoW nursing and midwifery transition arrangements for the implementation of SSSA, undated

UoW practice supervisor and practice assessor transition poster, from September 2019

UoW module proposal for meeting the requirements for the NMC practice assessor role from September 2019

Pan-UK midwifery practice assessment group - MPAD steering group, 26 June and 25 July 2019

UoW practice team away day minutes 2 July 2018 and agenda, 1 February 2019

New Cross maternity unit, minutes of practice education link meeting, 30 January 2019

UoW Walsall link teacher report 2018-19

Sandwell academic practice team terms of reference, undated and minutes of meeting for academic practice team leads and nurse education team, 31 January 2019

UoW narrative for practice supervision and assessment (Standard 11), undated

UoW student forum notes, 2 April and 11 June 2019

UoW response to NMC QA visitor queries, 9 September 2019

University Hospitals of Derby and Burton NHS Foundation Trust, email correspondence from practice learning support manager, 10 September 2019

Sandwell and West Birmingham Hospitals NHS Trust, email correspondence from lead nurse, nursing and midwifery clinical education team, 11 September 2019

Walsall Healthcare NHS Trust, email correspondence from continuing professional development midwife, 10 September 2019

UoW midwifery placement handbook 2019-20, revised October 2019

Personnel supporting programme approval	
Members of Approval Panel	
Not applicable - Desktop review.	
Programme Presenters	
QA visitor teleconference with deputy director, Institute of Health and LME, 11 September 2019	
Were any service providers visited?	
<i>Not applicable - Desktop review.</i>	
Meetings with others	
Mentors / sign-off mentors	

Practice teachers	
Service users / Carers	
Practice Education Facilitator	
Director / manager nursing	
Director / manager midwifery	
Education commissioners or equivalent	
Designated Medical Practitioners	
Other (please specify)	

If there were no representatives present during the approval event please state why:

Not applicable - Desktop review.

Meetings with students

Nursing					
Adult		Year 1	Year 2	Year 3	Year 4
Mental Health		Year 1	Year 2	Year 3	Year 4
Children's		Year 1	Year 2	Year 3	Year 4
Learning Disabilities		Year 1	Year 2	Year 3	Year 4
Midwifery (3 year)		Year 1	Year 2	Year 3	

Midwifery (18 month)		Year 1	Year 2		
SCPHN		HV	SN	OH	FHN
					RPHN
Learning and Assessment in Practice		Mentor	Practice Teacher	Teacher	
Nurse Prescribing		V100	V150	V300	
Specialist Practice		Adult	Mental Health	Children's	
		Learning Disability	General Practice Nursing	Community Mental Health Nursing	
		Community Learning Disabilities Nursing	Community Children's Nursing	District Nursing	
Additional evidence viewed					
CQC report, Coventry and Warwickshire Partnership NHS Trust, 21 December 2018					
CQC report, The Dudley Group NHS Foundation Trust, 12 July 2019 and email correspondence with NMC, 27 August 2019					

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Issue record

Author:	Janette Bowyer	Date:	07 Oct 2019
Checked by:	Judith Porch	Date:	22 Oct 2019
Approved by:	Leeann Greer	Date:	23 Oct 2019