**RECORD OF DEPARTMENTAL RESPONSE TO THE OUTCOMES**

**FROM THE PERIODIC REVIEW**

**[DEPARTMENT]**

**DATE OF EVENT: [DATE]**

As part of the Periodic Review, departments are required to respond to any conditions, recommendations and developments in progress as set out in the report.

Please complete this form and sent back to the Chair, [NAME OF CHAIR], and the Secretary, [NAME OF SECRETARY], by the deadline of **[DATE]**. The Chair will review the response and liaise with the Panel and/or raise any areas to be clarified if needed. The final response will be signed off by Chair. Following approval of the response, an executive summary must be circulated by the department to current students/apprentices notifying them of the outcome of the Periodic Review which includes a paragraph for each condition/recommendation and an overview of the actions.

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|  | **Condition, Recommendation or Development in Progress** | **Relevant Paragraphs in Report** | **Department Response** |
| **Conditions** |
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| **Recommendations** |
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| **Development in Progress** |
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