

# Template to draft a standard

Before you start a draft, speak to the relevant Head of Profession, or leads, to confirm if there is a viable need for the standard.

Use this template to help you draft the standard with the relevant community. You will then need to use the Create and manage a standard service to submit the standard for review.

The standards forum will review the standard and will either approve it for publishing or suggest revisions.

# Standard: <standard title>

## Summary

<Write a sentence or 2 to introduce the standard.>

## Purpose of standard

<Briefly describe the area this standard is relevant to. Explain why it is important and any context.>

Include what it will help people do, which roles are involved in applying it and any communities it impacts.>

## How to meet the standard

<Include the things people must do. Add links to guidance and support, tools or templates to help DfE employees and contractors meet the standard.>

<Include specifics in the project delivery lifecycle of when it would be applied. Add any additional information, for example costs for applying the standard, or other things to consider.>

## Approved and tolerated products and known exceptions

<Skip this section if it does not apply.>

<Approved, tolerated and known exceptions may not apply to all standards.>

<If you need advice to check whether your standard could have relevant products or services for this section, email the standards forum at ddt.standard@education.gov.uk.>

## Approved products or services

<Add approved products into the table. If more than one product, use separate rows for each product and comments if specific products should be used for specific use-cases.>

|  |  |  |  |
| --- | --- | --- | --- |
| **Product** | **Vendor** | **Version** | **Comments / use-case** |
| <Approved product> | <Approved vendor/Original Equipment Manufacturer (OEM)> | <Approved product version. Not applicable for evergreen solutions> | <Any further details relating to the approved product, if required> |

## Tolerated products or services

<DfE tolerates products or services in very specific circumstances and are not generally approved for use.>

<List products or services in the following table. Include use-cases where the tolerated product is allowed. Use separate rows for each product. Keep use-cases specific to when a tolerated product can be used, so it can only ever be used in edge cases.>

|  |  |  |  |
| --- | --- | --- | --- |
| **Product** | **Vendor** | **Version** | **Use-case** |
| <Tolerated product> | <Tolerated product vendor/Original Equipment Manufacturer (OEM)> | <Tolerated product version. Not applicable for evergreen solutions> | <Use-case where product or service is tolerated> |

## Known exceptions

<Describe any use-cases where it is known that the approved products or services cannot be applied.>

<For use-cases covered by known exceptions, the standard will not apply.>

<For use-cases where a specific product or service should be used, these should be detailed in the approved products or services list. Or, in the tolerated products or services list, with the appropriate use-case details added.>

## Standard owner

< This should be at G6 level or higher. For example, Head of Profession, Lead or Deputy Director (DD).>

## Point of contact

<This is the person who can advise and discuss the standard with users on a day-to-day basis. They will also maintain and edit the standard on behalf of the standard owner.>

<There can be more than 1 contact added.>

## Governance of standard

<As the standard owner, describe how you plan to keep the standard up-to-date and relevant. This information is only used as part of the review by the standards forum. It is not published.>

## How long the standard is valid for

<When will a service team have to reconfirm compliance? For example, every 3, 6, 12 or 18 months.>