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**GP IT Futures Training Exemption Form for <Capability/Supplier>**

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Document management

Revision History

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| Version | Date | Summary of Changes |
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Glossary of Terms

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| Term / Abbreviation | What it stands for |
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# Purpose of Document

The purpose of this document is to define why no training is required in support of <insert names of system/capability/release> from <name of Supplier>.

OR

The purpose of this document is to justify why the requirements set out in section 3 below are not applicable to the training provided on <insert names of system/capability/release> from <name of Supplier>.

<Note for suppliers: training includes any type of interaction with an end user which aims to provide them with the knowledge and skills to use the system/capability you are supplying. Types of interaction for training include face to face (classroom, workplace based, etc.), phone, web conference, e-learning or provision of support materials, e.g. printed and electronic media.

End users include clinical and non-clinical staff, IT and technical staff, system administrators, project teams and staff who will subsequently deliver training to others.>

# Brief background

<Please provide a short explanation of the system or capability to be provided and how it will be used.

What is the impact on end users?>

# Justification to exemption

<Use this section to give a detailed justification of why training is not required.

OR

For each training requirement you consider does not apply to the system/capability you are implementing, please explain why. Please include the reference number for each requirement.

In either case, please describe what action(s) you will take if subsequently your end users identify that they need some form of training?>

# Risks and issues

<Indicate any risks and issues associated with this approach and proposed mitigation.>