

Delivery Partner Portal – Application Decision

Once you have reviewed an application and completed the applicant suitability checks, we ask that you please update the ‘Delivery Partner Application Decision’ field by selecting an option from the dropdown list provided. Please see below a description of each decision outcome option. We ask that you please ensure you select the correct option that applies in each case, as the option you select will inform how the application is routed.

The screenshot shows a form titled 'NPQ Review'. It includes a 'Delivery Partner Application Decision' dropdown menu with the following options: Pre-review, Under review, Successful, and Unsuccessful. Other fields include 'Current status', 'Validated', 'Application outcome', and 'General Comments'. A 'Submit' button is located at the bottom left.

Please note we ask that you update the ‘Delivery Partner Application Decision’ field to ‘Successful’ or ‘Unsuccessful’ only when you are certain of this outcome.

This step will trigger a series of comms to be sent to the applicant that we cannot undo.

Application Decision	Description
Pre-review	This does not have an impact on the application and does not action any changes. This is purely for DPs to flag this as a new application yet to be reviewed.
Under Review	This status flags that the application remains under review. This may be due to a number of reasons (applicant has chosen to defer to a later cohort, to do an alternative NPQ, decided to go with another DP, for example). It is essential that you please inform the Programme delivery team of applicants that fall into this category and that the status remains as “under review” until the matter has been resolved. Any required changes will then be actioned by the Programme Delivery Team.
Successful	Setting the Application Decision as successful will inform the Programme Delivery Team that the applicant can be sent a notification of the outcome of their application, and the relevant contract and sponsorship correspondence will be sent.
Unsuccessful	Setting the Application Decision as unsuccessful will inform the Programme Delivery Team that the applicant can be sent a notification of the outcome of their application. It is essential that this is only selected once you have contacted the applicant to explain why they were unsuccessful.