

Procedure and guidance timetable

The new rules will support a more structured approach to authorisation; as a result there will be changes to existing procedures. This involves considerable IT development and considerable change for the Records Office who issues practising certificates and the work of the BSB's Qualifications Committee, a brief timetable is outlined below.

The project is supported by a full project plan, which includes a communication plan, provision for training and an operational review.

IT – System Development	
Initial mapping and interpretation of the rules	November 2010- July 2011
System Build	August-November 2011
System Testing	December 2011 – January 2012
'Go Live'	February 2012
Records Office	
Identify changes to existing and new processes	November 2010 – April 2011
Identify forms and guidance to be developed	February 2011 – May 2011
Development of forms and guidance	July – December 2011
Approval of forms and guidance	July – December 2011
Implementation of new processes and working	February 2012
Qualifications Committee	
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