**{outcome}**

# Your next steps

## {#guidance1}Continue working to the Service Standard

Include [crits and 2is](https://design.education.gov.uk/content-design/types-of-content-we-publish/reviewing-and-checking-content) for any content you’re producing.

Consider running a show and tell to share your work with stakeholders and other portfolios.

[Book a discovery peer review](https://book-manage-assure-66d887a54b9a.herokuapp.com/).

{/guidance1}{#guidance2}

Book a peer review

The GOV.UK [Service Standard](https://apply-the-service-standard.education.gov.uk/service-standard) can help you build accessible, usable services and guidance.

You should consider the [Service Standard points for discoveries](file:///service-assurance/prepare-for-discovery-peer-review) for your project.

Once you've considered the standards, [book a discovery peer review](https://book-manage-assure-66d887a54b9a.herokuapp.com/) to get end of phase feedback and recommendations.

{/guidance2}{#guidance3}

Book a peer review

The [Service Standard](https://apply-the-service-standard.education.gov.uk/service-standard) will help your project, or service, to be accessible and inclusive to everyone who interacts with it.

If you're in early stages of the project, you could book a [discovery peer review](http://www.apply-the-service-standard.education.gov.uk/service-assurance/discovery-peer-review) for feedback in a supportive environment .

If you're building something or testing prototypes, you may be in the alpha phase. In this case, you could have an [alpha peer review](http://www.apply-the-service-standard.education.gov.uk/service-assurance/alpha-beta-peer-review).

There are also other types of assurance you can use in DfE to support your work, including [design crits](http://www.apply-the-service-standard.education.gov.uk/service-assurance/design-crits) a [crit or 2i](https://design.education.gov.uk/content-design/types-of-content-we-publish/reviewing-and-checking-content) for any content you're producing or team RAG reviews in your portfolio.

{/guidance3}{#digicomms\_no}

Speak to DigiComms

You need to check whether your content should go on GOV.UK. [Raise an advice ticket on the DfE IT service portal](https://dfe.service-now.com/serviceportal?id=sc_cat_item&sys_id=9c58f38ddb14fa005ca2fddabf9619a3&sysparm_category=611828a6db6c2f403b929334ca9619f6) and someone from the team will get in touch to discuss your needs.

{/digicomms\_no}{#digicomms\_dontknow}

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{/digicomms\_dontknow}{#businesspartner\_no}

Speak to your DDT business partner

Contact your [Digital Data and Technology (DDT) business partner](https://educationgovuk.sharepoint.com/sites/lvewp00038/SitePages/DDaT-Business-Partners.aspx) to scope out everything you might need from DDT in DfE.

For example, business partners can help to navigate the DDT governance process, or understand the current landscape of services in your policy area.

{/businesspartner\_no}{#formbuilder\_yes}

Follow online form builder guidance

Check you are following the [spend control processes](https://www.gov.uk/guidance/digital-and-technology-spend-controls-version-5) and [The Technology Code of Practice](https://www.gov.uk/guidance/the-technology-code-of-practice).

Review the [GOV.UK form building platform guidance](https://www.gov.uk/service-manual/service-assessments/check-if-need-to-meet-service-standard#if-youre-using-an-online-form-builder)

{/formbuilder\_yes}{#customcomponents\_yes}

Share your design and speak to a head of profession

Speak to the relevant head of profession about any custom patterns or components.

Run a [design crit](http://www.apply-the-service-standard.education.gov.uk/service-assurance/design-crits) for your service for feedback.

If you design a pattern or component to meet user needs that’s not in the [GOV.UK Design System](https://design-system.service.gov.uk/)) or [DfE Design Systems](https://design.education.gov.uk/design-system), [contribute your design](https://design.education.gov.uk/design-system/contribute/)) to the manual.

{/customcomponents\_yes}{#crits\_no}

Organise a crit and 2i

Arrange a design crit with your team, or disciplines across relevant portfolios. Consider a [content crit](https://design.education.gov.uk/content-design/types-of-content-we-publish/reviewing-and-checking-content) in DfE or xgov.

Ask content designers on the DfE Slack channel #[contentdesign](https://ukgovernmentdfe.slack.com/archives/C6L4J5DK6) for a [2i](https://design.education.gov.uk/content-design/types-of-content-we-publish/reviewing-and-checking-content) of your content.

{/crits\_no}{#signin\_yes}

Consider the needs of your user groups for sign in

Review guidance for [DfE Sign-in](https://dfe-digital.github.io/architecture/common-components/#dfe-sign-in) for school and education organisations.

For members of the public, parents or carers for example, consider [GOV.UK One Login](https://www.sign-in.service.gov.uk/).{/signin\_yes}{#personaldata\_yes}

Get a Data Protection Impact Assessment (DPIA)

You should complete a [DPIA](https://educationgovuk.sharepoint.com/sites/lvewp00158/SitePages/DPIA.aspx).

Also, reconsider whether you're building a transactional service. If you are, you should [book a service assessment](https://book-manage-assure-66d887a54b9a.herokuapp.com/).

{/personaldata\_yes}{#kpis\_no}

Review key performance data to report on

You must capture and report on [4 mandatory key performance indicators (KPIs)](https://www.gov.uk/service-manual/measuring-success/data-you-must-publish).

{/kpis\_no}{#kpis\_yes}

Publish metrics for your service

It’s great you have defined measures for success but make sure you [publish your metrics](https://www.gov.uk/service-manual/measuring-success/data-you-must-publish) too. These must include cost per transaction, user satisfaction, completion rate and digital take-up.

{/kpis\_yes}{#domain\_dfe}

Make your service look like a DfE service

You must use the [blue DfE header](https://design.education.gov.uk/design-system/components/header) for your service and the font stack as detailed in the DfE design manual.

You must not use the [GOV.UK header](GOV.UK%20header) or [GDS Transport typeface](https://design-system.service.gov.uk/styles/typography/) on services provided on education.gov.uk. This ensures the service meets the [requirements detailed by GOV.UK](https://www.gov.uk/service-manual/design/making-your-service-look-like-govuk#if-your-service-isnt-on-govuk).

## If you're in private beta

Testing a service on the education.gov.uk with a [GOV.UK header](https://design-system.service.gov.uk/components/header/) and [GDS Transport typeface](https://design-system.service.gov.uk/styles/typography/) is acceptable during private beta. This is only permitted if it's known that the service will be provided on a service.gov.uk domain in public beta and live.

{/domain\_dfe}{#domain\_dontknow}

What your service should look like

If you're unsure where your service will be provided when live, you should still understand there are some requirements based on the domain.

## If you provide your service on education.gov.uk

You must use the [blue DfE header](https://design.education.gov.uk/design-system/components/header)) for your service and the font stack as detailed in the DfE design manual.

## If you provide your service on service.gov.uk

You must use the [GOV.UK header](https://design-system.service.gov.uk/components/header/)) for your service.

{/domain\_dontknow}{#domain\_govuk}

Make your service look like a GOV.UK service

You must use the [GOV.UK header](https://design-system.service.gov.uk/components/header/) for your service.

You can additionally use the [DfE frontend library](https://design.education.gov.uk/design-system/dfe-frontend) in your product but you must not use the blue DfE header or typeface.

{/domain\_govuk}{#audit\_no}

Get an accessibility audit

As a minimum, you should have your service audited internally by the [DfE internal accessibility team](mailto:accessibility.support@education.gov.uk).

You could also consider an external audit.

Before arranging an audit, you could find common accessibility issues by using this [internal audit Trello template](https://gist.github.com/tvararu/8752e3ec5446bfafa9224db958b48e79).

You can also use the spreadsheet to test against the full WCAG guidelines as a checklist.

All services must have an [accessibility statement](https://design.education.gov.uk/accessibility/accessibility-statements).

{/audit\_no}{#statement\_no}

Publish an accessibility statement to your service

All services must have an [accessibility statement](https://design.education.gov.uk/accessibility/accessibility-statements) by law, and you must publish it on your website, ideally, link to it in the footer.

You should review your accessibility statement annually to keep it up-to-date. You should also update the statement if you make any significant changes which mean a change to the level of conformance of your service to WCAG 2.2.

{/statement\_no}{#statement\_yes}

Review your accessibility statement

You should review your [accessibility statement](https://design.education.gov.uk/accessibility/accessibility-statements) annually to keep it up-to-date.

You should also update the statement if you make any significant changes which mean a change to the level of conformance of your service to WCAG 2.2.{/statement\_yes}