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Description automatically generated

# DDT Standard

# <Add standard title>

<You can delete the guidance on this page once you have drafted your standard>

This template is for DfE employees to draft a DDT standard.

Speak to the relevant Head of Profession or lead in the suggested standard area to confirm whether there is a potential need before starting a draft.

Use the template to gather ideas and review the standard with your community.

Make sure you use [plain language](https://www.gov.uk/guidance/content-design/writing-for-gov-uk), the [GOV.UK style guide](https://www.gov.uk/guidance/style-guide/a-to-z) and [DfE content style guide](https://design.education.gov.uk/design-system/style-guide) when drafting your standard.

What you need to do:

1. Save a copy of this template.
2. Complete all relevant sections with guidance from relevant Head of Profession or lead.
3. Share with your community for feedback.
4. Share this document with [DesignOps](mailto:design.ops@education.gov.uk) for content review.
5. Add the draft standard to the [Manage a DDT standard service](https://standards-management-concept-f49e65d481be.herokuapp.com/) for the standards forum to review and approve.

# Standard: <standard title>

## Standard category

<Add the [standard category](https://standards-manual-532e4abc5a78.herokuapp.com/guidance/standard-categories)

A standard can apply to multiple categories and sub-categories.>

## Standard sub-category

<Add the [standard sub-category](https://standards-manual-532e4abc5a78.herokuapp.com/guidance/standard-categories).>

## Summary

<Add a short description to provide the main information and overview about the standard.>

## Why this standard is important

<Briefly describe the area this standard is relevant to. Explain its purpose and context as to why it is important.

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

## How to meet this standard

<In this section you must include all the requirements needed for this standard. People will need to demonstrate they can meet all the ‘musts’ for this standard to have met it.>

### You must

<Detail the actions the team must take to meet the standard. Include links to guidance and support where appropriate.>

## Templates and tools to help meet this standard

<Add any templates, tools and guidance to help DfE employees or contractors to meet this standard.>

## Things to consider when applying this standard

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

## Standard owner

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

## Point of contact

<Add name and contact details for a dedicated point of contact. This is the person who can advise and discuss the standard with users. They will also maintain and edit the standard on behalf of the standard owner.>

## Approved and tolerated products and known exceptions

<Approved, tolerated and known exceptions may not apply to all standards. Skip this section if it does not apply.>

<If you need advice to check whether your standard could have relevant products or services for this section, contact the standards working group.>

## 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 these 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.>

## Governance of standard

<As the standard owner, describe how you plan to keep the standard up-to-date and relevant. Consider what you will do and when to govern the standard.>

### How long the standard is valid for

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