

# HTQ PROCESS AND APPLICATION TIMELINE: CYCLE 5 SECONDARY WINDOW

The secondary application window for cycle 5 will open on **Monday 23rd September 2024** and will close at **11.59pm on Friday 25th October 2024**

The following timeline will help you prepare your application.

## MAY 2024 – SEPTEMBER 2024

### PREPARE YOUR APPLICATION

#### 1. Join our mailing list

If you are interested in submitting a qualification for HTQ approval join our mailing list to receive useful tips and key updates.

To be added to our mailing list email us [HTQ.APPROVALS@education.gov.uk](mailto:HTQ.APPROVALS@education.gov.uk)

#### 2. Read through and watch our preparation resources

To obtain HTQ approval all level 4 and level 5 qualifications submitted must meet the [HTQ C5 approvals criteria](#). Please read this document in full before proceeding with your application.

We also recommend you read the [HTQ Terms and Conditions](#)

We have [several videos to guide you through the key elements of your application](#). We recommend you view these before you begin your application.

Read our [Preparation Checklist for an overview](#) which includes time estimates and further reading.

#### 3. Collect your evidence and draft your application

We strongly encourage you to prepare your KSB Mapping spreadsheet, Employer Engagement evidence and Assessment Materials **before** the cycle 5 secondary application window opens on Monday 23rd September 2024.

You can use the [Cycle 5 offline application form](#) to help you prepare your application. However, you will only be able to submit your online application when the window opens following a pre application support session (see point 4 below).

Preparing your application may take several weeks – months depending on your circumstances, so we encourage you to begin no later than June 2024 for the secondary window.

You can [contact us by email](#) or [arrange a support call](#) at any time for us to answer any questions you may have and provide high-level feedback on early drafts.

#### **4. Attend a pre application support session with IfATE before the cycle 5 secondary application window opens**

Before you submit your application for HTQ approval you will need to book a [support session](#) with a member of our team to discuss your application. You should only book this once you have used the Preparation Checklist to draft your application.

The support call booking form will ask you to:

- provide your qualification title and credit value
- state which occupational standards you wish to discuss
- state any area(s) of the approvals process you wish to discuss

Following this call, you will be given access to the online application form to submit your application (you can, however, prepare your application using the offline application form).

**23<sup>rd</sup> September 2024 – 25<sup>th</sup> OCTOBER 2024**

## **SECONDARY APPLICATION WINDOW OPENS: TIME TO SUBMIT**

### **5. Complete and submit the application form**

Complete the application form in full and submit it before the window closes at 11.59pm on Friday 25<sup>th</sup> October 2024. We will send you an email to confirm that we have received your application.

To ensure your application progresses, please ensure you have read the Cycle 5 Approvals Criteria and email us with any questions:

[HTQ.Approvals@education.gov.uk](mailto:HTQ.Approvals@education.gov.uk).

**OCTOBER 2024 – MARCH 2025**

## **APPLICATION REVIEWS**

### **6. IfATE review your application**

Our team will conduct a comprehensive analysis of all applications received. This involves standardised peer reviews and quality assurance checks. We will also gather feedback from regulators as part of our evaluation process.

#### **6.1 Threshold check**

As part of our analysis we will first check that the application meets the following five minimum requirements.

1. The awarding body or higher education provider must be on Ofqual/ OfS register and the application must include evidence that qualification is recognised/registered with Statutory Regulator where relevant.
2. All requested attachments as set out in the cycle 5 approvals criteria must be submitted, including correct number of complete sample assessment materials.
3. The application must include evidence from at least two different named employers indicating support for the specific qualification.
4. No more than 10% of KSBs in the occupational standard are insufficiently covered by the qualification. For example, if the standard has 60 KSBs which can be fully delivered in a course of education and we find that more than 6 are not covered in the content of the qualification with supporting evidence, then your application will not meet this threshold.
5. Nothing about the structure of the qualification falls short of our criteria i.e. no qualification pathways that do not align to an occupational standard and all possible module, unit or occupational pathway combinations cover the

knowledge, skills and behaviours in the occupation(s) to which the qualification relates.

We will update you once we have established if your application meets these requirements. You will have the chance to reply and let us know if you disagree with our judgement.

### **6.2 What happens if your application doesn't meet these minimum requirements?**

Applications that do meet the minimum requirements will proceed to be considered for approval in that cycle. If your application does not meet these requirements it will not be considered for approval in that cycle, but applicants may resubmit in future cycles. If an application is not approved in cycle 5.2 it may be resubmitted in cycle 6.

### **6.3 Funding and 'first teach' implications**

We will analyse applications in the order in which they are received.

All Applications approved in cycle 5.2 will have a first teach date of September 2026.

## **7. Request for additional information**

We may contact you for clarification or additional information. We will provide you with 1 – 4 weeks to submit any extra information to us. We will encourage you to attend a support call should you have any questions.

## **8. Route Panel comments**

Route panels made up of industry professionals will have the opportunity to provide their input on your application.

## **9. Approvals Committee decision**

Our Approvals Committee will review your application and make a decision regarding approval.

## DECEMBER 2024 – MARCH 2025

### APPLICATION OUTCOMES

#### 10. Receive your decision letter

We will inform you of the Approval Committee's decision regarding your application.

If your application is approved, you will need to complete a second form, providing additional details.

All applications approved in the secondary window will have a first teach date of September 2026.

All applicants will have a final decision by March 2025 when the cycle closes.

#### 11. Schedule a post-decision call

You will be invited to attend a Teams call to provide feedback on the application process and for successful applicants to discuss the HTQ Quality Mark [Terms of Use](#).

#### 12. Qualifications added to our approved list

A published list of all approval decisions will be available on our website from June 2025. We do not publish details of any qualifications that are withdrawn or unsuccessful.