



**Institute for Apprenticeships
& Technical Education**



This form is for reference only. Please submit applications using the online form during the application window.

Cycle 5 - Higher Technical Qualification application form 2024

The cycle 5 primary Higher Technical Qualification submission window (cycle 5.1) is from Monday 11th March 2024 to Friday 12th April 2024.

Applicants must attend a support session prior to submission. All submissions must be made using this online application form, which is only made available after an initial support session.

If you haven't had a support session or cannot locate your password, please email us at HTQ.approvals@education.gov.uk

Please enter your password to continue:

Preparation

Please refer to the cycle 5 criteria and guidance when filling in this form.

The save button in the bottom right allows you to save your progress and return later.

Terms and conditions and data security

Applications for approval of Higher Technical Qualifications will be accepted from 11th March 2024 to 12th April 2024.

Before submitting your qualification for approval, please read and agree to the terms and conditions of approval for Higher Technical Qualifications by IfATE.

Have you read, and do you agree to the terms and conditions? (Yes/ No)

Freedom of information

Information provided to us during the application process may be published or disclosed in accordance with access to information regimes, primarily the Freedom of Information Act 2000. If you want the information you provide to be treated confidentially, please be aware that, in accordance with the Freedom of Information Act, public authorities are required to comply with a statutory code of practice which deals, amongst other things, with obligations of confidence. If there are any materials that you submit as part of this application that you do not wish to be disclosed under a freedom of information request, please provide details in the appropriate box on the evidence upload page at the end of the form. Whilst we cannot guarantee that this material will not be disclosed, we will take any representations into consideration.

Data protection

We will process any personal data that we receive as part of this application in accordance with the Data Protection Act 2018 (and the UK General Data Protection Regulation). In most circumstances,

this will mean that personal data will not be disclosed to third parties. Further information can be found on [our website](#).

Applicant and awarding organisation information

The applicant is the name of the organisation submitting the application. The awarding organisation is the name of the organisation that awards the qualification.

What is the name of the organisation submitting the application? (1-150 characters)

What is the name of the awarding organisation (if different from the applicant)? (1-150 characters)

Please include the name of the awarding organisation or higher education provider as it appears in the Office for Students or Ofqual register and on the qualification submitted for review.

Please provide the name, contact telephone number and email address of the primary contact at the applicant or awarding organisation. This person will be the day-to-day contact, have overall control of the submission and must understand the approvals process.

Name (1-100 characters)

Phone (1-50 characters)

Email (1-50 characters)

Please provide the name, contact telephone number and email address of the secondary contact at the applicant/awarding organisation. This should be a subject matter expert familiar with the content of the qualification.

Name (1-100 characters)

Phone (1-50 characters)

Email (1-50 characters)

Our [privacy notice](#) explains how we will process the personal data of the contacts you have provided.

Has your qualification been fully validated and approved by the awarding organisation? (Yes/ No)

We will not approve a qualification that has not been validated.

When do you expect validation to be complete? (1-300 characters)

Are you the validating body, sole provider, Intellectual Property (IP) owner, copyright holder and deliverer of the qualification you are submitting? (Yes/ No)

Do you have appropriate licences, permissions and consents from the validating/partner awarding organisation? (Yes/ No)

Please provide details of the validating/partner awarding organisation. (1-100 characters)

Please list the current delivery partners for this qualification. (1-200 characters)

Is the awarding organisation a higher education provider with awarding powers? (Yes/ No)

Is the awarding organisation on the Office for Students register? (Yes/ No)

What is the awarding organisation's Office for Students registration number? *(1-50 characters)*

Please enter the full Learning Aim Reference Service (LARS) code for this qualification, if applicable. *(1-50 characters)*

Is the qualification on the Ofqual register? *(Yes/ No)*

What is the qualification number, as it appears on the Ofqual register? *(1-20 characters)*

Qualification information

You can only submit one qualification on each application form. If you are submitting multiple qualifications, you must start a new form for each qualification.

Please note submission of Higher Nationals will need the consent of Pearson as IP owner. Do you have the consent of Pearson if your qualification is a Higher National? *(Yes/ No/ Not applicable)*

What is the name of the qualification? *(1-150 characters)*

What is the level of the qualification? *(Level 4/ Level 5)*

We will only accept submission of qualifications at level 4 or 5 for all higher technical occupations for which there are occupational standards at either level 4 or 5. Qualifications at other levels (e.g. level 3 or 6) will not be accepted for HTQ approval.

How many credits are awarded for this qualification, and under which framework are they awarded (e.g. Ofqual, QAA)? *(1-150 characters)*

How long is this qualification in academic years? *(1-150 characters)*

What is your qualification's total guided learning hours (GLH) and total qualification time (TQT)? *(1-150 characters)*

Does the qualification feature occupational pathways or optional modules? *(Yes/ No)*

Does this qualification include a mandatory or optional work placement? *(Yes/ No)*

How many hours is the work placement? *(1-50 characters)*

Content coverage and mapping

Qualifications will only be considered for approval against occupational standards approved and published by IfATE.

Approval will be given at qualification level. Where there are a number of options or occupational pathways within one qualification, each option or occupational pathway must meet IfATE's approval criteria and align to one or more occupational standards.

Which occupational route does the qualification fall under? *(select occupational route)*

Agriculture, environmental and animal care
Business and administration
Care services
Catering and hospitality
Construction and the built environment
Creative and design
Digital
Education and early years
Engineering and manufacturing
Health and science
Legal, finance and accounting
Protective services
Sales, marketing and procurement

For a list of occupational standards in scope, please see the HTQ cycle 5 web pages.

Which occupational standard is aligned to the qualification? You may select more than one occupational standard. *(select from the list of occupational standards for the chosen route)*

Please map the content of the qualification to the knowledge, skill and behaviour statements within the occupational standard(s). Full instructions are included in the KSB mapping spreadsheet template.

Please specify the qualification structure in the [qualification structure spreadsheet](#) template, including module code, name, level, credits and whether core/mandatory or optional.

We will not approve qualifications where it would be possible for learners to avoid completing certain KSBs, through their choice of optional modules or units, or where a qualification/programme contains occupational pathways of study that are not mapped to an occupational standard in scope for HTQ approval.

Does every possible combination of module/unit/pathway ensure that a learner achieves competence in the occupation(s) aligned to the technical qualification for which IfATE has published an occupational standard? *(Yes/No)*

Qualifications may include modules or units that do not cover KSBs in the occupational standard(s). This **additional content** must be relevant to the occupation(s) and valuable to employers. We expect the vast majority (substantive element) of the qualification to cover the KSBs within the occupational standard(s) and applicants may provide a rationale for the occupational relevance of any content that does not directly align with the occupational standard.

Please confirm the vast majority (substantive element) of the qualification covers the KSBs within the aligned occupational standard(s). *(Yes/No)*

Employer engagement

Please ensure you refer to the cycle 5 employer engagement criteria before answering these questions.

Evidence to support your answers should be no more than 2 years old and uploaded to the evidence upload page at the end of the application form.

If your qualification aligns to multiple occupations, we expect credible employer engagement evidence for each occupation.

1. How have you determined that there is, or is likely to be, demand by employers for graduates of this qualification? Please refer to specific evidence such as employer endorsements, details of employer partnerships and qualification-specific progression data. (100-5000 characters)

2. How have you collaborated with employers and taken employer views of the qualification into account and how will employer views continue to be factored into the on-going review of the qualification? Please refer to specific evidence and details such as annual reviews, validation cycles and regular employer events. (100-5000 characters)

Assessment evidence

Please ensure you refer to the cycle 5 assessment criteria before answering these questions.

Please submit the following assessment evidence and complete the assessment methods table below. You can attach documents on the evidence upload page at the end of this application form.

Ofqual regulated applicants

Please confirm your assessment evidence covers the following policies: conflict of interest, reasonable adjustments/accessibility, malpractice and health & safety (Yes/ No)

If you have previously submitted policies to the approvals process and the qualification was approved, please submit a change log alongside the policy documents or indicate no policy changes.

Assessment strategy

Your assessment strategy must include information on:

- Assessment design
- Content coverage
- Marking approach
- Minimising bias
- Grading approach
- Standard setting
- Ensuring manageability

Office for Students (OfS) regulated applicants

Assessment policy and regulation documents

As part of the submission, applicants must provide assessment policy documents, handbooks, manuals, academic regulations or similar, covering the following areas:

Marking approach; appointment of examiners and markers; grading approach; compensatory

approach; overall awarding process; annual review and periodic revalidation; maintaining standards over time and between cohorts; conflict of interest; reasonable adjustments/accessibility; malpractice and health & safety.

If you have previously submitted policies to the approvals process and the qualification was approved, please submit a change log alongside the policy documents or indicate no policy changes.

All applicants

Sample assessment materials (SAMs)

All applicants must provide **THREE (3)** complete sets of SAMs. Each set of SAMs must be from a different unit or module within your qualification.

Where a qualification contains multiple pathways, applicants are required to submit additional SAMs for each pathway. For example, in qualifications with 1 occupational pathway you must submit 3 SAMs, in qualifications with 2 occupational pathways you must submit 3 SAMs for the core and an additional SAM for each pathway (5 SAMs in total).

SAMs must be no more than two years old and the date must be included in the SAM.

Each of the three required sets of SAMs must include:

- Live or sample question paper(s) and/or task brief(s)
- Associated mark schemes, grade descriptors, marking rubrics for each question paper or task brief.
- A qualification specification document, course descriptor or similar.

Assessment method table

Please itemise the different assessment methods within your qualification and provide a rationale why each is the most appropriate way of assessing the KSBs from the occupational standard(s).

If the assessment method is used in the most recent Apprenticeship End Point Assessment plan for the occupation, you can indicate 'EPA method' as the rationale - there is no need to supply a justification for the use of any methods included in the EPA Plan.

Assessment method table

Please itemise the different assessment methods within this course and provide rationale.

Assessment method 1 (1-20 characters)

Assessment method title Rationale (1-2500 characters)

Evidence upload and submission

Is there any other information you wish to share about your application or qualification? For example, materials you consider to be confidential, details of innovative teaching or skills delivery facilities etc.

Please add your attachments here. Where possible, submit a zip folder if there are multiple items under the same category. Evidence must be in the form of attached offline documents and not hyperlinks. **Please label attachments to clearly indicate the content of the documents.**

Missing, incomplete or unclear evidence will result in the review of your application being delayed and / or your application being rejected.

You should have uploaded:

- **KSB Mapping spreadsheet (you must use the IfATE template).**
- **All qualification documents referred to in KSB mapping spreadsheet, including the qualification specification or course descriptor, and module/unit outlines or descriptors.**
- **Qualification structure spreadsheet showing each module code, name, level, credits and whether it is core/optional (you must use the IfATE template).**
- **Employer engagement evidence from named employers and supporting documents.**
- **Assessment policy documents, assessment strategy and THREE (3) sets of sample assessment materials.**
- **Other attachments as required (e.g., statutory/regulatory body recognition).**

Submit

You have now completed the HTQ application form. Please take this opportunity to check you have provided all necessary information. Once you have done so, please click "submit" to send your completed application.