**Revision Request Form**

***For use by trailblazer groups and Institute staff***

You can use this form to ask the Institute to revise an apprenticeship standard. Please select which part(s) of the apprenticeship standard (occupational profile/end-point assessment /funding band) you would like revised and explain why.

Once you have submitted the form, we will consider this information together with additional information that the Institute holds to make a decision. We hope to let you know the outcome within 4 weeks.

Please return this form to the Institute by emailing [trailblazer.revisions@education.gov.uk](mailto:trailblazer.revisions@education.gov.uk). You can also email us on this address if you have any questions or would like to provide us with additional information.

***Apprenticeship Standard Details***

|  |  |
| --- | --- |
| **Route** |  |
| **Standard title** |  |
| **Standard reference number** |  |
| **Standard level** |  |
| **Contact name** |  |
| **Contact email address** |  |
| **Contact telephone number** |  |

**Yes** **No**

**Are you a member of the trailblazer group for this apprenticeship standard?**

**Are you an external quality Assurance provider for this apprenticeship standard?**

**Are you the trailblazer chair or have you informed the trailblazer chair for this standard of your intent to submit this request?**

**Has the current funding band been active for 12 months?** (Please note that to submit a request for a revision of the funding band your current funding band must have been active for at least 12 months)

***I want to request a revision of:***

Please select one or more options, as relevant:

Occupational Standard

End-point assessment plan

Funding band

***Information to support the revision request***

We want to work with employers to make sure apprenticeship standards are working as well as they can. To help us consider requests for change effectively we’ve identified seven possible reasons which indicate the need for change.

Please select the reason(s) (1-7) that applies for this standard, from the list below and then briefly explain the issue, including any evidence or information that supports your answer. If none of the reasons apply, please select “Other” and use the free text box to describe the situation

This information will help us decide what the best option is for your standard. All information you put forward will be considered by the Institute.

* Employers report that the **occupational standard has diverged from the reality** of the occupation*. In this scenario, some of the potential changes are:*
  + *Amending the occupational profile*
  + *Significantly revising, adding to or removing duties/KSBs/ qualifications*
  + *Adding new options to a core and options standard, or removing options*
  + *Changing the duration or level of the apprenticeship*
* **New, hard restrictions have been placed on who can enter or practise in the occupation** and the apprenticeship standard needs to change to accommodate these*. In this scenario, some of the potential changes are:*
  + *Adding or changing mandatory qualifications or licence to practise requirements, which would also lead to changes to the KSBs in the occupational standard.*
  + *Adding or changing entry requirements*
* Employers have asked for **specified changes to be made to enable or improve** the delivery of the apprenticeship standard*. In this scenario, some of the potential changes are:*
  + *Adding or amending duties and KSBs to address issues and to ensure that what is to be assessed is properly defined in the occupational standard*
  + *Adjusting the duration of the occupational standard if longer is needed to enable apprentices to achieve the required competence*
  + *Changing the end-point assessment criteria*
  + *Reviewing and potentially revising the funding band*
* Employers report that **providers are unable to deliver the off the job training and/or end-point assessment** for the apprenticeship standard or within the current funding band. *In this scenario, some of the potential changes are:*
  + *Reviewing and potentially revising the funding band*
  + *Removing or amending duties and KSBs to address issues and to ensure that what is to be assessed is properly defined in the standard*
  + *Amending the occupational profile*
* Employers report that **training is only being delivered by a few providers** on a large scale or in a specific region because of the content of the apprenticeship standard or the current funding band. *In this scenario, some of the potential changes are:*
  + *Reviewing and potentially revising the funding band*
  + *Removing or amending duties and KSBs to address issues and to ensure that what is to be assessed is properly defined in the standard*
  + *Amending the occupational profile*
* Employers report that **training providers are reducing the quality** of the training they were planning to offer to meet funding constraints, or asking for **employer top-ups** to avoid doing this. *In this scenario, some of the potential changes are:*
  + *Reviewing and potentially revising the funding band*
  + *Removing or amending duties and KSBs to address issues and to ensure that what is to be assessed is properly defined in the standard*
  + *Amending the occupational profile*
* **The number of starts is significantly different** to expectations.*In this scenario, some of the potential changes are:*
  + *Reviewing and potentially revising the funding band*
  + *Removing or amending duties and KSBs to address issues and to ensure that what is to be assessed is properly defined in the standard*
  + *Amending the occupational profile*
* *Other (please give details here):*

*Please outline any work you know has been done to stimulate delivery of training (by training providers) or end-point assessment (by an EPAO):*