**Procedural Review Request Form**

|  |  |
| --- | --- |
| **Name of trailblazer group/awarding body submitting Procedural Review Request Form** |  |
| **Decision relevant to the Procedural Review request** |  |
| **Date of the Institute’s decision in which you are requesting this Procedural Review** |  |
| ***(For trailblazer groups only)***  **Reference number of relevant standard** |  |
| ***(For awarding bodies only)***  **Name of relevant higher technical qualification submitted for approval** |  |
| **Name and contact number of person submitting Procedural Review request** |  |
| ***(For trailblazer groups only)***  **Are you the chair of the trailblazer group? If not, does the chair of the trailblazer group support this Procedural Review request?** |  |
| ***(For awarding bodies only)***  **Are you the primary contact who submitted the application? If not, do you have the authority to submit this request on your organisation’s behalf?** |  |
| **Name and contact number of alternative contact** |  |
| **Tick to confirm you are requesting a Procedural Review based on the ground for Procedural Review** |  |
| **List all documents submitted with this Procedural Review Request Form** |  |

Please detail below (or on a separate sheet) the detailed basis of your Procedural Review request with reference to the ground for Procedural Review. In the case of a final funding band recommendation, the request should make clear reference to the process outlined under the heading ‘Allocating a Funding Band’ (in particular, steps 1-4 and any relevant bullet points) which is published on the Institute’s website here: <https://www.instituteforapprenticeships.org/developing-new-apprenticeships/allocating-a-funding-band/> (which may be updated from time to time).