



**Institute for Apprenticeships
& Technical Education**



**This form is for reference only. Please submit
change requests
using the online form.**

Higher Technical Qualifications

Qualification change application form

Qualification information

Qualification name

Level of qualification

Aligned occupational standard

Name of Awarding Body / Higher Education Institution

HTQ Application Number (HTQXXnnnn)

Please provide the name, contact telephone number and email address of the primary contact at the Awarding Body / Higher Education Institution

Name

Email

Please provide the name, contact telephone number and email address of the secondary contact at the Awarding Body / Higher Education Institution.

Name

Email

Changes made

Please provide an explanation of why changes have been made to the qualification

Please provide a summary of changes made to the qualification

Please confirm if the changes made to the qualification have been validated (please note that the continuing HTQ approval is subject to IfATE accepting this change request)

When will changes be internally validated?

Please confirm that assessment policies submitted in the original application remain the same.

If assessment policies will not remain the same, please upload any updated policy documents.

Please describe any changes made to assessment policies.

Has the qualification structure changed?

Please upload a copy of your qualification structure, highlighting any changes to the original structure.

Individual changes made

Qualification change 1 (you may add as many changes as necessary)

Please select the kind of change made to the content.

a change to the qualification name

change(s) to content that will impact adversely on the qualification's coverage of knowledge, skills and behaviours (KSBs) in the relevant occupational standard

any change(s) to any additional occupationally relevant content in the qualification.

any change(s) to the qualification's assessment method(s).

any change(s) that may impact on regulatory status of the qualification, including where changes made will lead to the need for a new Qualification Number from Ofqual..

Please provide more information regarding the reason for this change.

Please upload the updated module documentation with changes made highlighted.

Please provide page/location reference for the above documentation as to where these changes occur.

Please upload the original, unchanged version/s of the documentation above for reference.

Have you involved employers in this change?

Please provide an explanation why employer engagement was not necessary for the above change.

Or

Please upload evidence of employer engagement.

Please provide information about any other positive changes made to the qualification.

Will the changes proposed for your qualification offer improved opportunities for progression from existing level 3 qualifications including T Levels?

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