

## L2 C2 Proposal Form

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### 1. Privacy notice and data security

Applications for level 2 proposals will be accepted from **04/03/2024 at 09:00 to 15/03/2024 17:00**. Before submitting your proposal, please read and agree to [IfATE's privacy notice](#).

Have you read and agreed to the privacy notice?

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.

As part of the approvals process information provided will be shared with both DfE and Ofqual.

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 will 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 final page before submitting.

#### Data protection

We will process your personal data in accordance with the Data Protection Act 2018 (and the UK General Data Protection Regulation). In most circumstances, this will mean that your personal data will not be disclosed to third parties. We may use the data submitted for monitoring purposes and coverage of occupational standards. High level anonymised summaries of application data may be published throughout the application cycle.

Further information can be found on [our website](#).

### 2. About you

What is your Ofqual recognition number?\*(required)

**What is the full name of the awarding body that you represent?\*(required)**

**Please provide the name, job title, contact telephone number and email address of the primary contact at the awarding body. This may be the lead qualification developer, senior manager or another member of the team responsible for developing the qualification.**

**Name\*(required)**

**Job title\*(required)**

**Email\*(required)**

**Phone\*(required)**

*We will only contact you via phone if necessary. Please add the phone extension number, if applicable.*

**Please provide the name, contact telephone number and email address of the secondary contact at the awarding body for this submission.**

**Name\*(required)**

**Job title\*(required)**

**Email\*(required)**

**Phone\*(required)**

*We will only contact you via phone if necessary. Please add the phone extension number, if applicable.*

### 3. Qualifications details

**Which categories do you intend to submit a qualification into?**

Additional specialist

Employer-proposed

#### **Additional specialist questions**

**What is the title of the additional specialist qualification you intend to submit?\*(required)**

*For guidance on qualification titling please see <https://www.instituteforapprenticeships.org/qualifications/post-16-technical-qualifications/requirements-for-qualifications-in-delivery/titles-and-materials/>.*

**What is the purpose of this qualification?\*(required)**

**Against which route do you intend to submit this qualification?\*(required)**

Agriculture, environmental and animal care

Business and administration

Care services

Catering and hospitality

Construction and the built environment

Creative and design

Education and early years

Engineering and manufacturing

Hair and beauty

Health and science

Legal, finance and accounting

Protective services

Sales, marketing and procurement

Transport and logistics

*For further information on occupational routes, please visit our [occupational maps](#).*

**Which level 2 occupational standard(s) does this qualification build on?\*(required)**

OCC0014 Aviation maintenance mechanic - military  
OCC0608 Accounts or finance assistant  
OCC0005 Adult care worker  
OCC0397 Animal care and welfare assistant  
OCC0223 Arborist  
OCC0144 Mineral processing mobile and static plant operator  
OCC0037 Aviation ground operative  
OCC0103 Express delivery operative  
OCC0257 Large goods vehicle (LGV) driver C + E  
OCC0199 Food and drink process operator  
OCC0191 Baker  
OCC1273 Barbering professional  
OCC0636 Beauty and make up consultant  
OCC0630 Beauty therapist  
OCC0202 Footwear manufacturer  
OCC0469 Bookbinder  
OCC0095 Bricklayer  
OCC0065 Building services engineering installer  
OCC0078 Butcher  
OCC0264 Carpentry and joinery  
OCC0843 Cleaning hygiene operative  
OCC0203 Furniture manufacturer  
OCC0333 Commercial thermal insulation operative  
OCC0228 Commis chef  
OCC0478 Community activator coach  
OCC0265 Construction assembly and installation operative  
OCC0204 Gas network operative  
OCC0736 Construction plant operative  
OCC0408 Countryside worker  
OCC0176 Credit controller and collector  
OCC0072 Customer service practitioner  
OCC0615 Demolition operative  
OCC0943 Dog groomer  
OCC0158 Dual fuel smart meter installer  
OCC0888 Early years practitioner  
OCC0251 Stairlift, platform lift, service lift electromechanic  
OCC0166 Equine groom  
OCC0258 Supply chain operator  
OCC0259 Supply chain warehouse operative  
OCC0617 Facilities services operative  
OCC0366 Fencing installer  
OCC0276 Maritime mechanical and electrical mechanic

OCC0743 Fenestration installer  
OCC0178 Financial services customer adviser  
OCC0952 Fisher  
OCC0194 Fishmonger  
OCC0980 Fitted interiors installer  
OCC0504 Floorlayer  
OCC0538 Florist  
OCC0290 Nuclear health physics monitor  
OCC0291 Nuclear operative  
OCC0461 Formworker  
OCC0594 Funeral team member  
OCC0317 Rail engineering operative  
OCC0349 General welder (arc processes)  
OCC0937 General farm worker  
OCC0358 Non-destructive testing (NDT) operator  
OCC0209 Golf greenkeeper  
OCC0513 Groundworker  
OCC0213 Hairdressing professional  
OCC0218 Healthcare science assistant  
OCC0216 Healthcare support worker  
OCC0051 Highway electrical maintenance and installation operative  
OCC0053 Highways maintenance skilled operative  
OCC0269 Hire controller (plant, tools and equipment)  
OCC0222 HM forces serviceperson (protective services)  
OCC0225 Horticulture or landscape construction operative  
OCC0233 Hospitality team member  
OCC0235 Housing and property management assistant  
OCC0463 Industrial coatings applicator  
OCC0388 Interior systems installer  
OCC0179 Investment operations administrator  
OCC0329 Junior estate agent  
OCC1318 Junior grip  
OCC0242 Land-based service engineer  
OCC0274 Seafarer (deck rating)  
OCC0985 Lead traffic management operative  
OCC0418 Abattoir worker  
OCC0460 Leather craftsperson  
OCC0390 Leisure team member  
OCC0267 Lifting technician  
OCC0651 Lightning protection operative  
OCC0307 Port operative  
OCC0275 Maritime caterer  
OCC0420 Lean manufacturing operative  
OCC0750 Mastic asphalter  
OCC0422 Science manufacturing process operative  
OCC0458 Textile manufacturing operative  
OCC0498 Specialist tyre operative

OCC0499 Autocare technician  
OCC0635 Nail services technician  
OCC0338 Passenger transport driver - bus and coach or tram  
OCC0507 Metal recycling general operative  
OCC0511 Mineral and construction product sampling and testing operations  
OCC0531 Wood product manufacturing operative  
OCC0295 Painter and decorator  
OCC0339 Passenger transport operative  
OCC0429 Pest control technician  
OCC0299 Pharmacy services assistant  
OCC0268 Piling attendant  
OCC0096 Plasterer  
OCC0867 Playworker  
OCC0545 Waste resource operative  
OCC0389 Poultry worker  
OCC0373 Powered pedestrian door installer and service engineer  
OCC0537 Engineering operative  
OCC0589 Production chef  
OCC1016 Professional security operative  
OCC0171 Property maintenance operative  
OCC0549 Sewing machinist  
OCC0321 Recruitment resourcer  
OCC0327 Retailer  
OCC0693 Road surfacing operative  
OCC0270 Roofer  
OCC0359 Scaffolder  
OCC0604 Commercial laundry operative  
OCC0592 Marina and boatyard operative  
OCC0622 Bicycle mechanic  
OCC0210 Sports turf operative  
OCC0744 Fenestration fabricator  
OCC0271 Steel fixer  
OCC0442 Stonemason  
OCC0169 Structural steelwork erector  
OCC0099 Structural steelwork fabricator  
OCC0753 Express delivery sortation hub operative  
OCC0907 Aviation customer service operative  
OCC0832 Telecoms field operative  
OCC0805 Construction equipment maintenance mechanic  
OCC0334 Trade supplier  
OCC0669 Tramway construction operative  
OCC0375 Tunnelling operative  
OCC0412 Underkeeper  
OCC0908 Aviation ground handler  
OCC0368 Wall and floor tiler  
OCC1025 Urban driver  
OCC0876 Water process operative

OCC0898 Water network operative  
OCC0616 Wireless communications rigger  
OCC0899 Material cutter  
OCC0962 Print operative

**Do you intend to submit an occupational entry qualification(s) in this cycle which links to this proposed qualification?\*(required)**

Yes No

**If yes: What will be the name of the occupational entry qualification submitted? \*(required)**

**If yes: What is the QN of the occupational entry qualification (if applicable)?\*(required)**

**Will the proposed additional specialist qualification be:\*(required)**

A new qualification to the market

Redevelopment of a qualification

Unaltered (submitted as it is) existing qualification

Other

**If Other: Please specify:\*(required)**

**Is the proposed additional specialist qualification currently Ofqual regulated?\*(required)**

Yes No

**If yes: Is a version of this qualification currently mandated within an apprenticeship? \*(required)**

Yes No

**Is a version of this qualification currently mandated within an apprenticeship?\*(required)**

Yes No

**If yes: Please specify which apprenticeship standard this qualification is mandated within?\*(required)**

**If yes: Are you intending to replace the current mandated qualification with this qualification?\*(required)** Yes No

**What is the estimated size of this qualification in Guided Learning Hours (GLH), if known?\*(required)**

**What age range(s) does your qualification target?\*(required)**

16-19

16-19 (18+ only)

Adults

**Are there any entry requirements for the proposed qualification?\*(required)**

Yes No

**If yes: Please explain:**

**Is the proposed qualification a requirement of:\*(required)**

A professional body

A statutory/regulatory body

A licence to practice

A professional standard

Other

No requirement

**Please specify the requirement and provide links or attach supporting evidence:**

**Duties for this qualification:**

- define the activities that a competent person will carry out in a specific occupation
- require the application of specific knowledge and skills
- are distinct and complete activities, rather than individual tasks
- can be compared with the essential criteria in a job description; for example: manage a complex project to competing deadlines; maintain, repair and overhaul systems, including warranty.

For more information on developing duties, please see our [pre-recorded webinar](#).



**Please list the duties that the proposed qualification's content will target, allowing an individual to specialise in an occupational area. You may also upload any relevant attachments to the upload field below. \*(required)**

**List any pre-existing duties from the linked standard (if any) and provide a supporting rationale. \*(required)**

Please submit evidence for supporting rationale here.

As part of our proposals process, IfATE are requesting awarding organisations to provide a rationale for the need/demand of the qualifications they are intending to submit. This should include:

- understanding of the industry area
- the approach to be taken by the awarding organisation to evidence demand or need, including an explanation of how their understanding of industry informed the approach
- the value that employers have for this type of qualification.

(You may wish to include employer evidence, however it is not necessary include specific evidence at this stage).

**Please provide a rationale/narrative for the need/demand for this additional specialist qualification: \*(required)**

*You may also wish to upload any relevant documents to support your rationale.  
e.g. evidence may include, but is not limited to, jobs board data, labour market information, information from Mayoral Combined authorities, Local enterprise partnerships, local skills improvement plans, any discussion with employers/groups.  
If the intended qualification meets an emerging skills need, please provide any further information to support this intention.  
For further information on types of employer evidence please see the criteria for additional specialist qualifications: [here](#).*

**How is the proposed qualification intended to be delivered? \*(required)**

*e.g. classroom based, authentic industry based settings or workplace etc.*

**How is the proposed qualification intended to be assessed? \*(required)**

**Is there any other critical/relevant additional information you would like to add or make us aware of for this proposed qualification?\*(required)**

## **Employer-Proposed questions**

**What is the title of the employer-proposed qualification you intend to submit?\*(required)**

**Is this occupation currently recognised on our occupational maps? \*(required)**

Yes No

**If yes: Please specify which occupation does your intended qualification align with:**

- OCC1212 Fisheries technician
- OCC0579 In situ flooring operative
- OCC0819 Asbestos removal operative
- OCC1217 Metal decking installer
- OCC0670 Damp control and timber preservation operative
- OCC1099 CAD technician
- OCC1103 Creative artworker
- OCC1058 Illustrator
- OCC1042 Calligrapher
- OCC1123 Cordwainer
- OCC1160 Glassmaker
- OCC1032 Heritage weaver
- OCC1110 Sign writer
- OCC1064 Wood turner
- OCC1287 Antiques restorer
- OCC1158 Musical instrument repairer or tuner
- OCC1106 Junior copywriter
- OCC1085 Collections assistant
- OCC1090 Digital content administrator
- OCC0982 Furniture making operative
- OCC1034 Upholstery operative
- OCC0976 Wood machinist
- OCC0676 Mineral processing general site operative
- OCC0145 Mineral processing weighbridge operator
- OCC0745 Glass processor
- OCC0981 Mattress manufacturing operative
- OCC1150 Packaging technician
- OCC0498 Specialist tyre operative

OCC1266 Tax support assistant  
OCC1136 Border and immigration officer  
OCC1051 Coastguard  
OCC0036 Airside operator

**NOTICE: If your occupation is not currently recognised on our occupational maps it is recommended that you contact ifate.post16@education.gov.uk before proceeding**

**If no: which occupation will this qualification provide competence in?**

**Against which route do you intend to submit this qualification? \*required**

Agriculture, environmental and animal care  
Construction and the built environment  
Creative and design  
Digital  
Engineering and manufacturing  
Legal, finance and accounting  
Protective services  
Transport and logistics

**What are the aims and purpose of this qualification? \*required**

to ensure an individual is competent to enter the occupation  
to allow an individual to specialise within an occupation  
to allow an individual to progress within and occupational area

**What is the estimated size of this qualification in Guided Learning Hours (GLH), if known? \*required**

**List the job role(s) an individual could be competent to enter on completion of this qualification \*required**

**How does this qualification fulfil an emerging skills need?**

**Is the proposed qualification a requirement of:\*(required)**

A professional body

A statutory/regulatory body

A licence to practice

A professional standard

Other

No requirement

**Please specify the requirement and provide links or attach supporting evidence:**

**Please upload any rationale/evidence to support this response.**

**Have you already engaged with the relevant route group regarding this qualification?\***required

Yes No

