Application preparation checklist
Estimated reading time: 5 minutes

This checklist will help you in preparing your application for the HTQ cycle 5 primary application window which will open on Monday 11th March 2024 and will close at 11:59 on Friday 12th April 2024.

See below for the key elements you will need to prepare for your application, including a list of key resources.

We have provided some preparation time estimates based on feedback from past applicants. Please be aware that these are rough estimates, and that each application will vary depending on the route, your familiarity with our process and your existing employer relationships.

Should your application **not** meet the requirements below, it will not be approved. You may, however, be able to resubmit an amended version of your application in the secondary window for Cycle 5, which opens 23rd September 2024.

Registration and regulation
Estimated preparation time: 5 minutes

- ✓ Ensure your organisation is on the Ofqual or Office for Students register
- ✓ Ensure your qualification is registered with a statutory regulator (where relevant)

If you are unsure, please get in touch with us: HTQ.Approvals@education.gov.uk

KSB Mapping and Qualification Structure
Estimated preparation time: 10 – 20 hours

- ✓ Download the Qualification Structure and KSB Mapping spreadsheets that align to your qualification.
- ✓ Determine which Occupational Standard best aligns with your qualification (watch our *Understanding Occupational Standards* video for guidance).

- ✓ Follow the instructions on our video (*Understanding KSB Mapping and Qual Structure*) and fill out the spreadsheets.
  - ○ Each KSB statement can take 5-10 minutes (or more!) to map to, and each occupational standard can have anywhere between 19 and 129 KSB statements. It is therefore important to allocate adequate time and begin mapping early. You do not need to wait for the application window to open before you begin mapping, and you can email us any questions or draft attempts prior to the application window opening.

Employer Engagement Evidence
Estimated preparation time: 4 – 8 weeks
- ✓ Follow the instructions on our Employer Engagement videos and begin collecting your Employer Engagement Evidence.
  - ○ You will need to compile evidence from at least two different named employers who indicate their support for your specific qualification. This may involve forming employer panels, coordinating meetings with employers and actioning their feedback, requesting letters of support and/or questionnaires. This can take several weeks to collect, so we recommend preparing this early.

Assessment Materials
Estimated preparation time: 4-8 weeks
- ✓ Prepare your assessment materials

Depending on whether your qualification is regulated by Ofqual or whether you are on the OfS register, you will need to provide slightly different assessment evidence.

Ofqual:
- Policy documents
- Assessment strategy
- 3 sample assessment materials
- Assessment method table

OfS
- Policy documents
- Regulation documents
- 3 sample assessment materials
- Assessment method table

For more information about our Assessment requirements, read our Cycle 5 Approvals Criteria and our offline application form.

Support Call

Schedule a support call once you have prepared the information above. Only after you have attended a support call will you be given access to the online application form.

Key Resources

Videos:
- Video 1: What is the HTQ Quality Mark? (5 minutes 28 seconds)
- Video 2: Understanding Occupational Standards (5 minutes 16 seconds)
- Video 3: Understanding KSB Mapping & Qualification Structure (5 minutes 43 seconds)
- Video 4: KSB Mapping Examples (13 minutes 07 seconds)
- Video 5: Exploring Employer Engagement Question 1 (9 minutes 48 seconds)
- Video 6: Exploring Employer Engagement Question 2 (9 minutes 24 seconds)

Documents:
- **Cycle 5 Approvals Criteria** (PDF, estimated reading time: 10 minutes)
- **Offline Application Form** (Word document, reading time: 5 minutes). Here you can read in advance the questions you will need to complete and see the word limits for each question.