

APPLICATION PREPARATION CHECKLIST

Estimated reading time: 5 minutes

This checklist will help you in preparing your application for the HTQ cycle 5 secondary application window which will open on Monday 23rd September 2024 and will close at 11:59 pm on Friday 25th October 2024.

To obtain HTQ approval all level 4 and level 5 qualifications submitted must meet the [HTQ C5 approvals criteria](#). Please read this document in full before proceeding with your application.

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 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 cycle 6 of the HTQ approvals process.

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 email us at 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.