



IfATE Institute for
Apprenticeships
and Technical Education

This form is for reference only. Please submit applications using the online form.

Higher Technical Qualification application form 2025

Applicants must attend a [support session](#) prior to submission. All submissions must be made using this online application form, which is only made available after at least one initial support session.

If you haven't had a support session or cannot locate your password, please email us at HTQ.approvals@education.gov.uk

Please note that missing, incomplete or unclear evidence will result in the review of your application being delayed. Failure to provide the correct evidence can significantly impact qualification approval timelines.

Please enter your password to continue:

Preparation

Please refer to the [criteria and guidance](#) when filling in this form.

The save button in the bottom right allows you to save your progress and return later.

Terms and conditions

Before submitting your qualification for approval, please read and agree to [the terms and conditions of application and approval of Higher Technical Qualifications by IfATE.](#)

Have you read, and do you agree to the terms and conditions? (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. 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 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 evidence upload page at the end of the form. Whilst we cannot guarantee that this material will not be disclosed, we will take any representations into consideration.

Data protection

We will process any personal data that we receive as part of this application in accordance with the Data Protection Act 2018 (and the UK General Data Protection Regulation). In most circumstances, this will mean that personal data will not be disclosed to third parties. Further information can be found on our [website](#).

Applicant and awarding organisation information

The applicant is the name of the organisation submitting the application. The awarding organisation is the name of the organisation that awards the qualification.

What is the name of the organisation submitting the application? (1-150 characters)

Please provide the name, contact telephone number and email address of the primary contact at the applicant or awarding organisation. This person will be the day-to-day contact, have overall control of the submission and must understand the approvals process.

Name (1-100 characters)

Phone (1-50 characters)

Email (1-50 characters)

Please provide the name, contact telephone number and email address of the secondary contact at the applicant/awarding organisation. This should be a subject matter expert familiar with the content of the qualification.

Name (1-100 characters)

Phone (1-50 characters)

Email (1-50 characters)

Please provide general contact details of the applicant organisation. This should be contact details that are likely to remain unchanged over the next five years.

Phone (1-50 characters)

Email (1-50 characters)

Our [privacy notice](#) explains how we will process the personal data of the contacts you have provided.

Are you the validating body, sole provider, Intellectual Property (IP) owner, copyright holder and deliverer of the qualification you are submitting? (Yes/ No)

If you are not the validating body of the qualification you are delivering, you will be asked to provide their details below.

Please provide further details, including details of the validating/partner awarding organisation (1-150 characters)

Please include the name of the awarding organisation or higher education provider as it appears in the Office for Students or Ofqual register and on the qualification documents submitted for review.

Do you have appropriate licences, permissions and consents from the validating/partner awarding organisation? *(Yes/ No)*

You cannot submit an application for HTQ approval unless your qualification has all the appropriate licences, permissions and consents at the time of application.

Please note submission of Higher Nationals will need the consent of Pearson as IP owner. Do you have the consent of Pearson if your qualification is a Higher National? *(Yes/ No/ Not applicable)*

Please provide the formal approval letter with titles from Pearson, that you have consent to apply for Higher Nationals.

Has your qualification been fully validated and approved by the awarding organisation? *(Yes/ No)*

You cannot submit an application for HTQ approval unless your qualification is fully validated at the time of application.

Please list the current delivery partners for this qualification. *(1-500 characters)*
Inaccuracy here can delay other organisations like UCAS and the SLC being able to validate your qualification as an HTQ.

Is the awarding organisation a higher education provider with awarding powers? *(Yes/ No)*

Is the awarding organisation on the Office for Students register? *(Yes/ No)*

What is the awarding organisation's Office for Students registration number? *(1-50 characters)*

Is the qualification on the Ofqual register? *(Yes/ No)*

What is the qualification number, as it appears on the Ofqual register? *(1-20 characters)*

Qualification information

You can only submit one qualification on each application form. If you are submitting multiple qualifications, you must start a new form for each qualification.

What is the title/name of the qualification? *(1-150 characters)*

The title/name of the qualification must match that held by the DfE/SLC. If it does not, this may interfere with access to funding. If your application is approved, we will use the qualification name as written here in our list of approved HTQs.

What type of qualification are you submitting for HTQ approval? *(eg. FdA, Cert HE, HND)*

What is the level of the qualification? *(Level 4/ Level 5)*

How many credits are awarded for this qualification? *(3 numerical characters)*

How long is this qualification in academic years? (1-500 characters)

Please give your answer for both full and part time delivery.

Does the qualification feature occupational pathways? (Yes/ No)

Please see the definitions below before answering this question.

Multiple module combinations leading to one occupation: Where, due to the availability of optional units/modules, a learner may take more than one route to attain the HTQ aligned to one occupational standard. There cannot be any routes through the qualification available to the learner that do not cover all the KSBs.

Occupational pathways leading to different occupations: An overarching qualification contains different pathways to allow learner choice (either through multiple set pathways where a learner chooses a specialism, or through optional units/modules leading to different occupational standards). The learner's choice will dictate which occupational standard(s) the achieved qualification aligns to.

A qualification aligned to more than one occupation: Where a qualification is aligned to more than one occupational standard and there are no routes through the qualification that do not cover all the KSBs in all aligned occupations. All learners achieving the qualification receive an HTQ aligned to more than one occupational standard.

How many occupational pathways does the qualification have?

When does the learner choose which occupational pathway to follow?

How many mandatory modules does the qualification have?

Does the qualification feature optional modules? (Yes/No)

How many optional modules does the qualification have?

How many of those optional modules does a learner choose?

Does this qualification include one or more work placements? (Yes/ No)

Are the work placements mandatory or optional?

Which module(s) are the work placement(s) attached to?

How many total hours is the work placement(s)? (1-50 characters)

Please confirm whether this qualification, or a closely related qualification has already been in delivery. (1-150 characters)

Lifelong Learning Entitlement (LLE)

For the introduction of modular funding in the [LLE](#), the Government has already specified a set of criteria that full qualifications and modules must meet in order to be eligible. To be considered for LLE funding, LLE modules need to:

- be part of a designated full course (“parent course”) so that modules can be stacked towards full qualifications;
- have a single qualification level and credit value, which is the same as when the module appears in the full course;

- be a minimum of 30 credits for funding purposes, also allowing this to be achieved by “bundling” smaller modules together; and
- be assessed and come with a standardised transcript on completion.

Full details can be found on page 12 of the [DfE LLE consultation response](#).

Does your qualification currently meet these requirements? Please provide any relevant details.

Content coverage and mapping

Qualifications will only be considered for approval against occupational standards approved and published by IfATE.

Approval will be given for whole qualifications only. Where there are a number of options or occupational pathways within one qualification, each option or occupational pathway must meet IfATE's approval criteria and align to one or more occupational standards.

Which occupational route does the qualification fall under? (select occupational route)

Agriculture, environmental and animal care

Business and administration

Care services

Catering and hospitality

Construction and the built environment

Creative and design

Digital

Education and early years

Engineering and manufacturing

Health and science

Legal, finance and accounting

Protective services

Sales, marketing and procurement

Transport and logistics

For a list of occupational standards, please see the [HTQ website](#).

Which occupational standard is aligned to the qualification? You may select more than one occupational standard. (select from the list of occupational standards for the chosen route)

The following two questions are conditional upon the answer to the question above. Not all text will appear on the online application form.

You have chosen an occupational standard with a statutory regulator, please confirm that your qualification is currently approved as a standalone qualification (direct entry) by that statutory regulator. (yes/no)

Please submit documentation confirming your qualification's approval.

You have chosen the Early years lead practitioner (OCC0551) occupational standard. It is important that all HTQ graduates can count towards staff ratios in childcare settings. Please confirm that your qualification is either on the [DfE Full and Relevant list](#) or that all entrants to your qualification must already hold a qualification on the DfE Full and Relevant list. (yes – on the DfE Full and Relevant list / yes – entrant must already hold a qualification on the DfE Full and Relevant list / no)

You have chosen the Nursing Associate (OCC0827) occupational standard. Please note that for the occupational standard, you do not have to complete the KSB mapping spreadsheet. Please submit the NMC mapping along with your documentation confirming your qualification's approval from NMC.

Please map the content of the qualification to the knowledge, skill and behaviour statements within the occupational standard(s). Full instructions are included in the KSB mapping spreadsheet template.

Please confirm that any and all KSBs designated as 'partially met' in the KSB mapping spreadsheet have a specific explanation. (Yes/No)

Please be aware that if you do not provide specific explanations for why KSBs are partially met for each KSB which you have designated as partially met, your application will be returned.

Please specify the qualification structure in the [qualification structure spreadsheet](#) template, including module code, name, level, credits and whether core/mandatory or optional.

We will not approve qualifications where it would be possible for learners to avoid completing certain KSBs, through their choice of optional modules or units, or where a qualification/programme contains occupational pathways of study that are not mapped to an occupational standard in scope for HTQ approval.

Does every possible combination of module/unit/pathway ensure that a learner achieves competence in the occupation(s) aligned to the technical qualification for which IfATE has published an occupational standard? (Yes/No)

We almost always expect skills statements to be fully covered within the content of the qualification and expect skills delivery facilities that reflect the demands of the occupation. Please provide information on the skills delivery methods/facilities used within your qualification. For example you may want to include information on any simulation, scenario or other training devices utilised., (1-1000 characters)

Employer engagement

Please ensure you refer to the [employer engagement criteria](#) before answering these questions. The criteria provides further information on the number and types of evidence that you must submit in support of your answers to questions 1 and 2 below.

Evidence to support your answers should be no more than two years old at the time of submission and uploaded to the evidence upload page at the end of the application form. Missing, incomplete or unclear evidence will result in the review of your application being delayed.

If your qualification aligns to multiple occupations, we expect credible employer engagement evidence for each occupation.

1. How have you determined that there is, or is likely to be, demand by employers for graduates of this qualification? Please refer to specific evidence such as employer endorsements, details of employer partnerships and qualification-specific progression data. (100-5000 characters)

2. How have you collaborated with employers and taken employer views of the qualification into account and how will employer views continue to be factored into the on-going review of the qualification? Please refer to specific evidence and details such as annual reviews, validation cycles and regular employer events. (100-5000 characters)

Assessment evidence

Please ensure you refer to the [assessment criteria](#) before answering these questions.

Please submit the following assessment evidence and complete the assessment methods table below. You can attach documents on the evidence upload page at the end of this application form. We expect your assessment strategy/policies and SAMs to be separate documents. There is no need to combine them into one PDF to aid our analysis. Missing, incomplete or unclear evidence will result in the review of your application being delayed.

Have you had an HTQ approved in the last 2 years? (yes/no)

Please provide the HTQ reference(s) for these approved HTQs. (150 characters)

Please confirm that assessment policies submitted in the original application remain the same.? (yes/no)

If assessment policies do not remain the same, please upload updated policy documents highlighting any changes to the original documents.

Ofqual regulated applicants

Please confirm your assessment evidence covers the following policies: conflict of interest, reasonable adjustments/accessibility, malpractice and health & safety (Yes/ No)

If you have previously submitted policies to the approvals process and the qualification was approved, please submit a change log alongside the policy documents or indicate no policy changes.

Assessment strategy

Your assessment strategy must include information on:

- assessment design
- content coverage
- marking approach
- minimising bias
- grading approach
- standard setting
- ensuring manageability

Office for Students (OfS) regulated applicants

Assessment policy and regulation documents

As part of the submission, applicants must provide assessment policy documents, handbooks,

manuals, academic regulations or similar, covering the following areas:

Marking approach; appointment of examiners and markers; grading approach; compensatory approach; overall awarding process; annual review and periodic revalidation; maintaining standards over time and between cohorts; conflict of interest; reasonable adjustments/accessibility; malpractice and health & safety.

If you have previously submitted policies to the approvals process and the qualification was approved, please submit a change log alongside the policy documents or indicate no policy changes.

All applicants

Sample assessment materials (SAMs)

All applicants must provide **THREE (3)** complete sets of SAMs. Each set of SAMs must be from a different unit or module within your qualification and no more than two years old.

Where a qualification contains multiple pathways, applicants are required to submit additional SAMs for each pathway. For example, in qualifications with 1 occupational pathway you must submit 3 SAMs, in qualifications with 2 occupational pathways you must submit 3 SAMs for the core and an additional SAM for each pathway (5 SAMs in total).

Each of the three required sets of SAMs must include:

- live or sample question paper(s) and/or task brief(s)
- associated mark schemes, grade descriptors, marking rubrics for each question paper or task brief.
- a qualification specification document, course descriptor or similar.

Submitted SAMs must reflect the level or levels that the qualification is set at.

- if a qualification contains both level 4 and level 5 content, we require a minimum of one submitted SAMs to be set at level 5.
- where one qualification is mapped to more than one occupational standard which are at different levels, we require the submitted SAMs to reflect both levels and, as a minimum, one SAM to be set at the higher level.
- where a level 5 qualification is mapped to a level 4 occupational standard, we require the submitted SAMs to be set at level 5

Please confirm when the SAMs were last reviewed

SAMs must be no more than two years old and the date must be included in the SAM.

Assessment method table

Please itemise the different assessment methods within your qualification and provide a rationale why each is the most appropriate way of assessing the KSBs from the occupational standard(s).

If the assessment method is used in the most recent Apprenticeship End Point Assessment (EPA) plan for the occupation, you can indicate 'EPA method' as the rationale - there is no need to supply a justification for the use of any methods included in the EPA Plan.

Assessment method table

Please itemise the different assessment methods within this course and provide rationale.

Assessment method 1 (1-20 characters)

Assessment method title Rationale (1-2500 characters)

Evidence upload and submission

Is there any other information you wish to share about your application or qualification? For example, materials you consider to be confidential, details of innovative teaching or skills delivery facilities etc.

Please add your attachments here. Where possible, submit a zip folder if there are multiple items under the same category. Evidence must be in the form of attached offline documents and not hyperlinks. **Please label attachments to clearly indicate the content of the documents.**

Missing, incomplete or unclear evidence will result in the review of your application being delayed.

You should have uploaded:

- KSB Mapping spreadsheet (you must use the IfATE template).
- all qualification documents referred to in the KSB mapping spreadsheet, including the qualification specification or course descriptor, and all module/unit outlines or descriptors regardless of whether the modules/units have been mapped to KSBs.
- qualification structure spreadsheet showing each module code, name, level, credits and whether it is core/optional (you must use the IfATE template).
- employer engagement evidence from named employers and supporting documents.
- assessment policy documents, assessment strategy and THREE (3) sets of sample assessment materials.
- other attachments as required (e.g., statutory/regulatory body recognition).

Submit

You have now completed the HTQ application form. Please take this opportunity to check you have provided all the necessary information. Once you have done so, please click "submit" to send your completed application.