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**SUBMISSION FORM FOR APPLIED GENERAL QUALIFICATIONS FOR INCLUSION IN THE 2017 SCHOOL AND COLLEGE PERFORMANCE TABLES**

**GUIDANCE**

This form is to be used by awarding organisations to submit qualifications for review against the criteria for Applied General qualifications set out in the [16-19 Technical Guidance for Awarding Organisations](https://www.gov.uk/government/publications/16-to-19-vocational-qualifications-technical-guidance).

Each characteristic listed A-G on the form makes reference to characteristic requirements in the Technical Guidance (eg A. Declared Purpose Characteristic); the corresponding paragraphs in the Technical Guidance are listed next to the characteristic.

All qualifications must be regulated by [Ofqual](http://ofqual.gov.uk/) and have [section 96](http://www.education.gov.uk/section96/) approval prior to submission to DfE.

A separate form should be submitted for each qualification to be considered. Please complete all the required sections of the form, as indicated below. Any further information that you wish DfE to consider can be included in Section 5.

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| **Category of Qualification** | **Sections requiring completion** |
| A | The qualification is included on the 2016 Applied General qualifications list and has not been amended in any way | 1 & 2 (plus 5 if required)  |
| B | The qualifications is included on the 2016 Applied General qualifications or Tech Levels list and has been re-developed to meet the full requirements | 1, 3 & 4 (plus 5 if required) |
| C | The qualification is not on the 2016 Applied General qualifications or Tech Levels list and is being submitted for judgement against the interim requirements | 1 & 3 (plus 5 if required)  |
| D | The qualification is not on the 2016 Applied General qualifications or Tech Levels list and is being submitted for judgement against the full requirements  | 1, 3 & 4 (plus 5 if required) |

If you need support with this form please email the VQ Reform Team.

AGQ

**Section 1 – To be completed for all qualifications**

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| **Awarding Organisation Details** |
| Awarding Organisation (Ofqual acronym) |       |
| Contact Name |       |
| Position |       |
| Email |       |
| Telephone Number |       |

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| **Qualification Details** |
| QN (without backslashes) |       |
| Qualification Title |       |
| Category of Qualification (refer to Guidance notes) |  |
| Is the qualification at level 3? |  |
| Does the qualification have section 96 approval for teaching to 16-18 year olds? |  |
| Will the qualification be available to students starting a 2-year course in September 2015? |  |

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| **Further Information** |
| Is the qualification part of a current Apprenticeship framework? (for information only) |  |
| Is the qualification on the lists of qualifications approved for inclusion in the 16-19 performance tables in 2016? |  |
| If yes, is it included as a Tech Level or Applied General qualification? |  |
| Please provide the URL for the qualification specification and any other relevant material |       |

**Section 2 – To be completed for qualifications on 2016 Applied General qualifications list that have not been amended in any way**

Please leave this section blank if the qualification:

1. is not included on the 2016 Applied General qualifications list; or
2. is included on the 2016 Applied General qualifications list but has since been amended.

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| Please confirm that the qualification has not been amended in any way since its inclusion on the 2016 Applied General qualifications list |  |
| Please confirm the URL of the Purpose Statement on your website |       |
| Please confirm the URL of the Recognition evidence on your website |       |
| Please confirm that you wish the qualification to be included on the 2017 list of Applied General qualifications |  |

**Section 3 – To be completed for all new and redeveloped qualifications being submitted for consideration against the interim or full requirements**

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| If the qualification has been re-developed, please provide the predecessor QN (without backslashes) |       |

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| **A. Declared Purpose** (paras 17 and 41-47) |
| Please confirm that the qualification satisfies the definition of an Applied General qualification (para 17) |  |
| Please provide the Purpose Statement for the qualification in the box below |
|       |
| Please provide the URL for the Purpose Statement |       |

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| **C. Recognition** (paras 56-65) |
| Please confirm that all organisations listed below have agreed that their organisation name and website can be made publicly available on awarding organisation websites |  |
| **i) Higher Education Institutions** |
| Please confirm whether you have letters from at least three HEIs confirming that the qualification fulfils entry requirements to HE courses in a range of subjects |  |
| If yes, please give the URL for the letters on your website |       |
| Please give the name and web address for each of the HEIs providing a letter |
| HEI 1:  | Name |       |
| Web address |       |
| HEI 2:  | Name |       |
| Web address |       |
| HEI 3:  | Name |       |
| Web address |       |
| Additional HEIs providing a letter (optional) |
| HEI 4:  | Name |       |
| Web address |       |
| HEI 5:  | Name |       |
| Web address |       |
| HEI 6:  | Name |       |
| Web address |       |
| HEI 7:  | Name |       |
| Web address |       |
| HEI 8:  | Name |       |
| Web address |       |
| **ii) Professional or Trade Body (optional)** |
| Please confirm whether you have a letter of support from a relevant professional or trade body |  |
| If yes, please give the URL for the letter(s) on your website |       |
| Please give the name and web address of the professional or trade body providing a letter of support |
| Professional or trade body 1:  | Name |       |
| Web address |       |
| Professional or trade body 2: | Name |       |
| Web address |       |
| Professional or trade body 3: | Name |       |
| Web address |       |
| Please provide evidence below that each of the professional or trade bodies above is representative of the scope of the qualification |
|       |
| **iii) Employers (optional)** |
| Please confirm whether you have letters of support from at least five employers |  |
| If yes, please give the URL for the letters on your website |       |
| Please give the name and web address for each of the employers providing a letter of support |
| Employer 1:  | Name |       |
| Web address |       |
| Employer 2:  | Name |       |
| Web address |       |
| Employer 3:  | Name |       |
| Web address |       |
| Employer 4:  | Name |       |
| Web address |       |
| Employer 5:  | Name |       |
| Web address |       |
| Please provide evidence below that the employers above are representative of the scope of the qualification |
|       |

**Section 4 – To be completed for all new & redeveloped qualifications being submitted for consideration against the full requirements**

Please leave this section blank if the qualification is to be judged against the interim requirements.

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| **D. Appropriate Content** (paras 67-71) |
| Please specify the proportion of the qualification’s content that is mandatory |    % |
| Does the percentage of the qualification’s content that is mandatory make a proportional contribution to the overall grade? |  |
| Please indicate where evidence for this is available in the qualification specification (or other published documentation) |       |

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| 1. **Appropriate Assessment** (paras 72-80)
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| Please specify the proportion of the qualification’s content that is externally assessed |    % |
| Does the percentage of the qualification’s content that is externally assessed make a proportionate contribution to the overall grade? |  |
| Please indicate where evidence for this is available in the qualification specification (or other published documentation) |       |

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| 1. **Synoptic assessment** (paras 81-84)
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| Does the qualification include synoptic assessment that covers the full range of the qualification’s content?  |  |
| Please indicate where evidence for this is available in the qualification specification (or other published documentation)  |       |

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| 1. **Grading** (paras 85-88)
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| Please select the qualification’s grade structure from the list |  |
| Please indicate where evidence for this is available in the qualification specification (or other published documentation)  |       |

**Section 5: Other Information**

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| **Other Information** |
| Please provide below any additional information that you wish us to consider  |
|       |

Email this form to VQ.Reform@education.gsi.gov.uk