



ILM

# ILM Qualification Approval Process (QAP) - Application Form Guidance Notes

February 2017



## Qualification Approval Application Form (QAP) – Guidance Notes

All fields are mandatory unless otherwise stated

Section 1 Contact Details		
<b>Please complete all details appropriately</b>		
Section 2 Qualification Details		
2.1	Please enter the title and full product code (e.g. 1234-01) of the qualification(s) you are seeking approval for.	<p style="color: red; font-weight: bold;">You will need to list each qualification you are applying for with the payment route separately, for example when applying for a full suite of qualifications you must enter the Award, Certificate and Diploma codes independently. Please refer to the Guide to fees.</p> <p>The qualification product code can be found on the Walled Garden or the Guide to fees but can also be supplied to you by your Business Development Manager or Business Consultant.</p> <p>This should be a number such as 8600-11 for the Level 3 Award in Leadership &amp; Management</p> <p>ILM centres are not required to list the units as these will be available on your schemes of work attached to this application.</p>
2.2	Please supply details of staff who will be involved in the assessing or internal quality assurance (IQA) of the qualification(s)	Please complete for each member of staff involved in the delivery, assessment and internal quality assurance of the qualification If you wish to add more than six members of staff with this submission, please ask your Business Development Manager for an additional staffing sheet



### Section 3 Existing Approvals

3.1	Are you applying for a qualification that you are already delivering for another Awarding Organisation	Select <b>Yes</b> or <b>No</b> If <b>No</b> go to section 4
3.2	Through which Awarding Organisation do you offer this qualification	Select relevant Awarding Organisation from the drop down menu If multiple qualifications/Awarding Organisations are required, complete "Other" section
3.3	Please attach evidence of qualification approval	Select <b>Yes</b> and ensure that you attach confirmation of this approval from the relevant Awarding Organisation. Examples of evidence could be letters or other communications confirming current approval status
3.4	Please attach evidence of compliance	Select <b>Yes</b> and ensure that you attach two copies of your most recent external Verification reports from that Awarding Organisation. Ideally this will be the two most recent quality assurance/verification reports to include this qualification and should be within the last two years
3.5	Do you have registration and certification status for this qualification	Select response from drop down menu
3.6	Have you ever had registration or certification status removed or suspended for this qualification	Select response from drop down menu. If YES, please include the date of removal/suspension
3.7	Please provide a brief explanation of why registration and/or certification status was removed/suspended and what corrective actions were taken	Provide a clear explanation in the free text box, detailing any corrective actions

### Section 4 Delivery and Resource

Please tick the box to confirm that the centre has all of the relevant resources to meet the requirements of the relevant assessment strategy(ies)

Please remember to include information to support the use of Examinations as assessment within this section.

4.1	Please provide details of the physical resources you have to ensure you are meeting the requirements of the relevant assessment strategy and/or centre handbook for this qualification(s)	Please detail what training facilities you will be using; the equipment that you have available to support the programme; any Health and Safety Policies that are relevant to the delivery of this training; a candidate handbook; public liability notice
4.2	Please provide details of how you plan to deliver/assess the qualification and, if applicable, attach copies of The Learner Journey Plan/Schemes of work and unit session plans	Please ensure that you attach a Learner Journey Plan/Scheme of work for each qualification being approved. This must contain units, guided learning hours, credit values, tutorial hours, delivery method and assessment information. The Learner Journey Plan should include Induction Detail. One lesson plan covering a full unit must be provided for each qualification/suite of qualifications being approved. If you are intending to use a unit which is a higher level than that of the qualification then you will need to provide a session plan for this unit.
4.3	Please provide details of how you plan to quality assure the qualifications	Please provide details of your internal quality assurance policies; IV sample plans; standardisation activities;
4.4	Are you planning to deliver or assess this qualification in satellite centres or assessment sites other than your registered address?	Select <b>Yes or No</b> If <b>Yes</b> please indicate the numbers and locations of sites by county and region.
4.5	Do you require flexibility in the mode of assessment, eg integrated assessment? (ILM qualifications specific)	Select <b>Yes or No</b> If <b>Yes</b> , you will need to gain approval from your Quality Manager prior to using the amended assessment(s) Please note that ILM fully supports and encourages centres to be flexible in terms of assessment.
4.6	Do you require information on support materials and systems	If you would like further details of support materials or systems, please tick all relevant boxes and let your Quality Manager know so they can follow this up with you at a suitable time for yourselves

### Section 5 Declaration



	<p>Read the declaration and tick the box to accept the conditions. This forms the basis of your contract with ILM Please complete contact details, date and then send completed form to your Quality &amp; Compliance Manager, along with the Learner Journey Plan/Scheme of work, lesson plans, we also highly recommend that you produce a candidate handbook as this is good practice but not compulsory.</p>
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### Section 6 Checklist

<p>Please tick if you have submitted this information alongside your application, or if you hold this information at your centre. The checklist is not an exhaustive list, and is only provided as a guide.</p>
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