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**SUBMISSION FORM FOR SUBSTANTIAL VOCATIONAL QUALIFICATIONS AT LEVEL 2 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 Substantial Vocational Qualifications at level 2 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-C 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 Section 1 of the form. Any further information that you wish DfE to consider can be included in Section 2.

If you need support with this form please email the [VQ Reform Team.](mailto:VQ.Reform@education.gsi.gov.uk)

SVQL2

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

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

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| **Qualification Details** | |
| QN (without backslashes) |  |
| Qualification Title |  |
| Is the qualification at level 2? |  |
| 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 on the list of qualifications approved for inclusion in the key stage 4 performance tables in 2016? |  |
| If yes, please confirm that you have read para 10 of the 16-19 Technical Guidance and understand that qualifications submitted as Substantial Vocational Qualifications at level 2 will not be considered as Technical Awards |  |
| Is the qualification part of a current Apprenticeship framework?  (for information only) |  |
| Please provide the URL for the qualification specification and any other relevant material |  |

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| **A. Declared Purpose** (paras 17 and 41-47) | |
| Please confirm that the qualification satisfies the definition of a Substantial Vocational Qualification at level 2 (para 17) |  |
| Please provide the Purpose Statement for the qualification in the box below | |
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| Please provide the URL for the Purpose Statement on your website |  |

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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) Professional or Trade Body** | | | |
| 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 |  | |
| Additional professional or trade bodies providing a letter of support (optional) | | | |
| Professional or trade body 2: | Name |  | |
| Web address |  | |
| Professional or trade body 3: | Name |  | |
| Web address |  | |
| Please provide evidence below that the each of the professional or trade bodies above is representative of the occupation or occupational group to which the qualification relates | | | |
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| **ii) Employers** | | | |
| 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 |  | |
| Additional employers providing a letter of support (optional) | | | |
| Employer 6: | Name |  | |
| Web address |  | |
| Employer 7: | Name |  | |
| Web address |  | |
| Employer 8: | Name |  | |
| Web address |  | |
| Employer 9: | Name |  | |
| Web address |  | |
| Employer 10: | Name |  | |
| Web address |  | |
| Please provide evidence below that the employers listed above are collectively representative of the occupation or occupational group to which the qualification relates | | | |
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| **iii) National Licensed Registration Scheme** | | | |
| Please confirm whether you have a letter confirming that the qualification is accepted by a national licensed registration scheme | |  | |
| If yes, please give the URL for the letter on your website | |  | |
| Please give the name and web address for the national licensed registration scheme | | | |
| National Licensed Registration Scheme 1: | Name |  | |
| Web Address |  | |
| Additional letters from national licensed registration schemes (optional) | | | |
| National Licensed Registration Scheme 2: | Name |  | |
| Web Address |  | |
| National Licensed Registration Scheme 3: | Name |  | |
| Web Address |  | |
| Please provide evidence below that each of the national licensed registration schemes listed above is representative of the occupation or occupational group to which the qualification relates | | | |
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**Section 2: Other Information**

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| **Other Information (if required)** |
| Please provide below any additional information that you wish us to consider |
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Please email this form to [VQ.Reform@education.gsi.gov.uk](mailto:VQ.Reform@education.gsi.gov.uk)