

# Review request for funding rates for ESFA funded AEB and maximum loan amounts for advanced learner loans

We do not automatically change the funding rate or maximum loan amount for a qualification if you significantly change its content, outcomes or size (increasing or decreasing) or Sector Subject Area Classification. You must make sure that you have entered information about qualifications correctly in Ofqual’s Register of Regulated Qualifications.

If you make significant changes to a qualification that may affect its ESFA funded AEB funding rate and/or maximum loan amount, you can ask us to review the funding rate and/or loan amount by using this form.

Where you believe that any significant changes that you will make to a qualification could affect its funding rate and/or maximum loan amount, you must complete and submit this form.

We will review your request to see if we need to change the funding rate and/or loan amount. We will assess the potential impact of the change on students, providers of education and training, other similar qualifications, and our funded qualification offers. We may consult with other organisations (such as regulators or employer/industry bodies), and we may ask you for more information if we need to.

## Section 1 – Contact details

|  |  |
| --- | --- |
| **Contact name** | Click or tap here to enter text. |
| **Organisation name** | Click or tap here to enter text. |
| **Contact email address** | Click or tap here to enter text. |

## Section 2 – Qualification details

Tell us which qualification you want us to review and use the details you have entered in Ofqual’s Register of Regulated Qualifications.

|  |  |
| --- | --- |
| **Qualification reference number** | Click or tap here to enter text. |
| **Qualification title** | Click or tap here to enter text. |
| **Qualification level** | Click or tap here to enter text. |

## Section 3 – Funded offers

**Please use this space to provide a summary of what changes you have made to the qualification and when you made these changes.**

|  |
| --- |
| Click or tap here to enter text. |

**Please provide us with a rationale for the change and why you are now asking us to review the rate for the qualification.**

|  |
| --- |
| Click or tap here to enter text. |

You must include supporting evidence (from colleges, training organisations, professional bodies, employers, students) for why the change is necessary.

Please email your completed form to **qualifications.approval@education.gov.uk**

**Department for Education: privacy notice for Awarding Organisations submitting information on forms in relation to funding approval for their qualifications.**

Last updated: 11 July 2023
Date of next review: 06/2024

We might make changes before the review date. Check regularly for updates.

This privacy notice explains how the Department for Education (DfE) uses personal information in the forms that awarding organisations submit in relation to and support of funding approval for their qualifications. This includes information you give to us, or information that we may collect about

# What we need.

We will collect the following types of personal information, some of which may be special category data, directly from you:

* Your name
* Your email address
* Your organisation
* Your Awarding Organisation recognition number
* Secondary contact details (Name, email address)

# Why we need it and what we do with it.

We collect and process your personal information to:

* We need your data so we can contact and inform you of funding approval decisions for your qualifications submission(s).
* We need your data to seek further clarification and information where necessary.

# Do we share your personal information?

If the law allows it, we might share your personal information with other parts of DfE including the Education and Skills Funding Agency (ESFA), and with other government departments.

We will share your personal information with:

* organisations that request information to help prevent and detect crime or fraud.

# What are your rights?

You have rights about how and why your information is collected and used.

These include:

* The right to see the personal information we have about you – this is called ’right of access’
* The right to ask us to change any information you think is not accurate or complete – this is called ‘right to rectification’
* The right to ask us to delete your personal information – this is called ‘right to erasure’
* The right to ask us to stop using your information – this is called ‘right to restriction of processing’, and
* Your ‘right to object to processing’ of your information

For more information on your rights, please see the [ICO website](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/).

# Finding out what information we have.

You have the right to ask for access to your personal information. This is known as a subject access request (SAR).

To make a SAR, you can use the [DfE contact form](https://form.education.gov.uk/service/Contact_the_Department_for_Education).

Or you can post your request to the Data Protection Office at the above address.

Include as much information as you can about the information you need. Include the years you need the information for. If possible, tell us which part of the department holds the information. You’ll also need to tell us your telephone number and address.

We may need to check your identity and your right to access the information you’re requesting. To check your identify, we may ask for a copy of your passport, photo driving licence or proof of your address.

We’ll try to respond to your request within one month. But, if your request is complex, this could take a further two months, but we’ll tell you if this is the case.

If you would like to see a copy of the personal information we hold about you, this is called a Subject Access Request, or SAR, see here for further details.

# How to contact us or make a complaint

If you have a question, or feel your data has been mishandled, you can contact us by:

using our secure [DfE contact form](https://form.education.gov.uk/service/Contact_the_Department_for_Education)

or writing to:
Emma Wharram
Data Protection Officer
Department for Education (B2.28)
7 & 8 Wellington Place
Wellington Street
Leeds
LS1 4AW

You can also complain to the ICO by writing to:

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113.  Or use the online [ICO contact form](https://ico.org.uk/global/contact-us/)

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