# Department for Education

# Loans-LLE Transfer Step 1 Appeal Form

Appeal against a zero enrolments assessment decision

For awarding organisation use only.

You must submit this form by 5:00pm on Friday 12 January 2024

For additional information, please refer to the guidance that was published with this form.

## Section 1 - Awarding organisation details

|  |  |
| --- | --- |
| Organisation name | Click or tap here to enter text. |
| Contact name | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Secondary email address | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. |

## Section 2 – ‘Parent’ qualification details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Qualification Number: without backslashes | Qualification Title | Level | Credit Value | Awarding Organisation |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

## Section 3 – Demonstration that the above qualification is

You can appeal if you can show that your qualification had enrolments funded by Advanced Learner loans in 2020-21, 2021-22, 2022-23 or August to December 2023.

* Please tick the appropriate box and insert the number of enrolments.
* All claimed enrolments must be verifiable in the relevant final year end ILR data returns or the ILR data return for 6 December for enrolments August to December 2023.

You can also appeal if you can show that the qualification was first approved for funding in Advanced Learner loans after 1 August 2020.

If enrolments or date of first approval in loans cannot be verified the appeal will not be upheld.

|  |  |  |  |
| --- | --- | --- | --- |
| The qualification had enrolments funded by Advanced Learner Loans in: | | | |
|  | 2020 to 2021 | Number of enrolments: | Click or tap here to enter text. |
|  | 2021 to 2022 | Number of enrolments: | Click or tap here to enter text. |
|  | 2022 to 2023 | Number of enrolments: | Click or tap here to enter text. |
|  | August to December 2023 | Number of enrolments: | Click or tap here to enter text. |
| The qualification was first funded in Advanced Learner Loans after 1 August 2020: | | | |
|  | First funded in loans after 1 August 2020 | Date of first funding in loans: | Click or tap here to enter text. |

Please use the space below to provide any further information regarding your appeal.

Please refer to the guidance on the process for awarding organisations to appeal against a zero enrolments assessment for further information.

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

Please list your attachments and the providers currently delivering the qualification on the next page. Please submit your appeal forms and supporting evidence to:

[Qualifications.APPROVAL@education.gov.uk](mailto:Qualifications.APPROVAL@education.gov.uk) by 5:00pm on Friday 12 January 2024. Please attach a Summary of Appeals form to your final email. The subject line for your email should read: Loans-LLE Transfer Step 1 Appeal.

## Section 4 – Supporting evidence

|  |  |
| --- | --- |
| Attachment 1: | Click or tap here to enter text. |
| Attachment 2: | Click or tap here to enter text. |
| Attachment 3: | Click or tap here to enter text. |
| Attachment 4: | Click or tap here to enter text. |
| Attachment 5: | Click or tap here to enter text. |

## Section 5 – Please list below all providers which currently deliver this qualification

|  |  |
| --- | --- |
| Provider UKPRN | Provider Name |
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## 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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