



Qualification Application Form

This form needs to be completed by all centres who are seeking approval to deliver an AIM Qualification and assessment Group regulated qualification.

Please note that you must have qualification approval before you start delivery.

1. Centre Information

1.1	Centre Name:	
Centre ID (for existing centres):		
Curriculum Manager Name:		
Curriculum Manager Email Address:		

2. Qualification Information

2.1		Please list below the AIM Qualifications and Assessment Group qualification title/s and level/s that you are seeking approval to deliver and the anticipated number of learners you expect to register each year.				
Level	Qualification Title, Qualification Accreditation Number (QAN)	Number of learners anticipated each year	Mode of delivery (e.g. online, blended, face to face)	Intended start date	Delivery sites	
1		Vr 1.				
		Vr 2.				
		Vr 3.				
2		Vr 1.				
		Vr 2.				
		Vr 3.				
3		Vr 1.				
		Vr 2.				
		Vr 3.				
4		Vr 1.				
		Vr 2.				
		Vr 3.				
5		Vr 1.				
		Vr 2.				
		Vr 3.				

6		Yr 1:				
		Yr 2:				
		Yr 3:				
7		Yr 1:				
		Yr 2:				
		Yr 3:				
8		Yr 1:				
		Yr 2:				
		Yr 3:				
9		Yr 1:				
		Yr 2:				
		Yr 3:				
10		Yr 1:				
		Yr 2:				
		Yr 3:				

2.2	Has the organisation previously offered qualifications or assessment in a similar sector/level through another awarding organisation? If yes, please attach a recent (within the last 12 months) monitoring report form.	Yes	No
Name of Awarding Organisation/s:			
Date Recognised:			
Qualifications (title and level):			
Does the centre have experience of? Knowledge based units Skills/Competency based units External assessment (if applicable)			

3. About the Learners

3.1	Target group (include any intended progression routes)		
3.2	Learners will be: (Please identify all that apply)		
	14-19 years	20-25 years	Over 25 years
3.3	How will learners be funded? (Please identify all that apply)		
	Government Funded	Employer Funded	
	Other Funding (please state):		
3.4	Please specify your centres specific learner entry requirements for the qualification (if applicable)		
3.5	Specify below, the overall weekly contact time and required private study time for the qualification		

4. Delivery and Assessment: Guided Learning Hours and Assessment

4.1	Explain how you intend to meet the Guided Learning Hours (GLH) and Total Qualification Time (TQT) of the course(s)?
4.2	Does the centre have appropriate resources and facilities, as detailed in the qualification guide and are these available at each delivery/assessment site?

4.3	<p>Will these qualifications be delivered in partnership with any other organisation?</p> <p><i>If yes, please identify each partner and their specific role/responsibility:</i></p>	Yes	No
4.4	<p>Please give details of your intended assessment method e.g. portfolio, exam based (in person, proctoring, remote assessment), centre set assessment</p>		
4.5	<p>Please provide a summary of the resources you will use to support the delivery including software, hardware and facilities relevant to delivering the qualification(s)</p>		
4.6	<p>Describe any involvement of industry in the delivery of this qualification, as appropriate. Suitable involvement could include: providing structured work experience or work placements that develop skills and knowledge relevant to the qualification setting project(s), exercise(s) and/or assessment tasks with input from industry practitioner(s)</p>		



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5. Qualifications and Assessment: Staffing

Delivery Staff:					
Name of Staff	Responsibility/Role for each Qualification and Site i.e. T=Tutor, A = Assessor IQA= Internal Quality Assurer CM = Curriculum Manager	Qualification will be delivering or IQA	Qualification(s) held please refer to Qualification Guide)	Uploaded	
				Yes	No

If you have identified only one named assessor/tutor or internal verifier, please outline the contingency arrangements you have in place to ensure teaching, assessment, and internal verification can continue without disruption should that individual unexpectedly leave. It is essential that appropriate mitigations are in place to safeguard the learner experience and the integrity of assessment.