

LANTRA

Qualifications Support Process - Qualifications and Credit Framework (QCF)

In the approval pilot Lantra and the Awarding Organisations developed and agreed Sector Requirements which were used to approve qualifications. Lantra is suggesting that we continue to use these criteria to provide feedback against during the on going dialogue with Awarding Organisations. This will then form the basis for the feedback during this development period. When the final submission is made to Lantra's support/approval group it will be able to review the submission against the feedback along with any supplementary information from the Awarding Organisation as to why any comments made by the group have not been addressed.

Lantra will continue to operate to agreed times for expected submission of qualifications for support and these will be agreed during Early Dialogue.

Process

At Early Dialogue meetings Awarding Organisations will share their intentions to develop or revise qualifications and approximately when this qualification will be ready for accreditation and delivery. It is anticipated that Awarding Organisations would start to share their Development proposals at least 6 to 9 months prior to requesting support.

The Awarding Organisation will submit the Rationale form outlining the qualification and indicate when support will be required/qualification will be submitted for accreditation. (Guidance is provided as to information required.). The Rationale forms will be continually updated through out the dialogue process and will be shared with the Qualifications Support/Approval Group who will disseminate these to relevant parties.

At the Early Dialogue meeting it will be agreed whether the qualification will be subject to High Scrutiny or Low Scrutiny.

Continuing Dialogue

Awarding Organisations will need to continue to update Lantra throughout the development of the qualification. This can be via email, inviting Lantra to attend meetings and regular dialogue/update meetings. The Rationale form will be continually updated.

Lantra will provide feedback to awarding organisations during the development of the qualification through regular dialogue/update meetings.

Lantra will share ongoing dialogue and discussions with Qualification Support Group

Low Scrutiny Qualifications

When the Awarding Organisation has fully completed the Rationale Form with the required information as listed below, this form will be submitted to Lantra.

Dates for submission of the completed form will be agreed during early/ongoing Dialogue.

- Information required as a minimum:
 - There is a need
 - Meets the SQS and SQS Action Plan
 - Meets the needs of learners, employers and the UK economy
 - Number of units
 - Suggested Qualification Title
 - Rules of Combination
 - Progression Routes

Lantra will review the Rationale form and then provide the Awarding organisation with confirmation in writing as to whether the qualification development is Approved/Not Approved within 10- working days.

High Scrutiny Qualifications

Early and Ongoing Dialogue will take place as outlined as above. Awarding Organisations will complete Rationale Forms for all qualification development and include as much information as possible and will update these Rationale forms as ongoing dialogue and qualification development progresses.

Awarding Organisations will need to carry out consultation on qualifications with their own groups. (This will ensure awarding organisations have evidence to support qualifications).

Awarding Organisations should submit the final draft qualification and supporting paperwork 6 weeks before Final Submission Date. This may be while they are carrying out their own industry consultations

Lantra's Qualifications Support/Approval Group meet during this 6 week period to review the qualifications submitted and provide feedback to the Awarding Organisation 2 weeks prior to final submission.

Awarding Organisations will then receive feedback against the criteria before development has been finalised so they can act on this feedback or collate evidence to support reasons for not accepting feedback and then submit final qualification at the agreed submission date.

Qualification Support

Members of Lantra's Qualifications Support/Approval Group will meet during the week after Final Submission to carry out a review of the qualification submitted against the feedback or review any evidence provided.

Lantra will informally notify Awarding Organisations of support for qualifications after the Qualifications Support Group have met.

Lantra will provide letter of support for qualifications supported or provide feedback if qualifications have not been supported within 10 working day from Final Submission date.

Group membership

Lantra's Qualifications Support/Approval group is made up of the following members:

- The chair of the Standards and Qualifications Advisory Board
- The Standards and Qualifications Manager
- SQS Project Manager
- A member of Lantra's Sector Learning Partnership representing the provider network
- Lantra's relevant Industry Partnership Manager
- Chair and another member from relevant Lantra's industry group(s)

Following organisations are represented by members of the Qualifications Support Group:

National Farmers Union – NFU
Greenkeepers Training Company
Fencing contractors Association
Haddon Training Centre
Parkwood Consultancy Services
Royal Horticultural Society
Royal Society for the Prevention of Cruelty to Animals – RSCPA
UPM Tilhill
University of Lincoln
Landex
Horticultural Trades Association
Kew Royal Botanic Gardens
The Thoroughbred Breeders Association
G's Marketing Ltd
BTCV
Herefordshire Nature Trust

Dates for Final Submission:

The dates below have agreed with Awarding Organisations. They are set for every 8 weeks.

25 November 2011
20 January 2012
16 March 2012
11 May 2011
6 July 2012
31 August 2012
26 October 2012
21 December 2012

There is a process for Appeal – separate document.

This information will be made available on Lantra's website

If you require further information please contact: nanette.lane@lantra.co.uk

Papers attached: Sector Requirements
 Rationale form
 Appeals Procedure
 BIS Approval guidance