Skills for Health

Qualifications Support Tool

User Guide

Version 2 December 2015

Contents

Introduction

This tool is for Awarding Organisations (AOs) to request support from Skills for Health for regulated qualifications.

This guide is intended to assist AOs with entering information and uploading supporting documentation using the online support tool to facilitate the dialogue process between the AO and Skills for Health.

The tool will capture all relevant information that is needed to enable Skills for Health to issue support for qualifications prior to accreditation with the qualification regulators.

By completing this online request for support, your submission will be considered by Skills for Health; the outcome of this will be one of the following:

1. the qualification is supported

2. further exploration of the proposed qualification is required
   - a response giving feedback will be provided

3. the proposed qualification is not supported:
   - a response detailing the reason will be provided.

Criteria for the designation 'high scrutiny'

Where one or more of the criteria listed below apply to a qualification development it will be designated as 'high scrutiny':

1. Qualification is proposed for pre-16

2. Qualification leads to 'licence to practice' i.e. registration with a Statutory or Voluntary Regulatory Body. This does not include Professional or other representative bodies;

3. Qualification is defined by statute;

4. Where a qualification development has been given 'low scrutiny' status but during development:

   - There is a change to the proposed qualification level;
   - That the AO has made significant changes to the proposed content of the qualification;
   - Point 2 or 3 comes into effect.

Support for the qualification and the designation of 'low scrutiny' is conditional on the qualification being mapped to NOS/Skills for Health competences and the NHS KSF prior to accreditation and this being included in qualifications handbooks or equivalent.

Skills for Health supports education and training provision that provides greater flexibility, clear progression routes and transferability of competence. Developing qualifications will need to demonstrate a commitment to:

1. **Service need**: A clear rationale based on recent Labour Market Intelligence including plans for service delivery (both current and emerging) related workforce needs at local, regional and national levels informed by sector consultations.

2. **National Occupational Standards/Skills for Health competences** (NOS): clearly inform the units within the qualification.

3. **Learning development**: transferability, progression routes, a clear assessment strategy and approach to the evaluation of the qualification

Our decision is based on the information contained within your support request and how it meets the Skills for Health Qualifications Design Criteria, so please complete each section fully as possible. The information you provide remains 'commercial in confidence' between the proposer and Skills for Health unless further exploration is deemed necessary.

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1.   How to use the tool

You will need a login and password to use this application. If you have not requested or received a login and password, please email qualifications@skillsforhealth.org.uk and details will be sent to you. It is advised that you use Internet Explorer, Firefox or Chrome as your web browser to enable the full functionality of the tool.

You will then need to use your login details to access your personal AO dashboard. **This dashboard is for the Awarding Organisation therefore all colleagues with individual login details relating to the same AO will see the same dashboard.**

The dashboard will show all of your requests for support to Skills for Health (under Support Requests section) and all of your qualifications (supported or otherwise) that are currently in the Skills for Health support tool (Qualifications section).

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2.   Requesting support for qualifications

Once in your AO dashboard (Figure 1), you will be able to add requests for support for new qualifications, request to amend existing qualifications and request to extend the review date of qualifications. The information you add to your application, will determine whether your request will be designated as high or low scrutiny.
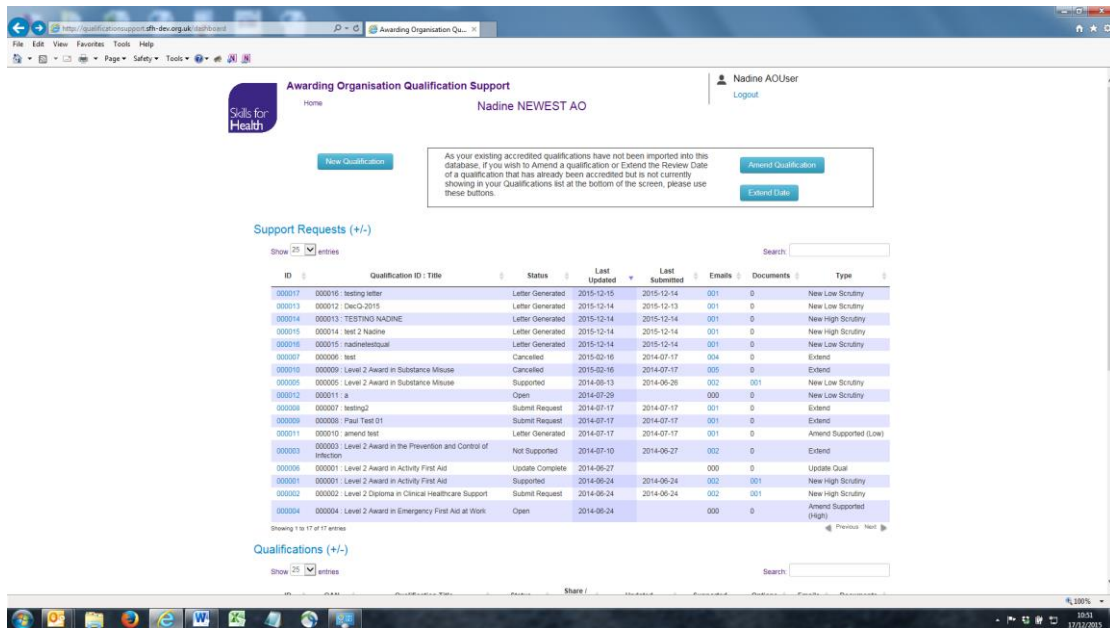
Figure 1

3. New or replacement qualifications

To request support for a **New** qualification, you will need to click on the New qualification button. This will then take you to this screen (see Figure 2):
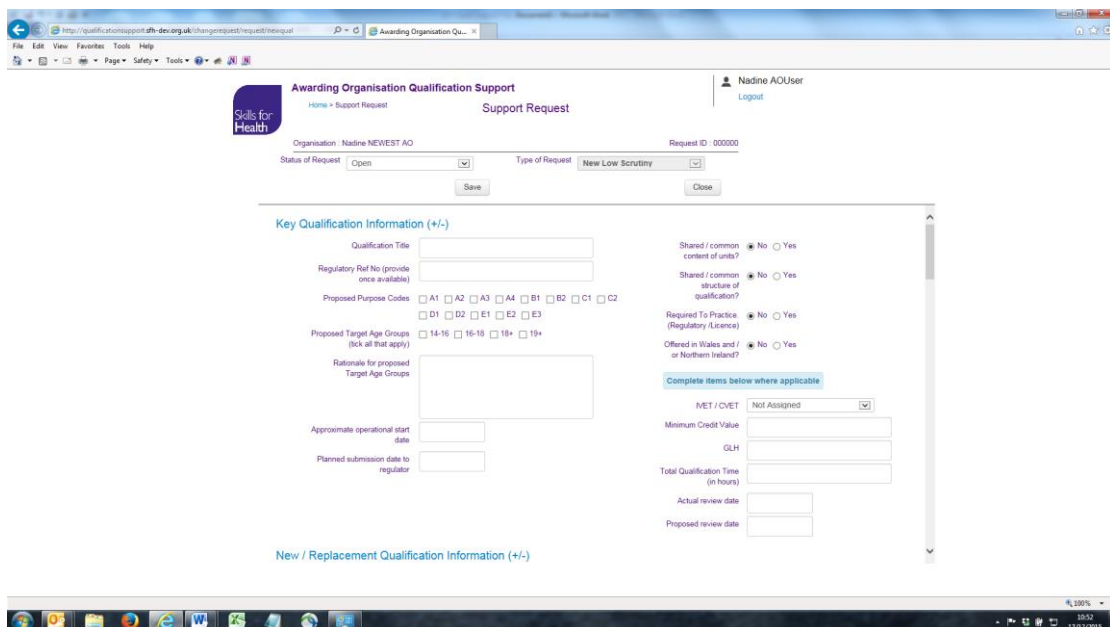

Figure 2

Enter all the relevant information for the qualification you are submitting for support.

If your request relates to a **Replacement** qualification that is not already showing in your dashboard, you will need to click on the **New** qualification button.

For a **Replacement** qualification, you will also need to enter the information under the Replacement qualification header.

If your request for a Replacement qualification relates to a qualification which has already been supported and is showing in your dashboard in the Qualifications list, underneath the heading Options, it will give you the choice to Replace your existing qualification. You will then need to enter the information on this screen. You will also be able to upload supporting documentation and send an email in the Send email section.

The information you enter in the Key Qualification Information section will determine whether your request will be high or low scrutiny.

If your qualification is designated as high scrutiny, you will also be required to complete additional sections and upload supporting information where appropriate.

It is recommended that any supporting documentation for either low or high scrutiny support requests is uploaded in zip file format.

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4.   Shared/common content of units and qualification structure

If the qualification has shared or common content of units or structure with other AOs, please indicate this using the buttons as below (Figure 3a):

Figure 3a

Selecting one or both of these options will open another section (Collaborate in review, Figure 3b) where the AO will be asked to describe how it will collaborate in any review of qualification content and structure. For example, the AO should indicate if they are a member of any quality groups, unit review groups or AO forums.

Figure 3b

5. **Amending an existing qualification**

To amend an existing qualification which exists on the Register and is not showing in your dashboard, you will need to click the **Amend** qualification button at the top of the screen (see Figure 4). You will then need to enter the information on this screen. You will also be able to upload supporting documentation and send an email.
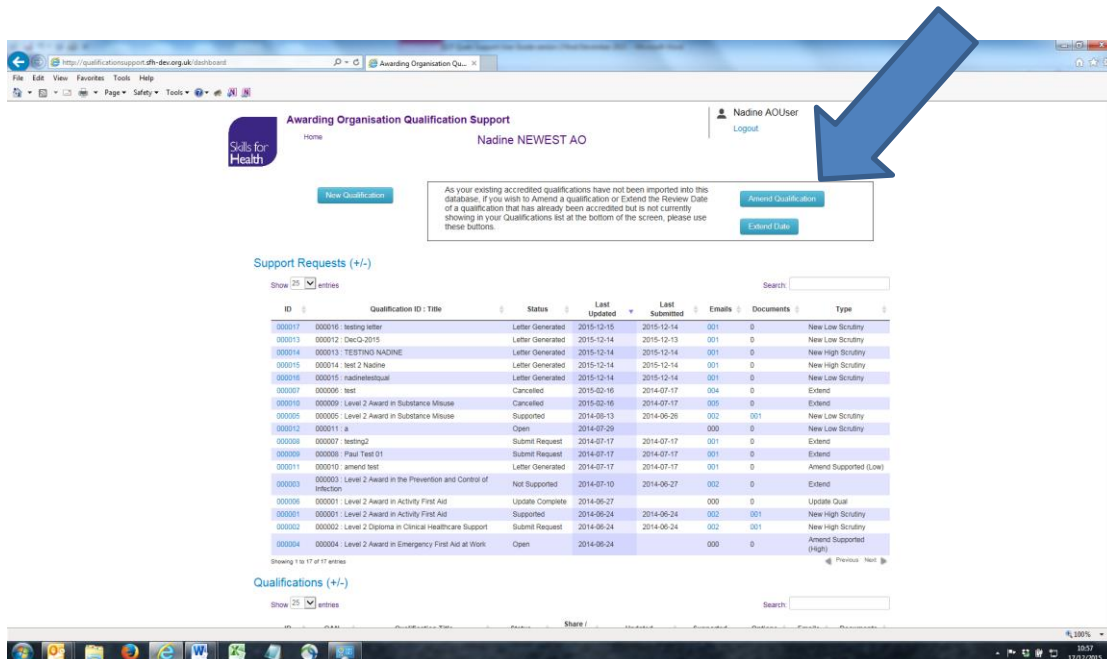
Figure 4

If you are requesting to amend a qualification which is showing in your dashboard in the Qualifications list, underneath the heading Options will give you the choice to Amend your existing qualification. You will then need to enter the information on this screen. You will also be able to upload supporting documentation and send an email (see Figure 5).

Figure 5

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6. **Extending a qualification review date**

To extend the review date of an existing qualification which is showing on the Register and not in your dashboard, you will need to click the Extend Date qualification button at the top of the screen (see Figure 6). You will then need to enter the information on this screen. You will also be able to upload supporting documentation and send an email.

Figure 6

To extend the review date of a qualification which is showing in your dashboard in the Qualifications list, underneath the heading Options will give you the choice to Extend your existing qualification (Figure 7). You will then need to enter the information on this screen. You will also be able to upload supporting documentation and send an email when you are ready to submit your request for support.

Figure 7

7. <u>**Submitting your request**</u>

To submit your request to Skills for Health, you will need to enter text in the Send email section and then click on the Status of request dropdown at the top of the screen. Choose **Submit request** and then click **Save**, you should then receive an email notifying you that your submission has been successful (see Figure 8).

Once you have submitted your request, you will not be able to amend any information. To add any additional information to your support request, you will need to request for your submission to be 'returned for revision' by emailing qualifications@skillsforhealth.org.uk
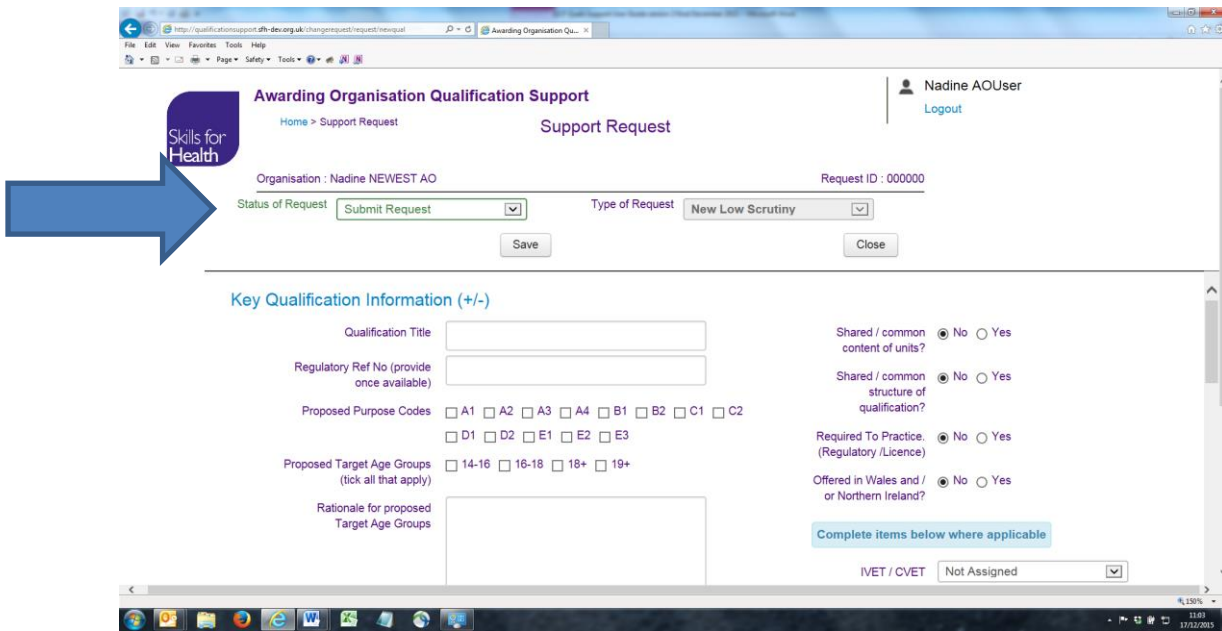
Figure 8

8. Qualifications in Wales and/or Northern Ireland

For all support requests, you must indicate whether your qualifications will be offered in Wales and/or Northern Ireland. This will open an additional section which you will need to complete (see Figure 9).
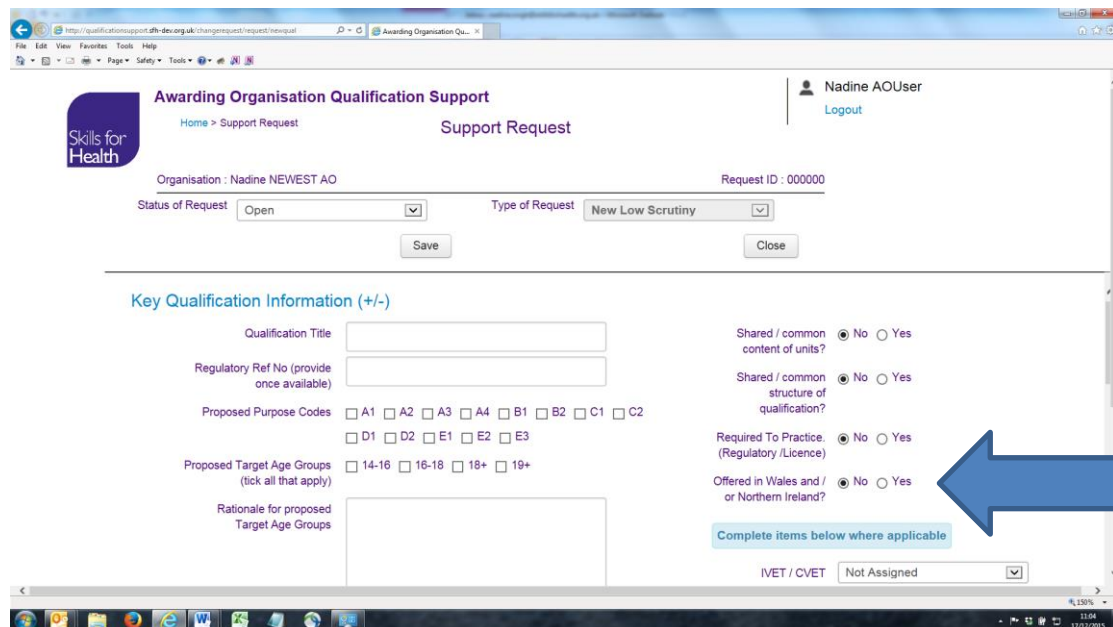

Figure 9

9.   Receiving support from Skills for Health

Skills for Health will respond to requests for support within ten working days.

Once the request has been supported, you will receive a letter of support. This will be uploaded into the Documents section in your AO dashboard (see Figure 10) and you will receive an email notifying you that this is ready to download.

Figure 10

10. Following accreditation by the qualification regulator

Following accreditation, you will need to log in to your AO dashboard and enter the regulatory reference number and actual review date for the qualification. You will not receive a message prompting you to enter this information, however failure to provide this information, may result in your qualification not being recommended for any available public funding.

Go to the relevant qualification in the Qualifications list on your dashboard and click Update. You can then enter the regulatory reference number and the actual review date. Click Save and this will save the information.

Should you have any problems or queries about using the online support request tool, please email qualifications@skillsforhealth.org.uk and a member of the team will contact you.

Replacement for current provision	Give title and review date of current provision if appropriate or state previous provision. State any proposed changes to qualification level, assessment strategy, any rules of combination, including the discontinuation or addition of units in the qualification structure.
Purpose of this qualification	As per Ofqual guidelines: A. Recognise personal growth and engagement in learning B. Prepare for further learning or training and/or develop knowledge and/or skills in a subject area C. Prepare for employment D. Confirm occupational competence and/or 'licence to practice' E. Updating and continuing professional development (CPD)
Rationale for the qualification	Research – background, how the demand was identified for this qualification • What workforce need has been identified; • How the workforce need has been identified; • Workforce data that has been collected; • Information about the gap in education provision and how it was identified; • Any relevant work that has already commenced.
Other AO/partnership involvement/influence	This might include employers, awarding organisations, professional bodies, unions, regulators, policy drivers, other SSCs.
Required for regulation/licence to practice	The organisation(s) who are/will be registering the individual on completion of the qualification e.g. General Dental Council, General Pharmaceutical Council
Progression routes: qualifications and employment	Skills for Health defines educational pathways as the developments that allow an individual to be able to build on their education and training with a clear progression route or path. This might be up an academic level or increasing breadth of knowledge at the same academic level. You should identify what progression opportunities exist - horizontally and/or vertically.