



Department
for Education

Technical and applied qualifications for 14 to 19 year olds

**Key stage 4 and 16 to 18 performance
tables: 2020 - process for submitting
qualifications**

November 2017

Contents

Summary	3
Expiry or review date	3
Whom is this document for?	3
Section 1: Submission process	4
Online form	4
Qualifications already approved	4
New and redeveloped qualifications	5
Rolling process	6
Appeals	6
Section 2: Technical Awards - entry routes into the 2020 performance tables	7
Qualifications included in the 2019 performance tables list that have not been amended	7
New or redeveloped qualifications	7
Section 3: 16 to 19 qualifications - entry routes into the 2020 performance tables	8
Qualifications included in the 2019 performance tables that have not been amended	8
New or redeveloped qualifications	8
Section 4: Key dates	9

Summary

This publication sets out the process for submitting qualifications to the Department for Education (DfE) to be considered for inclusion in the key stage 4 and 16 to 18 performance tables in 2020 as Technical Awards, Technical Certificates, Tech Levels or Applied General qualifications. The information includes:

- entry routes into the 2020 performance tables
- key dates and further information

This publication must be used alongside the technical guidance for awarding organisations¹ that sets out the requirements for the qualifications above.

There is no longer a separate process for qualifications to be included as part of level 2 and level 3 legal entitlement for students aged 19 to 23 who are undertaking their first level 2 and level 3 qualifications. Where Technical Certificates, Tech Levels and Applied General qualifications are approved by DfE, they will be added to the level 2 and level 3 legal entitlement list of funded qualifications published by the Education and Skills Funding Agency (ESFA), alongside academic qualifications and Access to Higher Education Diplomas. Where the qualification is not approved, it will not be considered separately by the ESFA for inclusion in the legal entitlement list.

Expiry or review date

This guidance will be reviewed before July 2018.

Whom is this document for?

This document is for awarding organisations.

¹ Technical and applied qualifications for 14 to 19 year olds: Key stage 4 and 16 to 18 performance tables from 2020: technical guidance for awarding organisations.

Section 1: Submission process

Online form

1. Awarding organisations that wish to submit qualifications for consideration for approval should ensure that they have registered for access to the online form at:
<http://www.education.gov.uk/performancetables/aoapply>
2. The form requires the user to enter a Qualification Number so that the qualification's details can be verified. The user will be asked to provide evidence that demonstrates how the qualification meets the relevant requirements in the technical guidance as well as indicating where the evidence can be found.
3. The user will also be asked to provide their contact details and to identify if they are the primary contact for their organisation. The primary contact is the person whom DfE will contact with any queries or notifications about submissions as well as outcomes.
4. Awarding organisations should provide their primary contact information to DfE before submitting a qualification. The user will then be able to select their awarding organisation from a drop-down menu and the primary contact details will be added to the submission.
5. Upon submission of the form, the user will receive an email with a PDF version of the information provided on the form and a unique reference number, which should be quoted in any correspondence about the qualification. The email will be sent to the user who completed the form and the primary contact for the awarding organisation.
6. Any enquiries about the submission process should be sent to technical.education@education.gov.uk

Qualifications already approved

7. If a qualification has been approved to count in the 2019 performance tables, it will be eligible to remain on the list for 2020, as long as the qualification:
 - is unchanged, or the DfE has agreed that any changes are sufficiently minor that they do not merit a new submission
 - continues to meet DfE's requirements
 - remains on Ofqual's Register of Regulated Qualifications and on the DfE's list of qualifications with section 96 approval for the relevant age group
 - is available for teaching from September 2018

- has demonstrated the progression and track record characteristics where appropriate
 - has been submitted by the awarding organisation for continued inclusion using the online submission form
8. If any changes have been made to a qualification since its approval for the 2020 performance tables, the awarding organisation should email technical.education@education.gov.uk with details of the changes. Depending on the extent of the changes, the DfE will then ask the awarding organisation to submit the qualification via the online form, indicating one of the following:
- no changes have been made since its approval for the 2019 performance tables (as agreed with DfE by email exchange, as referenced above)
 - changes have been made since its approval for the 2019 performance tables, and providing details of the changes in order that a full review can be undertaken
9. For 16 to 19 qualifications, should an awarding organisation become aware that a letter of support from an employer or HEI is no longer valid, the awarding organisation must inform DfE, the letter of support must be removed from the website and an alternative provided.
10. DfE reserves the right to remove any qualification from the performance tables list if it has evidence to indicate that the qualification is non-compliant, or if wider policy changes mean that a qualification is no longer eligible.

New and redeveloped qualifications

11. A redeveloped qualification is one that has evolved from an earlier qualification (the 'predecessor qualification'). The predecessor qualification has no bearing on the decision about a qualification submitted to DfE and each successor qualification will be judged individually against the requirements. Providing predecessor qualification details allows DfE to identify qualifications that are not being put forward because successor version(s) have been developed.
12. The evidence required for new and redeveloped qualifications is set out in the technical guidance. Awarding organisations must make a separate submission via the online form for each qualification to be considered. Only one version of a qualification can count in performance tables at any one time.
13. Awarding organisations must use the form to indicate where the evidence can be found that demonstrates how a qualification meets each characteristic. Where an awarding organisation's evidence is in the qualification specification or other published

document, reference will need to be made to the specific location (that is, page number and/or numbered section). Passwords should be provided where necessary. The technical guidance provides information for awarding organisations on what makes for strong evidence.

14. All qualifications must be regulated by Ofqual and have section 96 approval for teaching from September 2018.
15. Qualifications will only be considered under one category. A qualification that has already been approved can only change category if it has been amended or redeveloped.

Rolling process

16. A rolling approvals process has been put in place for the 2020 performance tables approvals process. This means that awarding organisations can submit qualifications at any point from early November through to mid-February 2018. The list of approved qualifications and the level 2 and 3 legal entitlement list will be updated twice throughout the year. Section 4 sets out the key dates.

Appeals

17. Awarding organisations may submit an appeal either on administrative grounds (for example a piece of evidence missing or unavailable) or where they feel an error has been made by DfE. A submission whereby a qualification has been amended substantially in line with DfE feedback will be considered as a resubmission and not as an appeal. Awarding organisations will be notified of the deadlines and procedure for appeals with the outcomes for their qualification submissions.
18. Evidence will be considered a second time by an independent reviewer who was not involved in the original assessment.

Section 2: Technical Awards - entry routes into the 2020 performance tables

Qualifications included in the 2019 performance tables list that have not been amended

19. Awarding organisations should complete and submit the online form to confirm that the qualification has not been amended and should continue to count in the 2020 performance tables.
20. No additional evidence is required.
21. For qualifications awarded in summer 2016 (or earlier) that have been completed by a cohort of key stage 4 students following approval for inclusion in performance tables, evidence is required to demonstrate that the qualification meets the progression characteristic. Awarding organisations will not be asked to provide evidence to show that a qualification has met the track record requirement as DfE will use completion data to make a judgement. Qualifications that have already demonstrated these characteristics will not be required to again for the 2020 process.

New or redeveloped qualifications

22. Awarding organisations should complete and submit the online form with evidence of how the qualification demonstrates the characteristics A and C – F.

Section 3: 16 to 19 qualifications - entry routes into the 2020 performance tables

Qualifications included in the 2019 performance tables that have not been amended

23. This section refers to Technical Certificates that have been approved against the full requirements, Tech Levels and Applied General qualifications.
24. Awarding organisations should complete and submit the online form to confirm that the qualification has not been amended and should continue to count in the 2020 performance tables.
25. No additional evidence is required.

New or redeveloped qualifications

26. Awarding organisations should complete and submit the online form with evidence of how the qualification demonstrates the characteristics A and C – G (or A and C – H for Tech Levels and Technical Certificates).

Section 4: Key dates

27. The submission deadlines are for all categories of qualification, both previously approved and new or redeveloped qualifications. Awarding organisations may submit qualifications for consideration for approval at any time after the process opens, up to and including 16 February 2018. The dates below show the proposed timescales for updating the list.

Stage	Deadline
Process opens for qualification submissions	November 2017
Submission deadline for round 1	1 December 2017
Anticipated list publication	End of January 2018
Submission deadline for round 2	16 February 2018
Anticipated list publication update	End of April 2018



Department
for Education

© Crown copyright 2017

This publication (not including logos) is licensed under the terms of the Open Government Licence v3.0 except where otherwise stated. Where we have identified any third party copyright information you will need to obtain permission from the copyright holders concerned.

To view this licence:

visit www.nationalarchives.gov.uk/doc/open-government-licence/version/3

email psi@nationalarchives.gsi.gov.uk

write to Information Policy Team, The National Archives, Kew, London, TW9 4DU

About this publication:

enquiries www.education.gov.uk/contactus

download www.gov.uk/government/publications

Reference: DFE-00308-2017



Follow us on Twitter:
[@educationgovuk](https://twitter.com/educationgovuk)



Like us on Facebook:
facebook.com/educationgovuk