



Department  
for Education

# **Technical qualifications for 14 to 16 year olds**

**2023 key stage 4 performance tables:  
process for submitting qualifications**

**For awarding organisations**

**March 2020**

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## Summary

This publication sets out the process for submitting technical qualifications to the Department for Education (“the Department”) to be considered for inclusion in the key stage 4 performance tables in 2023 as Technical Awards. The information includes:

- how to submit a qualification for consideration for inclusion in 2023 performance tables
- key dates and further information

This publication must be used alongside the technical guidance for awarding organisations<sup>1</sup> that sets out the requirements for the qualifications above.

Qualifications included in the 16-18 performance tables continue to be subject to a moratorium for the 2023 performance tables, while the review of qualifications at level 3 and below is in progress and while T Levels are introduced.

## Expiry or review date

This guidance will be reviewed before 31 January 2021.

## Whom is this document for?

This document is for awarding organisations.

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<sup>1</sup> Technical qualifications for 14 to 16 year olds: 2023 key stage 4 performance tables, technical guidance for awarding organisations <https://www.gov.uk/government/publications/14-to-19-technical-and-applied-qualifications-technical-guidance>

## Section 1: Submission process

### Submission by Egress system

1. Awarding organisations that wish to submit technical qualifications for consideration for inclusion in the 2023 key stage 4 performance tables should submit the required documents for each qualification using the secure Egress<sup>2</sup> system, using the email address [technical.education@education.gov.uk](mailto:technical.education@education.gov.uk) as the “intended recipient”.
2. The “additional information” field on the Egress system must include the words “2023 KS4 performance tables submission”, followed by the awarding organisation’s name and the qualification number (QN) of the qualification being submitted.
3. Each attachment to the Egress submission should clearly indicate in the document name to which qualification it refers – for example “6001234X specification”. If a document is sent in support of more than one qualification, please use an appropriate name to indicate this – for example, “assessment strategy – construction qualifications”. Within the document itself, there should also be a list of qualification numbers to which the document refers.
4. The total number of attachments per Egress submission should not exceed 10. The total size permitted per Egress submission is 25 GB. Awarding organisations should submit their qualifications singly to conform to these mailing limits. If the number of attachments required to support one qualification is greater than 10, a naming convention (such as “1 of 2”, “2 of 2” should be clearly marked within the “additional information” field of each submission for that qualification.
5. Each submission through Egress should also provide contact details for the primary contact for the awarding organisation (see pro forma at annex A). The primary contact is the person whom the Department or Ofqual will contact with any queries or notifications about submissions as well as outcomes.
6. Any enquiries about the submission process should be sent directly by email to [technical.education@education.gov.uk](mailto:technical.education@education.gov.uk).

### Evidence to be submitted

7. Before submitting a qualification for approval, awarding organisations must assure themselves that:

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<sup>2</sup> The Egress service is provided free of charge to allow organisations to submit sensitive and potentially large amounts of data securely to their intended recipient within the Department for Education: <https://dfe.egressforms.com/>

- the qualification demonstrates each of the characteristics of a Technical Award (as set out in the 2023 performance tables technical guidance) and also meets each of Ofqual’s Qualification Level Conditions (QLCs)<sup>3</sup>
  - sufficient detail has been provided for Ofqual to provide advice to the Department and for the Department to make a judgement on whether the qualification is suitable for inclusion in performance tables
  - hyperlinks contained within the submission are correct and passwords have been provided where needed
8. The documents required to support the submission for each qualification are:
- Assessment strategy (including any supporting evidence to which the assessment strategy refers)
  - Purpose statement
  - Specification – this should include the qualification content and assessment structure, in line with Ofqual’s QLCs
  - Sample assessment materials (SAMs) including mark schemes, for each assessment within the qualification:
    - For qualifications proposed to remain largely unchanged, these may be previously live assessments (with appropriate modification where necessary to demonstrate a revised approach, as appropriate)
    - For new or heavily modified qualifications, these will be newly developed samples
  - Evidence to support the Progression characteristic (see paragraphs 84 to 87 of the technical guidance - only required for qualifications that have been awarded to students in summer 2018 or earlier)
  - Evidence to support a qualification in a subject area not available in the 2020 performance tables (see paragraph 36 of the technical guidance), if relevant to the qualification being submitted
  - Contact details pro-forma (see annex A of this document for exemplar template)
  - A list of any requests for exemptions from those of Ofqual’s QLCs where exemptions are allowed
9. Awarding organisations may send hyperlinks for available documents in place of electronic attachments.

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<sup>3</sup> <https://www.gov.uk/guidance/ofqual-handbook-performance-table-qualifications>

10. No additional evidence other than that listed in paragraph 8 above is required for each submission.

## **Sharing of information with Ofqual**

11. As set out in the 2023 performance tables technical guidance document, Ofqual is working with the Department on the approvals process for qualifications to be considered as Technical Awards in the 2023 performance tables. The information submitted by awarding organisations to the Department for the 2023 approvals process will be shared with Ofqual (see paragraph 94 of the technical guidance), who will be reviewing each qualification against their new regulatory framework for Technical Awards and General Conditions of Recognition.

## Section 2: Key dates

12. The submission deadline below applies to 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. The dates below show the proposed timescales for updating the performance tables list.

Stage	Deadline
Process opens for qualification submissions	18 February 2020
Submission deadline	23:59 on 30 April 2020
Anticipated issue of outcomes to awarding organisations by the Department and for subsequent publication of interim list of approved qualifications	Autumn 2020
Anticipated publication of final list of approved qualifications	Early 2021

## Section 3: Review of Outcome

13. Awarding organisations will be notified by the Department of the outcomes for their qualifications in advance of publication of the list of qualifications approved for inclusion in the 2023 key stage 4 performance tables. They will have the opportunity to ask the Department to review a decision if they believe that the Department has made an error of fact. In such cases the Department's decision will be reviewed by an official not involved in the original assessment. The Department may also refer to Ofqual, depending on the nature of the review request. Further information about requesting a review, how it will be handled and the related timings will be contained in the outcome letters to awarding organisations.
14. A submission requesting a review whereby a qualification has been amended substantially in line with the Department's or Ofqual's feedback will not be considered for a review of the original decision.



## Annex A: Contact details proforma

Please complete one proforma for each qualification that is being submitted. All of the white cells in the table should be completed.

By completing and returning this form with your submission, you agree that the Department can share your details with Ofqual.

Section 1 – awarding organisations details	
Name of awarding organisation	
Primary contact name	
E-mail address	
Telephone number	
Section 2 – qualification details	
Qualification Number (QN) – please do <b>not</b> include backslashes	
Title	



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