



Department
for Education

Transfer of level 4 to 6 qualifications from Advanced Learner Loans to the Lifelong Learning Entitlement

Guidance

December 2023

Contents

Contents	5
Summary	5
Expiry or review date	8
Who is this publication for?	8
Background	8
Purpose	8
1. Step 1: Zero enrolments process and appeals	9
1.1 Data	9
1.2 Appeals against a zero enrolments assessment	9
1.3 Evidence and verification	9
1.4 Step 1 outcomes	10
1.5 Submitting an appeal	10
2. Step 2: Additional requirements for new qualifications to be approved in Advanced Learner Loans	12
2.1 Evidence for Additional Requirements A and B	12
2.2 Evidence for qualifications which are less than 30 credits (300 TQT) in size	12
2.3 Step 2 outcomes	13
2.4 Submitting an Advanced Learner Loans application	13
2.5 Modular funding approval and HTQ applications	14
3. Step 3: Additional requirements for qualifications already approved in Advanced Learner Loans	15
3.1 Evidence for the Additional Requirements A and B	15
3.2 Evidence for qualifications which are less than 30 credits (300 TQT) in size	15
3.3 Step 3 outcomes	16
3.4 Submitting an Additional Requirements application	16
3.5 Modular funding approval and HTQ applications	17
4. Step 4: Advanced Learner Loans moratorium at levels 4 to 6	18
5. Step 5: Modular Funding Approval	19
5.1 Evidence for modular funding approval	20
5.2 Step 5 outcomes	20
5.3 Submitting a modular funding approval application	20

6. Level 3 qualifications	22
7. Higher Technical Qualifications (HTQs)	23
8. Appendix A: Evidence for Step 2 and Step 3 additional requirements	24
8.1 Requirement A: Progression into employment	24
8.2 Requirement A: Progression into Higher Education	27
8.3 Requirement A: Progression into higher-level formal training	28
8.4 Requirement A: Progression into broader same-level formal training	29
8.5 Requirement B: Employer endorsement	30
8.6 Qualifications which are less than 30 credits (300 TQT) in size	32
9. Appendix B: Evidence for Step 5 Modular funding requirements	34
9.1 'Parent qualification' criteria	34
9.2 Individual modules of at least 30 credits	35
9.3 'Bundled' modules of at least 30 credits	37
10. Appendix C: Timetable and contacts	39
10.1 Timetable for the process of transferring level 4 to 6 qualifications from Advanced Learner Loans to the Lifelong Learning Entitlement	39
10.2 Awarding organisation contacts	39
10.3 To contact us	40

Contents

Principles and processes we will use to transfer level 4 to 6 qualifications approved for Advanced Learner Loans ('loans') to the Lifelong Learning Entitlement ('LLE').

Summary

In March 2023, we published our [response to the consultation on the LLE](#). The LLE will be introduced from 2025, providing individuals with a lifelong learning entitlement to the equivalent of four years of post-18 education to use over their working lives to train, retrain and upskill. It will be available for full years of study at higher technical and degree levels, as well as, for the first time, modules of high-value courses, regardless of whether they are provided in colleges or universities.

From the 2025 to 2026 academic year, the LLE will fund a wide range of courses, including all full courses formerly funded by higher education student finance, as well as some qualifications previously funded through loans. However, not all qualifications approved for loans will transfer to the LLE.

Minister Halfon recently wrote to the sector regarding the [introduction of the third category of provider registration with the Office for Students \(OfS\) in 2027](#). This means that qualifications which transfer to LLE on 1 August 2025 will also have their loans funding approval extended to 2027 through our usual 'rollover' activity as indicated in the [Funding Manual](#). Initially this will be until 31 July 2026.

We describe this as 'extended loans funding approval' and it will only be available for qualifications delivered by providers not registered with the OfS. For qualifications delivered by providers registered with the OfS, funding will be available only through the LLE.

For the avoidance of doubt:

- extended loans funding approval will only apply to qualifications which successfully transfer to LLE
- qualifications that do not successfully transfer to LLE will have their loans funding approval for new starts removed on 1 August 2025.

To ensure that high value provision is funded through the LLE, the following transitional arrangements will be implemented for qualifications approved for loans funding to be in scope for LLE and extended loans funding approval. We have split these arrangements into 5 steps, depending upon when your qualification was or is first approved.

The 5-step process relates only to non-HTQ **level 4 to 6 qualifications** that you want to transfer from the loans offer to LLE and extended loans funding approval.

- level 3 qualifications are unaffected by the transfer process and the moratorium.
- level 4 to 5 qualifications that have already been approved as Higher Technical Qualifications (HTQs) and which we have approved for funding in loans will automatically transfer to LLE and extended loans funding approval. This is

because HTQs are already considered to be high value provision as they have been subject to an enhanced assessment through the HTQ application process.

The 5-step transfer process is summarised below.

Step 1

Qualifications which have been approved for loans funding at levels 4 to 6 for a period of 3 consecutive years (approved by 1 August 2020) will be reviewed for demand. This review will take place during December 2023 and the outcomes confirmed in January 2024.

Where there is no evidence of learner demand, the qualification will be taken out of scope for transfer to LLE and extended loans funding approval and will remain approved for loans until 31 July 2025.

Where there is evidence of learner demand, the qualification will continue to **Step 3**, along with qualifications which have been approved for loans funding at levels 4 to 6 for a period of less than 3 consecutive years (approved after 1 August 2020).

Step 2

For any new qualification to be approved in loans after 1 January 2024, there will be 2 additional requirements it will need to meet:

- the qualification's purpose and outcome statements must support student progression into employment or higher education and training.
- there must be clear employer endorsement for the qualification.
- The deadline for receipt of these loans' applications will be 19 February 2024.
- a qualification that is less than 30 credits (300 hours Total Qualification Time – 300 TQT) will need to meet a further criterion to be approved:
 - the qualification must enable progression into immediate employment.
 - see section 2.2: Evidence for qualifications which are less than 30 credits (300 TQT) in size and 8.6: Qualifications which are less than 30 credits (300 TQT) in size.

Step 3

For qualifications which remain in scope to transition to LLE and extended loans funding approval after **Step 1**, these will also have to meet the 2 additional requirements above to be approved:

- awarding organisations with qualifications already approved for loans and in scope for transition to the LLE will need to evidence that their existing approved qualifications meet these new criteria by 31 March 2024
- a qualification that is less than 30 credits (300 hours Total Qualification Time – 300 TQT) will need to meet a further criterion to be approved:
 - the qualification must enable progression into immediate employment.

- see section 3.2: Evidence for qualifications which are less than 30 credits (300 TQT) in size and 8.6: Qualifications which are less than 30 credits (300 TQT) in size.

Step 4

From 1 April 2024 there will be a moratorium on any new level 4 to 6 qualifications entering the loans offer, so that the offer remains stable in advance of the transition to the LLE. No level 4 to 6 qualifications will be approved for loans after this date, this means the last date for submitting a loans application for a level 4 to 6 qualification is 19 February 2024. This moratorium will run until 31 July 2025 at which point the loans offer will cease to apply to level 4 to 6 qualifications.

Step 5

Modules within some level 4 and 5 qualifications that transfer from loans to LLE and extended loans funding approval will be able to be considered for LLE modular funding approval. These 'parent' qualifications will also need to be technical and have 'line of sight' to an Occupational Map and we will seek advice on this from the Institute for Apprenticeships and Technical Education (IfATE). While the deadline for applying for LLE modular funding is 31 May 2024, we do encourage you to apply early in conjunction with applications for Step 2 or Step 3 of the transfer process. Please see sections 2.5 and 3.5: Modular funding approval and HTQ applications. Please note that Level 6 qualifications that transfer from loans to LLE and extended loans funding approval are out of scope of Step 5.

- **To note:** qualifications that are less than 30 credits (300 TQT) in size will not be approved for modular funding.
- For the avoidance of doubt modular funding approval will only be available within LLE; extended loans funding approval will not apply to modules.

Requirement to keep qualifications up to date

For qualifications that successfully transfer from loans to LLE and extended loans funding approval we expect awarding organisations will keep them updated and ensure they continue to meet the skills needs of the relevant sectors. We will remove LLE funding approval from qualifications that do not continue to deliver the skills required and do not meet the needs of students. The Department for Education (DfE) may seek additional or updated evidence in future from you, if this is necessary to ensure that qualifications continue to meet the approval criteria. If we consider that qualifications do not continue to meet the criteria in future, we will remove LLE funding approval.

Once this transfer process is complete, non-HTQ qualifications will enter the LLE only through the LLE gateway process. We will communicate more details on the new qualifications gateway in January 2024.

Summary of contents

This guidance sets out:

- the detailed process of how we will operate the steps indicated above.

- how you can engage with the process and ensure your relevant qualifications are eligible to transfer from loans to LLE and extended loans funding approval.
- level 3 qualifications approved for loans will not transfer to the LLE and are unaffected by the transfer process and the moratorium.
- HTQs approved in loans will automatically transfer from loans to LLE and extended loans funding approval, with no need to use this transfer process.

Expiry or review date

This guidance will expire on **31 August 2024**.

Who is this publication for?

This guidance is for awarding organisations (AOs).

Background

The 5-step process set out in this guidance relates to the transitional arrangements we have made to transfer level 4 to 6 qualifications from loans funding to LLE and extended loans funding approval on 1 August 2025.

This guidance relates only to level 4 to 6 qualifications and the loans funded offer. Higher level and level 3 and below qualifications are out of scope, as are all other DfE funded offers.

Purpose

This guidance sets out the 5-step process and timescales we will use to determine which level 4 to 6 qualifications will transfer from loans to LLE and extended loans funding approval and how you can engage with the process if you want your qualifications to transfer.

Qualifications making the transfer will be approved for funding in LLE and loans from 1 August 2025. These qualifications will also be eligible to be considered for modular funding approval.

Qualifications not making the transfer will have loans funding approval for new starts removed from 1 August 2025. These qualifications will not be eligible to be considered for modular funding approval.

1. Step 1: Zero enrolments process and appeals

In our [response to the consultation on the LLE](#), we indicated that level 4 to 6 qualifications which had had zero enrolments funded through loans in each of 2020 to 2021, 2021 to 2022 and 2022 to 2023 would not be in scope to transfer to LLE and extended loans funding approval.

Alongside this guidance we have published an [initial list of qualifications](#) that have had zero enrolments funded through loans across these 3 years. We will remove loans funding approval from these qualifications from 1 August 2025 unless you successfully appeal against this.

1.1 Data

Qualifications in scope of **Step 1** must have been approved for loans funding at levels 4 to 6 for a period of 3 consecutive funding years (approval starting on or before 1 August 2020) and to have been operationally available for new learner starts on 6 December 2023, when we took a download of the Ofqual Register of Regulated Qualifications on 1 December 2023.

- Qualifications which have been approved for loans funding at levels 4 to 6 for a period of less than 3 consecutive years (approval starting after 1 August 2020) are not in scope of **Step 1** and will proceed directly to **Step 3**.

We have used the final year end ILR data returns for 2020 to 2021, 2021 to 2022 and 2022 to 2023 to calculate enrolments.

1.2 Appeals against a zero enrolments assessment

If you have a qualification on the published [initial list of qualifications](#) with zero loans enrolments, you can submit an appeal against this assessment decision.

The first ground of appeal is that the qualification subject to the appeal had at least one enrolment funded in loans during any of 2020 to 2021, 2021 to 2022, 2022 to 2023 or August to December 2023. The second ground of appeal is that the qualification subject to the appeal was first approved for funding in loans after 1 August 2020.

Appeals will not be accepted or succeed on any other ground.

1.3 Evidence and verification

Evidence submitted should directly address the ground of the appeal. You will need to present evidence that shows the qualification:

- had loans funded enrolments in any of 2020 to 2021, 2021 to 2022, 2022 to 2023 or from 1 August 2023 to 6 December 2023.
- or was first approved for funding in loans after 1 August 2020.

We will only accept loans funded enrolments cited in appeals if we can verify them in the year end ILR data returns for the relevant year.

We will verify cited enrolments from 1 August 2023 to 6 December 2023 in the ILR data return collected up to 6 December 2023.

1.4 Step 1 outcomes

Once all appeals have been considered and the outcomes determined, we will publish a final list of qualifications with zero enrolments. We will also write to you individually to inform you of the outcome for each of your appeals. We anticipate this will be by 31 January 2024.

If an appeal is upheld, the qualification will proceed to Step 3 of the transfer process as summarised in section 3: Step 3 - Additional requirements for qualifications already approved in Advanced Learner Loans. A successful appeal does not pre-empt or anticipate the outcome of the ongoing review of post-16 qualifications at level 3 and below, including the reform process for all level 3 qualifications relating to this review.

If an appeal is not upheld, loans funding approval for the relevant qualification will be withdrawn from 1 August 2025, meaning the last date for new loans funded starts on these qualifications to be 31 July 2025. No other funded offer is impacted.

At this point, the appeal process will be complete; there are no further rights of appeal.

1.5 Submitting an appeal

If you wish to challenge the zero enrolments assessment of one of your qualifications, you must use this appeal process.

Please note that we will only accept appeals from you, as the AO offering the qualification. We will not accept appeals from providers of education and training, or other organisations. You must provide us with a single appeal submission for each individual qualification assessment that you are appealing, as well as a summary form if you are submitting appeals for more than one qualification.

- The [Step 1 appeal form](#) should be used for each individual qualification's appeal.
- the [Step 1 Summary of Appeals form](#) should be used for listing every qualification you are appealing.

The deadline for the receipt of appeals is 5:00pm on Friday 12 January 2024. Please follow the submission process below.

Each appeal form must only relate to one qualification. To submit an appeal, you must complete one appeal form for each individual qualification, and a summary of appeals form listing every qualification subject to appeal.

The summary of appeals form must be completed with the details of the appeals/qualifications submitted, so that we can ensure we have received all the relevant documentation from you for each qualification subject to appeal.

Please email the completed forms and your evidence to Qualifications.APPROVAL@education.gov.uk by 5:00pm on Friday 12 January 2024.

The subject line for your email should read: Loans-LLE Transfer Step 1 Appeal.

We will not accept late submission of forms, evidence, or other supporting information. Any late submission will not be considered and will mean the qualification will have loans approval removed from 1 August 2025.

We will send you an email confirming that we have received your appeal. Please note that emails may be rejected due to size restrictions (25 Mb maximum). If we have not told you that we have received your appeal within three working days, please email Qualifications.APPROVAL@education.gov.uk.

Once we receive your appeal, we will check to see if it is eligible for consideration. We will tell you if we require any further clarification regarding the appeal.

You must make sure that the number of individual appeals submitted matches the number on the summary of appeals form, and that all files and supporting evidence are attached to your appeal email. Please do not send documents that are password protected.

2. Step 2: Additional requirements for new qualifications to be approved in Advanced Learner Loans

In our [response to the consultation on the LLE](#), we indicated that for any new level 4 to 6 qualification to be approved in loans after 1 January 2024, it will need to meet 2 additional requirements and would transfer from loans to LLE and extended loans funding approval on 1 August 2025:

- Requirement A: the qualification's purpose and outcome statements must support student progression into employment and higher education and training.
- Requirement B: there must be clear employer endorsement for the qualification.

Qualifications which are less than 30 credits (300 TQT/) will need to meet a further criterion to be approved:

- The qualification must enable progression into immediate employment.

Qualifications in scope of Step 2 are those that will be approved for funding in loans after our March 2024 funding approval cycle i.e., any application received by 19 February 2024.

These qualifications will need to meet the [common approval principles](#) and the [loans-specific funding approval criteria](#), as well as the 2 additional requirements in order to be approved for funding in loans, and the less than 30 credits criterion if applicable.

Qualifications that meet Requirements A and B, and where appropriate the less than 30 credits criterion, will be approved in loans until 31 July 2025 and then will transfer to be approved in LLE and loans from 1 August 2025 until 31 July 2026.

Qualifications that meet the existing loans funding approval criteria but do not meet one of the additional requirements, and the less than 30 credits criterion if applicable, will be approved in loans until 31 July 2025 but will not transfer to LLE and extended loans funding approval.

Qualifications that do not meet the existing loans funding approval criteria will not be approved in loans and will not transfer to LLE and extended loans funding approval.

2.1 Evidence for Additional Requirements A and B

Evidence submitted should directly address each requirement.

Details of the evidence required to demonstrate the 2 additional requirements are shown in Appendix A: Evidence for Step 2 and Step 3 Additional requirements.

2.2 Evidence for qualifications which are less than 30 credits (300 TQT) in size

Evidence submitted should directly address the criterion.

Details of the evidence required to demonstrate the 2 additional requirements are shown in Appendix A: Evidence for Step 2 and Step 3 Additional requirements.

2.3 Step 2 outcomes

Applications will be considered during our usual 'termly' funding approval cycle in March. The deadline for receipt of these applications is 5:00pm on Monday 19 February 2024. We will write to you with the outcome of your application by the end of March 2024.

If your loans application is successful, your qualification will be included in the list of approved qualifications that will be published on our [website](#) and [Find a Learning Aim](#) by the end of March 2024.

Your qualification will be funded in loans until 31 July 2025 and then will transfer to be funded in LLE and loans from 1 August 2025 until 31 July 2026.

If your loans application is not successful, you can ask us to review our decision within one month of receiving the 'not approved' outcome. However, we would ask that you consider whether the evidence you intend to submit along with your review request genuinely meets the evidential requirements and is sufficiently different from that submitted previously to raise a realistic prospect of success.

At this point, the process will be complete.

We will announce all the qualifications from Step 2 and Step 3 that will transfer from loans to LLE and extended loans funding approval by 31 July 2024.

2.4 Submitting an Advanced Learner Loans application

You should use the standard [Advanced Learner Loans form](#) for your loans application and address the 2 additional requirements, and the less than 30 credits criterion if applicable, on the [Step 2 Additional Requirements form](#).

You should use one [Advanced Learner Loans form](#) and one [Step 2 Additional Requirements form](#) for each qualification. You should submit both these forms together with any supporting evidence as one separate application.

We encourage you to submit your forms and evidence at the earliest opportunity. You can submit applications at any time from 6 December 2023 and the final deadline for receipt of applications is 5:00pm on Monday 19 February 2024.

We will use Galaxkey to enable you to upload your completed [Advanced Learner Loans form](#) and [Step 2 Additional Requirements form](#) and evidence securely.

Before you upload your first application, please email: Qualifications.APPROVAL@education.gov.uk with the details of your Galaxkey superuser, so we can create the workspace for your organisation. The subject line for your email should read: Loans-LLE Transfer Step 2 Application.

Before each occasion you upload applications please email: Qualifications.APPROVAL@education.gov.uk with a [Step 2 Summary of Applications form](#) listing the qualifications for which applications will be uploaded, so we can create

the workspace for each of your qualifications. This form will list every qualification you are submitting applications for. The subject line for your email should read: Loans-LLE Transfer Step 2 Application.

We will not accept late submission of forms, evidence, or other supporting information. Any late submission will not be considered and will mean the qualification will not be approved for LLE or extended loans funding approval.

Galaxkey will send a notification receipt when each application is uploaded. If you have not received one within three working days, please email Qualifications.APPROVAL@education.gov.uk.

Once we receive your application, we will check to see if it is eligible for consideration. We will tell you if we require any further clarification regarding the application.

You must make sure that the number of individual applications submitted matches the number on the summary of applications forms, and that all files and supporting evidence are submitted along with your application forms. Please do not submit documents that are password protected.

2.5 Modular funding approval and HTQ applications

The [Step 2 Additional Requirements form](#) contains the option to indicate if you will want your qualification to be considered for modular funding approval at Step 5 in the transfer process. Please indicate if this is what you intend.

Full details regarding the modular funding approval process and the associated deadlines are shown in Step 5 below. However, you are welcome to apply early for modular funding approval alongside your loan application. Please indicate this in your Summary of Applications email to us and follow the instructions in Step 5 for applying for modular funding approval.

The [Advanced Learner Loans form](#) and [Step 2 Additional Requirements form](#) contain the option to indicate if you will want your qualification to be considered as an HTQ. Please indicate if this is what you intend.

You are welcome to apply for your qualification to be considered as an HTQ alongside you loans application, please see the [HTQ guidance](#). Please indicate this on the Additional Requirements form and in the body of your email, and follow the process outlined in the [HTQ guidance](#).

3. Step 3: Additional requirements for qualifications already approved in Advanced Learner Loans

In our [response to the consultation on the LLE](#), we indicated that for any level 4 to 6 qualification already approved in loans will need to meet 2 additional requirements in order to transfer from loans to LLE and extended loans funding approval on 1 August 2025:

- **Requirement A:** the qualification's purpose and outcome statements must support student progression into employment and higher education and training.
- **Requirement B:** there must be clear employer endorsement for the qualification.

Qualifications which are less than 30 credits (300 TQT) will need to meet a further criterion to be approved:

- The qualification must enable progression into immediate employment.

Qualifications in scope of Step 3 are those currently approved for funding in Advanced Learners Loans.

As these qualifications are already approved in loans no re-application process is required.

However, if you wish your in-scope qualifications to transfer to LLE and extended loans funding approval you must submit evidence regarding the 2 additional requirements, and the less than 30 credits criterion if applicable, through the process detailed below.

Qualifications that meet Requirements A and B, and where appropriate the less than 30 credits criterion, will remain funded in loans until 31 July 2025 and then will transfer to be funded in LLE and loans from 1 August 2025 until 31 July 2026.

Qualifications that do not meet one of the 2 additional requirements, and the less than 30 credits criterion if applicable, will remain funded in loans for new starts until 31 July 2025. On 1 August 2025 funding approval in loans will be removed. Continuing learners will remain funded until completion. These qualifications will not transfer to LLE.

3.1 Evidence for the Additional Requirements A and B

Evidence submitted should directly address each requirement.

Details of the evidence required to demonstrate the 2 additional requirements are shown in Appendix A: Evidence for Step 2 and Step 3 Additional requirements.

3.2 Evidence for qualifications which are less than 30 credits (300 TQT) in size

Evidence submitted should directly address the criterion.

Details of the evidence required to demonstrate the 2 additional requirements are shown in Appendix A: Evidence for Step 2 and Step 3 Additional requirements.

3.3 Step 3 outcomes

Step 3 submissions will be considered in the spring. There will be an appeal process for qualifications considered not to meet the 2 additional requirements. We will write to you directly with information about this if your qualification falls into this category.

If your submission or appeal is successful, your qualification will remain approved in loans until 31 July 2025 and then will transfer to be approved LLE and loans from 1 August 2025 until 31 July 2026.

If your submission or appeal is not successful, your qualification will remain approved in loans for new starts until 31 July 2025. On 1 August 2025 funding approval in loans will be removed. Continuing learners will remain funded until completion.

At this point, the process will be complete.

Final Step 3 outcomes will be published by 31 July 2024, when we will formally announce all the qualifications from Step 2 and Step 3 that will transfer from loans to LLE and extended loans funding approval.

3.4 Submitting an Additional Requirements application

You should address the 2 additional requirements, and the less than 30 credits criterion if applicable, on the [Step 3 Additional Requirements form](#).

You should use one [Step 3 Additional Requirements form](#) for each qualification. You should submit this form together with any supporting evidence as one separate application.

We encourage you to submit your forms and evidence at the earliest opportunity. You can submit applications at any time from 6 December 2023 and the final deadline for receipt of applications is 5:00pm on Friday 29 March 2024.

We will use Galaxkey to enable you to upload your completed [Step 3 Additional Requirements form](#) and evidence securely.

Before you upload your first application, please email: Qualifications.APPROVAL@education.gov.uk with the details of your Galaxkey superuser, so we can create the workspace for your organisation. The subject line for your email should read: Loans-LLE Transfer Step 3 Application.

Before each occasion you upload applications please email: Qualifications.APPROVAL@education.gov.uk with a [Step 3 Summary of Applications form](#) listing the qualifications for which applications will be uploaded, so we can create the workspace for each of your qualifications. This form will list every qualification you are submitting applications for. The subject line for your email should read: Loans-LLE Transfer Step 3 Application.

We will not accept late submission of forms, evidence, or other supporting information.

Any late submission will not be considered and will mean the qualification will not be approved for LLE or extended loans funding approval.

Galaxkey will send a notification receipt when each application is uploaded. If you have not received one within three working days, please email Qualifications.APPROVAL@education.gov.uk.

Once we receive your application, we will check to see if it is eligible for consideration. We will tell you if we require any further clarification regarding the application.

You must make sure that the number of individual applications submitted matches the number on the summary of applications forms, and that all files and supporting evidence are submitted along with your application form. Please do not submit documents that are password protected.

3.5 Modular funding approval and HTQ applications

The [Step 3 Additional Requirements form](#) contains the option to indicate if you will want your qualification to be considered for modular funding approval at Step 5 in the Transfer process. Please indicate if this is what you intend.

Full details regarding the modular funding approval process and the associated deadlines are shown in Step 5 below. However, you are welcome to apply early for modular funding approval alongside your loan application. Please indicate this in your Summary of Applications email to us and follow the instructions in Step 5 for applying for modular funding approval.

The [Step 3 Additional Requirements form](#) contains the option to indicate if you will want your qualification to be considered as an HTQ. Please indicate if this is what you intend.

You are welcome to apply for your qualification to be considered as an HTQ alongside your loans application, please see the [HTQ guidance](#). Please indicate this on the Additional Requirements form and in the body of your email, and follow the process outlined in the [HTQ guidance](#).

4. Step 4: Advanced Learner Loans moratorium at levels 4 to 6

A moratorium on new level 4-6 qualifications entering the loans offer will come into operation on 1 April 2024 and will run until all level 4 to 6 qualifications in the loans offer either transfer to LLE and extended loans funding approval or have loans funding approval removed on 1 August 2025.

For the avoidance of doubt, from the start of the moratorium no more level 4-6 qualifications will be able to enter the loans offer.

The moratorium continues until eligible loans-approved level 4 to 6 qualifications transfer to LLE and extended loans funding approval, and non-eligible loans-approved qualifications have loans funding approval removed; both occur on 1 August 2025.

At this point all loans funding approval for level 4 to 6 qualifications not transferring to LLE and extended loans funding approval will cease.

Level 3 qualifications approved for loans will not transfer to the LLE and extended loans funding approval and are unaffected by the transfer process and the moratorium.

5. Step 5: Modular Funding Approval

In our [response to the consultation on the LLE](#), we indicated that some level 4 to 5 qualifications that transfer from the Advanced Learner Loan (loans) offer to the Lifelong Learning Entitlement (LLE) will be able to be considered for modular funding approval. Please note that level 6 qualifications are not in scope of Step 5.

For the avoidance of doubt modular funding approval will only be available within LLE; extended loans funding approval will not apply to modules.

For a qualification to be in scope of modular funding approval it must be:

- confirmed as transferring from loans to LLE and extended loans funding approval
 - **To note:** final confirmation of this will not be available until July 2024, so you can apply for modular funding approval if you have applied to have your qualification considered for transfer under Step 2 or Step 3.
- at level 4 or 5
- at least 60 credits in size

In addition, this 'parent' qualification must meet the following criteria:

- The qualification must be technical and can be modularised. This means that it is technical in nature and delivers the skills required to practice within an area of the economy.
- The qualification must have 'line of sight' to an occupational map. This means it must demonstrate a relationship to a Route area on IfATE's occupational maps by:
 - Either: a direct relationship to an existing occupation/standard.
 - Or: sitting coherently alongside subject areas included on the occupational maps, including as a feeder to higher level occupations on the maps.

DfE will seek the advice of IfATE on the criteria for 'parent' qualifications, see Appendix B: Evidence for Step 5 modular funding requirements.

Modules will be approved for funding within the LLE if the module:

- is a constituent part of a 'parent' qualification meeting the criteria indicated above.
- is assigned a single qualification level i.e., level 4 or 5.
- is assigned the same level as when studied within the 'parent' qualification.
- is an individual module that is at least 30 credits in size or is a 'bundle' of smaller sized modules that is at least 30 credits in size.
- is the same credit size as when studied within the 'parent' qualification.
- is assessed and is provided with a standardised transcript on completion to support credit transfer and facilitate labour market transparency.

Modules that meet all the criteria above will be approved for LLE funding from 1 August 2025 until 31 July 2026.

Modules that do not meet one of the criteria will not be approved for LLE funding.

To note: The Office for Students (OfS) is developing its B3 student outcomes metric to take into account modular learning. OfS has issued a call for evidence and will consult in 2024. The B3 for modules metric will form part of the regulatory landscape from 2025. DfE and the OfS will publish more guidance on how B3 metrics will be used to monitor modular provision, and how this will be used to remove modular funding where student outcomes are evidenced to be poor.

5.1 Evidence for modular funding approval

Evidence submitted should directly address each modular funding approval criterion.

Details of the evidence required to demonstrate the modular funding requirements are shown in Appendix B: Evidence for Step 5 modular funding requirements.

5.2 Step 5 outcomes

Step 5 applications will be considered in the spring/summer 2024. There will be an appeal process for qualifications considered not to meet all the modular funding approval requirements. We will write to you directly with information about this if your qualification falls into this category.

If your application or appeal is successful, your module will be approved in LLE modular funding from 1 August 2025 until 31 July 2026.

If your application and appeal is not successful, your module will not be approved in LLE modular funding.

At this point, the process will be complete.

Final Step 5 outcomes will be published by 31 July 2024, when we will also announce all the qualifications from Step 2 and Step 3 that will transfer from loans to LLE.

5.3 Submitting a modular funding approval application

You should apply for modular funding on the [Modular Funding application forms A and B](#) and submit with them any supporting evidence.

You should use one [Modular Funding application form A](#) to give details of the 'parent qualification' and one [Modular Funding application form B](#) for all the modules derived from the 'parent' qualification on the corresponding form A. You should submit each application separately, with both forms and supporting evidence, such as module/qualification specifications.

We encourage you to submit your forms and evidence at the earliest opportunity, and these can be submitted alongside your applications in Step 2 or Step 3.

You can apply for modular funding approval at any time from 6 December 2023 and the final deadline for receipt of the Modular Funding application forms A and B and supporting evidence is 5:00pm on Friday 31 May 2024.

We will use Galaxkey to enable you to upload your completed [Modular Funding application forms A and B](#) and evidence securely.

Before you upload your first application, please email: Qualifications.APPROVAL@education.gov.uk with the details of your Galaxkey superuser, so we can create the workspace for your organisation. The subject line for your email should read: Loans-LLE Transfer Step 5 Application.

Before each occasion you upload applications please email: Qualifications.APPROVAL@education.gov.uk with a [Step 5 Summary of Applications form](#) listing the qualifications subject to appeal being uploaded, so we can create the workspace for each of your 'parent' qualifications. This form will list every 'parent' qualification and number of modules for which you have applied for modular funding approval. The subject line for your email should read: Loans-LLE Transfer Step 5 Application.

We will not accept late submission of forms, evidence, or other supporting information. Any late submission will not be considered and will mean the qualification will not be approved for modular LLE funding approval.

Galaxkey will send a notification receipt when each application is uploaded. If you have not received one within three working days, please email Qualifications.APPROVAL@education.gov.uk.

Once we receive your application, we will check to see if it is eligible for consideration. We will tell you if we require any further clarification regarding the application.

You must make sure that the number of individual applications submitted matches the number on the summary of applications form, and that all files and supporting evidence are submitted along with your application form. Please do not submit documents that are password protected.

6. Level 3 qualifications

The 5-step process described in this guidance relates only to non-HTQ **level 4 to 6 qualifications** that you want to transfer from the loans offer to LLE and extended loans funding approval.

Level 3 qualifications approved for loans will not transfer to the LLE and are unaffected by the transfer process and the moratorium.

7. Higher Technical Qualifications (HTQs)

The 5-step process relates only to non-HTQ **level 4 to 6 qualifications** that you want to transfer from the loans offer to LLE and extended loans funding approval.

Level 4 to 5 qualifications that have already been approved as Higher Technical Qualifications (HTQs) and which we have approved for funding in loans will automatically transfer to LLE and extended loans funding approval. This is because HTQs are already considered to be high value provision as they have been subject to an enhanced assessment through the HTQ application process.

8. Appendix A: Evidence for Step 2 and Step 3 additional requirements

You will need to show and evidence that your qualification demonstrates:

- Requirement A: the qualification's purpose and outcome statements must support student progression into employment and Higher Education and training.
- Requirement B: there must be clear employer endorsement for the qualification.

To note: qualifications which are less than 30 credits (300 TQT) in size will need to meet a further criterion to be approved:

- The qualification must have specific industry recognition and currency for occupational purposes.

For Requirement A this means you must demonstrate that the qualification supports progression into one of the following:

- Employment: in a specific job role(s) with additional evidence that the specific job role(s) cited is in demonstrable demand by the sector at a national/regional level.
- Higher Education (HE): HE courses in an associated/relevant area at Higher Education Institutions (HEIs).
- Training: Higher-level formal training in an associated/relevant area (not necessarily at an HEI).
- Training: Broader same-level formal training in an associated/relevant area (not necessarily at an HEI).

For Requirement B this means you must demonstrate that employers endorse the qualification and give their own specific reasons for this. Where applicable you should also detail your rationale for your approach to employer engagement when developing the qualification.

8.1 Requirement A: Progression into employment

Evidence is required in 2 areas.

You must show that your qualification supports progression into employment in a specific job role(s).

You must also submit evidence from yourselves and/or employers that the specific job role(s) cited is in demonstrable demand by the sector at a national or regional level.

8.1.1 Evidence to submit:

To demonstrate there is demand by employers for individuals with this qualification in a specific job role(s), the purpose and/or outcome statements in the qualification's

specification should indicate this. In addition, you should submit one of the following evidence types in support.

EITHER: Verified data from your graduate outcomes or destinations surveys that 50% of holders of the qualification were confirmed in associated job roles within 5 years of attaining the qualification.

Such employment does not have to be direct entry after attainment of the qualification, but can be via intermediate further study, training, or HE after attainment of the qualification under consideration.

If you choose to submit this type of evidence, you must demonstrate that a valid methodology was used to collect data by providing the source of your data evidence. If asked you must provide further details on the how they arrived at the percentage submitted.

Where your data evidence shows less than the 50% threshold, this data should still be submitted but you should focus on submitting evidence from the other 2 categories below: professional/employer bodies endorsement or employer support.

OR: Confirmation from professional bodies or employer representative bodies that they endorse the qualification as equipping a learner with the knowledge and skills required to start work for an employer in a specific named job-role or that the qualification is mandated in an apprenticeship.

Where the mandated qualification is a generic descriptor and not the specific qualification being endorsed, this evidence should be supplemented from the other 2 categories: outcomes data or employer support.

Where this endorsement was not already in public domain when this guidance was published, it should be supplemented with evidence from the other 2 categories: outcomes data or employer support.

OR: Confirmation from 3-5 employers that a learner with this qualification is equipped with the knowledge and skills required to start work for that employer in a specific named job-role.

Where a sector is dominated by 1 or 2 very large employers, we would expect evidence from these.

Please note the following regard to submitting evidence in this category:

- detailed and provider-specific evidence will carry more weight than general and generic statements of support.
- we will assess the quality of the evidence, not the quantity.
- strong evidence from 3 employer is more likely to be successful than weak evidence from 5 employers.
- generic letters that are obviously taken from a template will be discounted from consideration. If this means the evidence threshold is not met, the qualification will fail to meet Requirement A.

To demonstrate that the specific job role(s) cited above is in demonstrable demand by the sector at a national or regional level, you should submit evidence of this from yourselves or professional bodies or employer representative bodies or employers that there are vacancies and a need for the job role in their sector or company. Again, this evidence should not be generic but address the specific job role(s) cited.

Examples of employer confirmation and demonstrable demand evidence to submit:

Employer confirmation evidence must express the demand specified by an employer at the qualification level and should:

- be from a relevant employer in the relevant industry area.
- be linked to occupational route area.
- clearly show that the employer employs staff within the relevant skills area.
- give a profile of the company in terms of size of workforce and number of employees engaged in work requiring the qualification.
- be from large employers as well as small/medium enterprises.
- contain the company logo.
- contain job role of author.
- contain the date that the evidence was compiled.

Employer confirmation evidence content should:

- be bespoke and express qualitative narrative for support.
 - bulk text in letter should not be templated by you.
 - information provided within letter should not be generalised commentary.
- express rationale for support e.g.:
 - endorse means of delivery and assessment.
 - endorse the skillsets being delivered within the qualification.
 - speak to skills and experience of staff who have achieved the qualification.
 - speak to the intention to sponsor staff on the qualification and the rationale for this intention.
- express which skills within the qualification are most pertinent to the employer, e.g.:
 - skills linked to specific employment functions.
 - niche skill areas targeted by qualification.
 - skills targeting a particular area where a skills shortage has been identified.
 - express whether qualification has been used for workforce development and if so for how many staff and indicate how this has benefited the organisation?

Demonstrable demand evidence must express the demand by industry for the skills targeted by the qualification and should reference two or more skills reports which cite the need for the skills targeted by the qualification, e.g.:

- Mayoral Combined Authority/Greater London Authority reports
 - these must be the most recent iteration
- Local Skills Improvement Plans (LSIP) reports
- Academic research reports that:
 - focus on skills.
 - are not older than 2 years.
- Other skills reports relating to national demand, e.g., NHS long term plan 2023.

8.2 Requirement A: Progression into Higher Education

Evidence is required in one area.

You must show that the qualification supports progression into HE courses in an associated/relevant area at HEIs. There must be a clear association between the knowledge, skills and behaviours delivered by the qualification and the title and content of the HE courses cited.

8.2.1 Evidence to submit:

To demonstrate qualification holders can progress to HE courses in an associated/relevant area at HEIs, the purpose and/or outcome statements in the qualification's specification should indicate this. In addition, you should submit one of the following evidence types in support.

EITHER: Verified data from your graduate outcomes or destinations surveys that 50% of holders of the qualification were confirmed as enrolling on a specific associated degree or equivalent level course, or a specific HE qualification in an associated area in an HEI within 5 years of attaining the qualification.

Such HE enrolment does not have to be direct entry after attainment of the qualification, but can be via intermediate further study, training, or employment after attainment of the qualification under consideration.

If you choose to submit this type of evidence, you must demonstrate that a valid methodology was used to collect data by providing the source of your data evidence. If asked you must provide further details on the how they arrived at the percentage submitted.

Where your data evidence shows less than the 50% threshold, this data should still be submitted but you should focus on submitting evidence from the other category below: HEI support.

OR: Confirmation from 3-5¹ HEIs that the qualification can be used as meeting an entry requirement on a specific associated degree or equivalent level course, or for a specific higher-level HEI course in an associated area.

If you submit evidence that the qualification is accepted as a general entry requirement for Higher Education, this will not assist your submission.

Please note the following regard to submitting evidence in this category:

¹ We understand that some specialist qualifications may not be accepted to a wide range of HEIs. We will accept evidence from fewer institutions if there are clear reasons provided for this, for instance few courses in the relevant specific area are offered.

- detailed and provider-specific evidence will carry more weight than general and generic statements of support.
- we will assess the quality of the evidence, not the quantity.
- strong evidence from 3 HEIs is more likely to be successful than weak evidence from 5 HEIs.
- generic letters that are obviously taken from a template will be discounted from consideration. If this means the evidence threshold is not met, the qualification will fail to meet Requirement A.

8.3 Requirement A: Progression into higher-level formal training

Evidence is required in one area.

You must show that the qualification supports progression into higher-level formal training in an associated/relevant area (not necessarily at an HEI). There must be a clear association between the knowledge, skills and behaviours delivered by the qualification and the title and content of the higher-level formal training cited.

8.3.1 Evidence to submit:

To demonstrate qualification holders can progress to higher-level formal training in an associated/relevant area, the purpose and/or outcome statements in the qualification's specification should indicate this. In addition, you should submit one of the following evidence types in support.

EITHER: Verified data from your graduate outcomes or destinations surveys that 50% of holders of the qualification were confirmed as enrolling on a specific higher-level qualification in an associated area within 5 years of attaining the qualification.

Such specific higher-level qualification enrolment does not have to be direct entry after attainment of the qualification, but can be via intermediate further study, training, or employment after attainment of the qualification under consideration.

If you choose to submit this type of evidence, you must demonstrate that a valid methodology was used to collect data by providing the source of your data evidence. If asked you must provide further details on the how they arrived at the percentage submitted.

Where your data evidence shows less than the 50% threshold, this data should still be submitted but you should focus on submitting evidence from the other category below: training provider support.

OR: Confirmation from 3-5² training providers that the qualification can be used as meeting an entry requirement on a specific higher-level qualification in an associated area.

If you submit evidence that the qualification is accepted as a general entry requirement to higher-level study or training, this will not assist your submission.

Please note the following regard to submitting evidence in this category:

- detailed and provider-specific evidence will carry more weight than general and generic statements of support.
- we will assess the quality of the evidence, not the quantity.
- strong evidence from 3 training providers is more likely to be successful than weak evidence from 5 training providers.
- generic letters that are obviously taken from a template will be discounted from consideration. If this means the evidence threshold is not met, the qualification will fail to meet Requirement A.

8.4 Requirement A: Progression into broader same-level formal training

Evidence is required in one area.

You must show that the qualification supports progression into broader same-level formal training in an associated/relevant area (not necessarily at an HEI). There must be a clear association between the knowledge, skills and behaviours delivered by the qualification and the title and content of the broader same-level formal training cited.

8.4.1 Evidence to submit:

To demonstrate qualification holders can progress to broader same-level formal training in an associated/relevant area, the purpose and/or outcome statements in the qualification's specification should indicate this. In addition, you should submit one of the following evidence types in support.

EITHER: Verified data from your graduate outcomes or destinations surveys that 50% of holders of the qualification were confirmed as enrolling on a specific broader same-level qualification in an associated area within 5 years of attaining the qualification.

² We understand that some specialist qualifications may not be accepted to a wide range of training providers. We will accept evidence from fewer institutions if there are clear reasons provided for this, for instance few courses in the relevant specific area are offered.

Such specific broader same-level qualification enrolment does not have to be direct entry after attainment of the qualification, but can be via intermediate further study, training, or employment after attainment of the qualification under consideration.

If you choose to submit this type of evidence, you must demonstrate that a valid methodology was used to collect data by providing the source of your data evidence. If asked you must provide further details on the how they arrived at the percentage submitted.

Where your data evidence shows less than the 50% threshold, this data should still be submitted but you should focus on submitting evidence from the other category below: training provider support.

OR: Confirmation from 3-5³ training providers that the qualification can be used as meeting an entry requirement on a specific broader same-level qualification in an associated area.

If you submit evidence that the qualification is accepted as a general entry requirement to broader same-level study or training, this will not assist your submission.

Please note the following regard to submitting evidence in this category:

- detailed and provider-specific evidence will carry more weight than general and generic statements of support.
- we will assess the quality of the evidence, not the quantity.
- strong evidence from 3 training providers is more likely to be successful than weak evidence from 5 training providers.
- generic letters that are obviously taken from a template will be discounted from consideration. If this means the evidence threshold is not met, the qualification will fail to meet Requirement A.

8.5 Requirement B: Employer endorsement

Evidence is required in 1 area.

You must show that there is clear employer endorsement for the qualification.

³ We understand that some specialist qualifications may not be accepted to a wide range of training providers. We will accept evidence from fewer institutions if there are clear reasons provided for this, for instance few courses in the relevant specific area are offered.

8.5.1 Evidence to submit:

To demonstrate the qualification has clear employer endorsement, you should submit following evidence in support:

- confirmation from 3-5 employers confirming they endorse the qualification and giving their own specific reasons for this. This should include details on the need for qualification holders in their company/sector.
- Where a sector is dominated by 1 or 2 very large employers, we would expect evidence from these.

Please note the following regard to submitting evidence in this category:

- detailed and employer-specific evidence will carry more weight than general and generic statements of support.
- we will assess the quality of the evidence, not the quantity.
- strong evidence from 3 employer is more likely to be successful than weak evidence from 5 employers.
- generic letters that are obviously taken from a template will be discounted from consideration. If this means the evidence threshold is not met, the qualification will fail to meet Requirement B.

Please note that evidence for Requirement B is not required when the Requirement A progression from your qualification is to employment and you are submitting the employer confirmation evidence detailed in section 8.1: Requirement A - Progression into employment. Employer endorsement is inherent when employer confirmation evidence is submitted in support of Requirement A.

In addition, for all qualifications regardless of progression outcome, you should detail your rationale for you approach to employer engagement when developing the qualification.

- If applicable, there should be a statement in the specification that employers participated in the development of the qualification.

Examples of evidence to submit:

Evidence must express the demand specified by an employer at the qualification level and the demand by industry for the skills targeted by the qualification.

Employer demand evidence should:

- be from a relevant employer in the relevant industry area.
- be linked to occupational route area.
- clearly show that the employer employs staff within the relevant skills area.
- give a profile of the company in terms of size of workforce and number of employees engaged in work requiring the qualification.
- be from large employers as well as small/medium enterprises.
- contain the company logo.

- contain job role of author.
- contain the date that the evidence was compiled.

Employer demand evidence content should:

- be bespoke and express qualitative narrative for support.
 - bulk text in letter should not be templated by you.
 - information provided within letter should not be generalised commentary.
- express rationale for support e.g.:
 - endorse means of delivery and assessment.
 - endorse the skillsets being delivered within the qualification.
 - speak to skills and experience of staff who have achieved the qualification.
 - speak to the intention to sponsor staff on the qualification and the rationale for this intention.
- express which skills within the qualification are most pertinent to the employer, e.g.:
 - skills linked to specific employment functions.
 - niche skill areas targeted by qualification.
 - skills targeting a particular area where a skills shortage has been identified.
 - express whether qualification has been used for workforce development and if so for how many staff and indicate how this has benefited the organisation.

Industry demand evidence should reference to two or more skills reports which cite the need for the skills targeted by the qualification, e.g.:

- Mayoral Combined Authority/Greater London Authority reports.
 - these must be the most recent iteration.
- Local Skills Improvement Plans (LSIP) reports.
- Academic research reports that:
 - focus on skills.
 - are not older than 2 years.
- Other skills reports relating to national demand, e.g., NHS long term plan 2023.

8.6 Qualifications which are less than 30 credits (300 TQT) in size

Evidence is required in 1 area.

You must show that the qualification has specific industry recognition and currency for occupational purposes.

8.6.1 Evidence to submit:

To demonstrate the qualification has specific industry recognition and currency for occupational purposes, you should submit following evidence in support.

Confirmation from 3-5 employers that the qualification supports progression into immediate employment by meeting the requirements to be fully qualified and skilled to enter and operate in a specific job role.

- where a sector is dominated by 1 or 2 very large employers, we would expect evidence from these.

Please note the following regard to submitting evidence in this category:

- detailed and employer-specific evidence will carry more weight than general and generic statements of support.
- we will assess the quality of the evidence, not the quantity.
- strong evidence from 3 employer is more likely to be successful than weak evidence from 5 employers.
- generic letters that are obviously taken from a template will be discounted from consideration. If this means the evidence threshold is not met, the qualification will fail to meet this criterion.

Please note that the evidence described in this section not required when the Requirement A progression from your qualification is to employment and you are submitting the employer confirmation evidence detailed in section 8.1: Requirement A - Progression into employment. Specific industry recognition and currency for occupational purposes is inherent when this evidence is submitted in support of Requirement A.

9. Appendix B: Evidence for Step 5 Modular funding requirements

Applications for modular funding can be made at any time and alongside any other application in the 5 Step transfer process.

The submission window opens immediately, and we encourage you to submit your form and evidence at the earliest opportunity.

Please note: modular funding approval will only be available for level 4 and 5 modules taken from an eligible level 4 or 5 'parent' qualification. Modular funding will not be available for modules contained within level 6 qualifications.

Two types of modules will be approved for LLE funding:

- Individual modules of at least 30 credits value, see section 9.2: Individual modules of at least 30 credits.
- Groups of smaller credit modules 'bundled' together to make a 'bundled' module of at least 30 credits value, see section 9.3: 'Bundled' modules of at least 30 credits.

To be in scope and eligible for LLE modular funding, 'parent' qualifications must meet the criteria in the section 9.1: 'Parent qualification' criteria.

In addition, each module must meet the criteria for either individual modules or 'bundled' modules in the section 9.2: Individual modules of at least 30 credits or section 9.3: 'Bundled' modules of at least 30 credits.

9.1 'Parent qualification' criteria

For any individual module or 'bundled' module to be approved for modular funding, the 'parent' qualification must be:

- confirmed as transferring from loans to LLE
 - To note: final confirmation of this will not be available until July 2024, so you can apply for modular funding approval if your qualification is being considered for transfer under Step 2 or Step 3.
 - DfE will check the transfer status of the 'parent' qualification internally. We will write to you if we do not expect the 'parent' qualification to transfer as you will be able to appeal this outcome.
- at level 4 or 5
- at least 60 credits in size

The 'parent' qualification must also:

- Be technical and can be modularised, this means that it is technical in nature and delivers the skills required to practice within an area of the economy.

- have 'line of sight' to occupational map, this means it must demonstrate a relationship to a Route area on IfATE's occupational maps by:
 - either: a direct relationship to an existing occupation/standard
 - or sitting coherently alongside subject areas included on the occupational maps, including as a feeder to higher level occupations on the maps

DfE will seek the advice of IfATE on the criteria detailed in this section. IfATE will consider the information that you have published regarding the qualification, such as its specification.

9.1.2 Evidence to submit:

On the [Modular Funding application form A](#) you will need to indicate the 'parent' qualification's level and credit size as indicated on the [Ofqual Register of Regulated Qualifications](#).

- If you are calculating a credit value from TQT, you should indicate the TQT in the appropriate box and convert to a credit value by dividing by 10. e.g., a qualification with a TQT of 720 equates to 72 credits.

In addition, you can submit evidence on the [Modular Funding application form A](#) confirming that the qualification is technical and listing the employment opportunities afforded by qualification. You should link the currency of this evidence back to employer endorsement of the 'parent' qualification (Requirement B).

In addition, you can submit evidence on the [Modular Funding application form A](#) confirming your rationale for the qualification having 'line of sight' to an occupational map. You can also attach to your application a statement from an employer demonstrating the coherence of your rationale.

We will write to you if we consider the 'parent' qualification from which your module is taken does not meet either of these criteria and give you the opportunity to make representations on this issue.

9.2 Individual modules of at least 30 credits

You will need to confirm the following on the [Modular Funding application form B](#) and include your supporting evidence, such as module/qualification specifications:

Level: You will need to confirm:

- the module's level and where this is indicated in the module/qualification specification.
- that the module is the same level as it is within the 'parent' qualification and where this is indicated in the module/qualification specification.

Credit Value: You will need to confirm:

- the module's credit value and where this is indicated in the module/qualification specification.

- that the module is the same credit value as it is within the 'parent' qualification and where this is indicated in the module/qualification specification.

Assessment: for LLE modular funding approval the individual module must have a stand-alone assessment. You will need to confirm:

- the module is assessed on a stand-alone basis and where this is indicated in the module/qualification specification.

Standardised transcript: for LLE modular funding approval the learner must be provided on completion with a standardised transcript detailing their outcomes and achievement. You will need to confirm that the learner will be issued with a standardised transcript which includes:

- Student's personal details:
 - Full name
 - Date of birth
- Provider information:
 - Name of teaching institution
 - Institution's UK Provider Reference Number (UKPRN)
 - Name of awarding institution
 - Awarding institution reference number
 - Learning start
 - Learning end date
- Parent course information:
 - Parent course reference number
 - Course title
 - Course subject CAH2 code
 - HTQ indication
- Module learning record:
 - Module reference code
 - Module title
 - Qualification level
 - Credits awarded
 - Actual pass mark
 - Outcome (pass/fail)
 - Module outcomes

The 'module outcomes' field in the transcript should contain a clear expression of the learning outcomes for that module, it should:

- **list the most important learning outcomes that are achievable within the module.** For a 30-credit individual module, a list of 3-5 outcomes would be sufficient.
- **state specifically what students can do on completion, as a direct result of their learning.** For example, the specific technical duties a student is competent to undertake or the specific knowledge and skills a student has mastered.
- **clearly articulate each learning outcome using specific descriptors** such as 'explain' or 'identify', not generic descriptors such as 'understand'.
- **be written in plain English** and be easily understood by students.

- **be measurable** by appropriate assessment methods.

9.3 'Bundled' modules of at least 30 credits

To note: a 'bundled' module cannot contain any level 3 content.

To note: level 4 and level 5 modules of less than 30 credits size can be included together in a 'bundled' module:

- if they are drawn from the same 'parent' qualification and
- the resulting 'bundled' module is at least 30 credits in size.

You must ensure the level you assign a 'bundled' module reflects the level of the content.

You will need to confirm the following on the [Modular Funding application form B](#):

Level: You will need to confirm:

- the overall bundled module's level and where this is indicated in the module/qualification specification.
- each constituent smaller credit module's level and where this is indicated in the module/qualification specification.
- each constituent smaller credit module's level is the same as it is within the 'parent' qualification and where this is indicated in the module/qualification specification.

Credit Value: You will need to confirm:

- the overall 'bundled' module's credit value and where this is indicated in the module/qualification specification.
- each constituent smaller credit module's credit value and, if applicable, where this is indicated in the module/qualification specification.
- each constituent smaller credit module's credit value is the same as it is within the 'parent' qualification and, if applicable where this is indicated in the module/qualification specification.

Assessment: for LLE modular funding approval the overall 'bundled' module must have a stand-alone assessment. You will need to confirm:

- the module is assessed on a stand-alone basis and where this is indicated in the module/qualification specification.

Standardised transcript: for LLE modular funding approval the learner must be provided on completion with a standardised transcript detailing their outcomes and achievement. You will need to confirm that the learner will be issued with a standardised transcript which includes:

- Student's personal details:

- Full name
 - Date of birth
- Provider information:
 - Name of teaching institution
 - Institution's UK Provider Reference Number (UKPRN)
 - Name of awarding institution
 - Awarding institution reference number
 - Learning start
 - Learning end date
- Parent course information:
 - Parent course reference number
 - Course title
 - Course subject CAH2 code
 - HTQ indication
- Module learning record:
 - Module reference code
 - Module title
 - Qualification level
 - Credits awarded
 - Actual pass mark
 - Outcome (pass/fail)
 - Module outcomes

The 'module outcomes' field in the transcript should contain a clear expression of the learning outcomes for that module, it should:

- **list the most important learning outcomes that are achievable within the module.** For a 30-credit 'bundled' module, a list of 3-5 outcomes would be sufficient.
- **state specifically what students can do on completion, as a direct result of their learning.** For example, the specific technical duties a student is competent to undertake or the specific knowledge and skills a student has mastered.
- **clearly articulate each learning outcome using specific descriptors** such as 'explain' or 'identify', not generic descriptors such as 'understand'.
- **be written in plain English** and be easily understood by students.
- **be measurable** by appropriate assessment methods.

10. Appendix C: Timetable and contacts

Please see below for timetable and contact details, including who we will contact.

10.1 Timetable for the process of transferring level 4 to 6 qualifications from Advanced Learner Loans to the Lifelong Learning Entitlement

Event	Date
Step 1: deadline for submission of appeals	12 January 2024
Step 1: outcomes communicated to individual awarding organisations	31 January 2023
Step 2: deadline for submission of new loans applications, with Additional Requirements	19 February 2024
Step 3: deadline for submission of Additional Requirements for qualifications funded in loans as of 31 December 2023	31 March 2024
Step 4: moratorium on entry of level 4 to 6 qualifications into loans starts	1 April 2024
Step 5: deadline for applications for LLE modular funding	31 May 2024
Publication of qualifications transferring from loans to LLE and extended loans funding approval, and publication of modules funded in LLE	31 July 2024
Loans funding approval for all L4 to 6 qualifications not transferring to LLE and extended loans funding approval ends	31 July 2025
LLE funding approval for qualifications transferring from loans to LLE and extended loans funding approval, and for modules starts	1 August 2025

10.2 Awarding organisation contacts

If we need to send you a message, we will send it to all our known named contacts for an awarding organisation.

If we have no named contact in your organisation, we will use the contact email address that you have entered in Ofqual's [Register of Regulated Qualifications](#).

You can check who your named contact is and/or change your named contact by sending an email to qualifications.approval@education.gov.uk.

10.3 To contact us

If you have any queries on the process, please email us at:
qualifications.approval@education.gov.uk.



Department
for Education

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