

Approval of qualifications against Skills for Care's qualification criteria

May 2021

Scope of document

This approval process relates to qualification criteria for:

- Level 3 Diploma in Adult Care
- Level 5 Diploma in Leadership and Management for Adult Care

Where awarding organisations wish to seek approval for other qualifications, please contact the Workforce Inclusion Leadership and Development Team wild@skillsforcare.org.uk.

Audience

Awarding organisations planning to develop Level 3 and Level 5 diplomas for adult social care.

Introduction

The process for approving qualifications against Skills for Care criteria was originally introduced to support the transition from the QCF to RQF, in agreement between Skills for Care and awarding organisations. Approving qualifications against a set criteria supports the quality, consistency and understanding of core qualifications across the adult social care sector.

This document sets out the process for approval of qualifications against criteria developed by Skills for Care, in consultation with stakeholders across adult social care.

Contact details:

Should an awarding organisation have any questions about the qualification criteria or approval process, please contact wild@skillsforcare.org.uk

Process

The process for awarding organisations to follow to seek approval for a qualification is outlined below.

Step 1: Access qualification criteria

Skills for Care will make criteria available to awarding organisations [via our website](#). All awarding organisations will have access to the criteria simultaneously.

Step 2: Submit Intention to Proceed

Awarding organisations must notify Skills for Care by email of their intention to proceed in developing a qualification for approval against our criteria.

We ask that awarding organisations' Intention to Proceed information is submitted at least 8 weeks prior to expected qualification submission date, to allow Skills for Care to ensure adequate resource is in place to provide a timely review and approval of any submission.

Your Intention to Proceed should be submitted to wild@skillsforcare.org.uk and include the following information:

- awarding organisation name
- qualification title
- contact details for person responsible for qualification development
- estimated date for submitting your qualification for approval
- invoicing details: PO number, accounts contact name and email address.

Step 3: Invoicing

Once your Intention to Proceed has been processed, an invoice will be generated.

Step 4: Advice and guidance

Through your development process, Skills for Care Project Managers are available to offer advice and guidance to support you. This includes feedback on sample content, materials or structures. This is designed to highlight any issues at an early point and so maximise the efficiency of the final review process.

Please send sample content to wild@skillsforcare.org.uk

Step 5: Submit qualification for review

When submitting a qualification for review and approval against Skills for Care criteria, please complete a Skills for Care 'mapping template'. This will have been provided when you sent your Intention to Proceed information.

To ensure a fair, consistent and prompt review process the mapping template must be fully completed. If incomplete templates are submitted, further information will be requested and the review will be placed on-hold until all information is received.

Step 6: Review and decision

Skills for Care will review the qualification against the appropriate criteria and issue a decision no later than 15 working days from receipt of **all documentation** listed in Step 5 and providing the 'Intention to proceed' was received in good time.

Our response will be either:

- a) **Confirmation that the qualification has been approved.** This means Skills for Care agree the qualification meets the criteria requirements. Approval includes:
 - Skills for Care's agreement to supply a letter of support to Ofqual for the qualification should this be required.
 - Permission to use the Skills for Care 'approved qualification' logo on qualification documents, subject to guidelines.
 - Reference to, and promotion of, approved qualifications through Skills for Care literature and webpages.
- b) **Notification that the qualification has not been approved.** This means that Skills for Care has determined the qualification does not meet the criteria requirements. Skills for Care will supply the awarding organisation with an action plan indicating where further work, or amendments, are required.

Once actions have been completed, awarding organisations can re-submit as per Step 5. If a further review requires significant additional time from Skills for Care, an additional charge for that time may be made.

Please note, a decision will only be issued once payment has been made.

Awarding organisations' responsibilities

In accepting Skills for Care's approval for a qualification and in using the Skills for Care logo, the awarding organisation agrees to:

- launch the qualification at the agreed date (April 2022)
- promptly withdraw any qualifications that the approved qualification supersedes. Where qualifications are not closed to new learners from launch of the new qualification, you will be asked to provide a rationale for this and a plan for closure and withdrawal
- notify Skills for Care of any changes made to the qualification over time in response to feedback from centres, learners, Ofqual or other sources. Please note that Skills for Care reserves the right to withdraw approval if changes mean the qualification no longer aligns with the criteria.

Skills for Care's responsibilities

In approving a qualification Skills for Care agrees to:

- include the details of the qualification on our Approved Qualifications list hosted on our website
- provide the awarding organisation with an Approved Qualification logo for use on qualification documentation
- include approved qualifications on the list of qualifications eligible for Workforce Development Funding¹
- keep qualifications, and the approval process, under review to ensure improvements are made when required.

¹ Subject to DHSC funding and requirements.

Pricing structure

Qualification	Advanced purchase²	Full cost	Resubmission cost³
Level 3 Diploma in Adult Care	£800+VAT	£1000+VAT	Dependent on extent of second review
Level 5 Diploma in Leading and Managing an Adult Care Services	£800+VAT	£1000+VAT	Dependent on extent of second review

² Advanced purchase cost applies to Intention to Proceeds received prior to 5pm on Friday 30th July 2021.

³ Skills for Care expectation is that the cost of resubmission will be zero providing sample materials are submitted for review and advice followed.