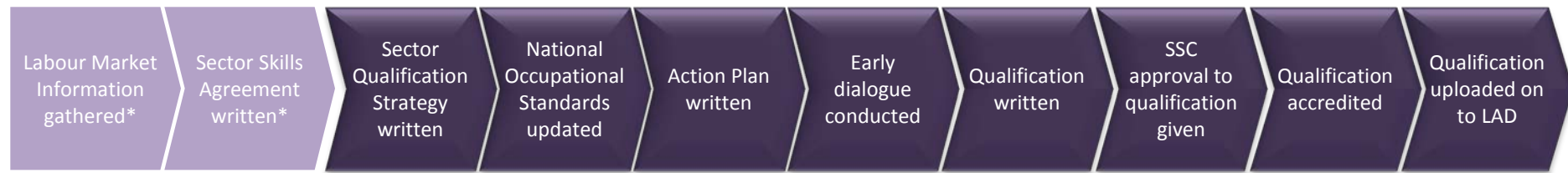


# **Existing Qualification Development Process**

# Existing Qualification Development Process

## End to End high-level process

Please click the relevant sections of the process below to be taken to the appropriate sub-process (You will need to be in full screen 'slide show' mode in order for this to work)



\* Process not documented in this pack

Process Step	Description	Stakeholder(s) responsible	Current timescales
Labour Market Information gathered	LMI is continuously researched and collated by the SSC, and provides an evidence base for their business plan and SQS.	SSC	Continuously updated
Sector Skills Agreement written	Through SSAs, Sector Skills Councils (SSCs) identify the skills needs of sectors, analyse the current provision and agree interventions with key partners to improve the match between education and training supply and employment need.		
Sector Qualification Strategy written	An overarching strategic document is produced, broad in scope, that reviews current qualifications and other learning provision in a sector, highlights the needs of the sector and sets out the sector's vision for the future in relation to qualifications and other learning provision.	SSC	6-12 months
National Occupational Standards updated	National Occupational Standards (NOS) are developed where appropriate to describe what a person needs to do, know and understand in their job to carry out their role in a consistent and competent way - NOS are building blocks for UK qualifications and business improvement tools.	SSC	6-12 months
Action Plan written	The Action Plan is the detailed section of the SQS itself which sets out the agreed actions, signed up to by stakeholders, for addressing the needs identified in the SQS, together with timescales. There may be individual Action Plans for discreet policy areas, qualifications types or geographical locations, as identified as appropriate by the sector.	SSC	6 months
Early dialogue conducted	Early dialogue will be conducted jointly between the SSC and AO, using the SQS and Action Plan as a basis for discussion and development of new qualifications. The AO will research what existing qualifications and units are in place, and will then design new qualifications where necessary to meet the requirements set out in the SQS and Action Plan	SSC/AO	6 months
Qualification written		AO	
SSC approval to qualification given	Qualifications developed by AOs will need to be formally signed off by the SSC before going for formal accreditation	SSC	4 weeks (20 working days)
Qualification accredited	Formal qualification accreditation will be conducted by Ofqual, following submission of the qualification proposal by the AO using the 'web-based accreditation system'	Ofqual	3 weeks (15 working days)
Qualification uploaded on to LAD	The final step of the qualification development process is for the qualification to be uploaded to the Learning Aims Database, where it will have any public funding assigned to it	LSC	10-22 weeks