

Qualification Journey – Accreditation to Publication on LAD

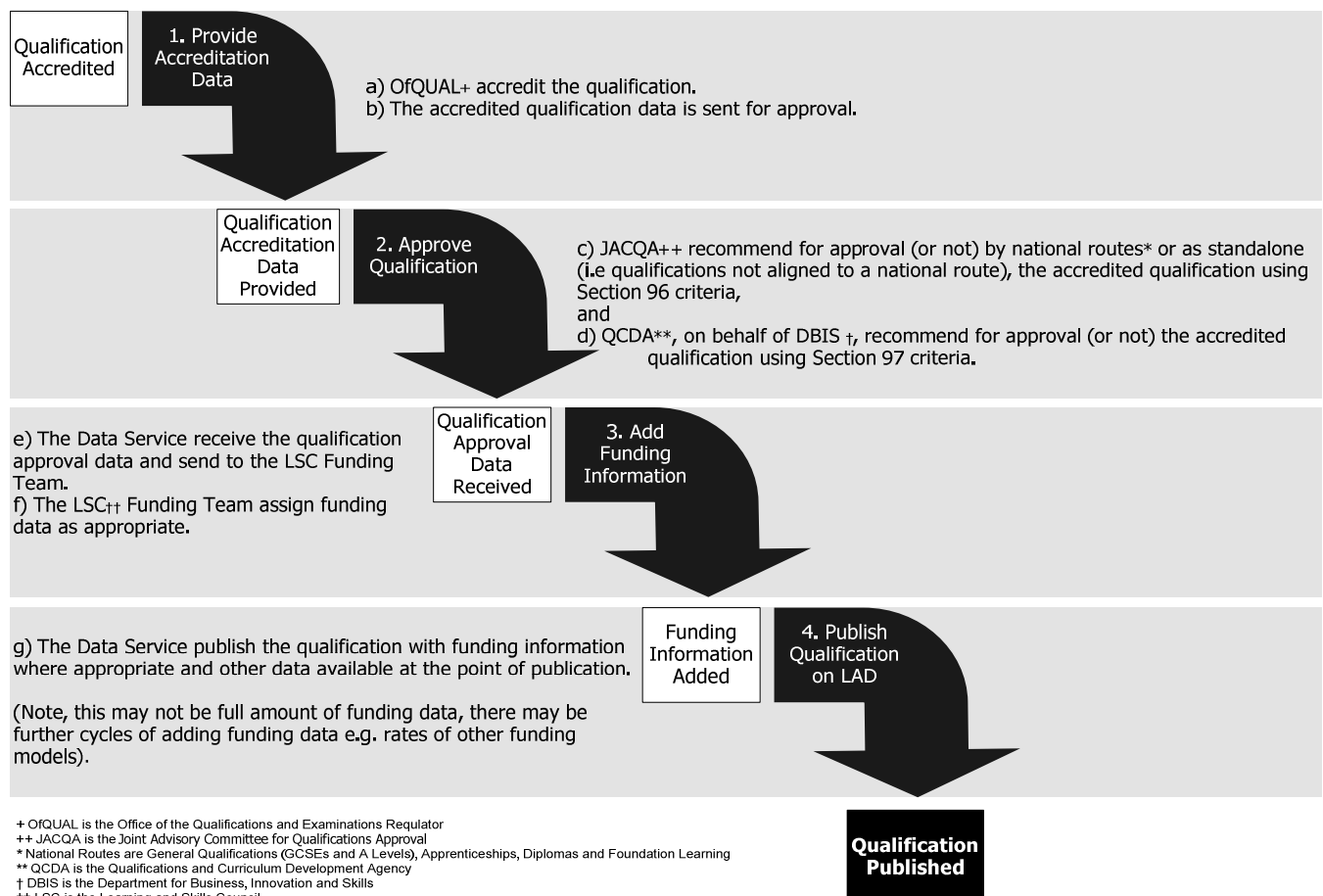
This note describes the process, organisations and timescales involved in an accredited qualification acquiring approval and funding information and being published on the Learning Aims Database (LAD). It is intended to provide short-term information on the current organisation and processes pre-April, 2010 when efficiencies, improvements and regulatory changes will alter the current business. It includes:

1. A high level process diagram of the qualification journey.
2. A breakdown of the current timescales for the journey.
3. A visual aid providing step-by-step instructions on how to find the qualification using the contact details.
4. Contact details to obtain a status update on the qualification.

The intended audience for this note are further education stakeholders particularly Providers and Awarding Organisations, to understand how the different teams are involved in the process (and particularly the difference between the Section 96 and Section 97 processes). LSC staff should continue to report LAD issues via the usual route (LSC Central Services Help Desk)

1. High Level Process

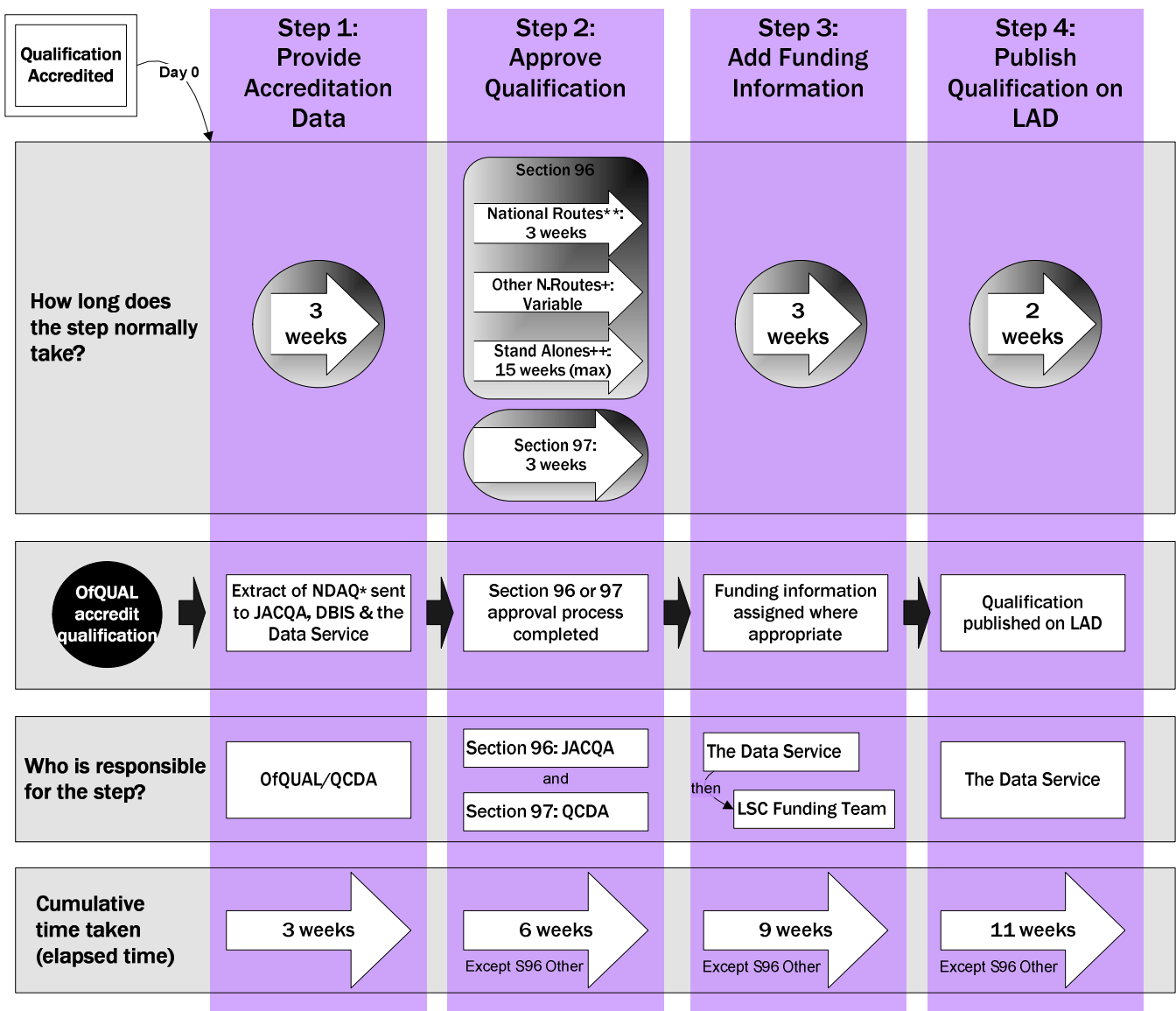
This is a high level representation of the qualification journey.



2. Timescales

The table below identifies the time taken for a qualification to be available, with initial (but not necessarily all) funding information on LAD following its accreditation. The time shown is the typical time taken, an approximate time if all other data/factors are in place (the median between the minimum and maximum time, in practical terms, that the process takes). This does not include timings for exceptions.

The table also identified the different teams the qualification is passed to before all information is added and publication completed.



* NDAQ is the National Database of Accredited Qualifications.

** The National Routes that take 3 weeks are General Qualifications (GCSEs and A Levels) and Diplomas (Principal Learning).

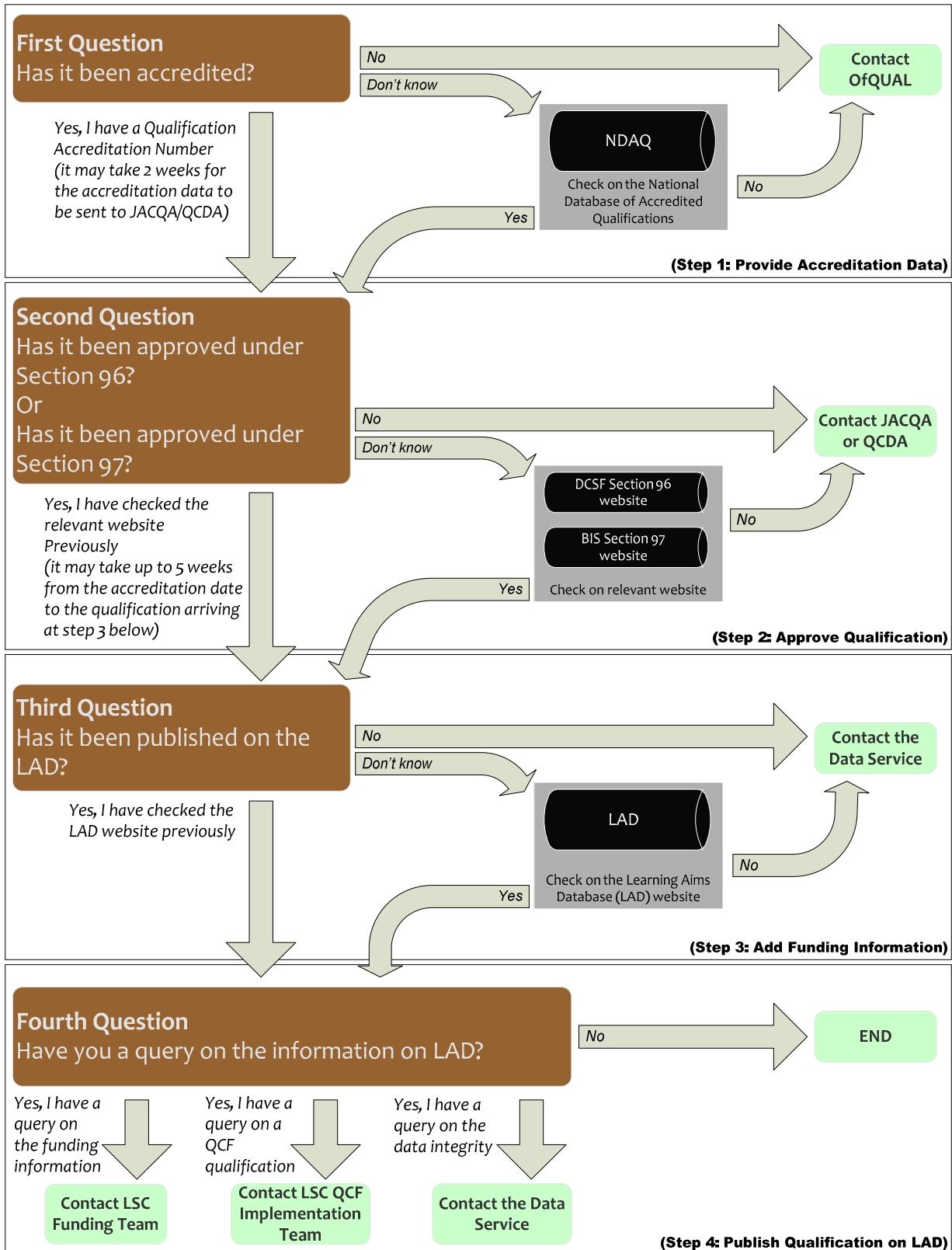
+ The other National Routes are Diplomas (ASL) = 6 months maximum (depending on when the catalogue is published), Foundation Learning = 6 weeks maximum and Apprenticeships = 11 weeks. However in reality there are a number of dependencies that affect the time taken.

++ Stand Alones = 15 weeks maximum. However in reality there are a number of dependencies that affect the time taken.

The above process is subject to change due to ongoing Machinery of Government (MOG) changes. The LSC is looking to review and improve the process. As changes are made updated process guidance will be issued.

3. Step-by-Step Guide to Obtain a Status Update

The Qualification Journey: How to find the status of your qualification



4. Contact Details to Obtain a Status Update

This gives details of the first place to go to obtain information on the status of a qualification at each step of the process. Responses to all queries will be provided in a timely manner.

□ **Step 1 Provide Accreditation Data**

To check whether a qualification has been accredited use the following link:

[Home Page - National Database of Accredited Qualifications](#)

If you have a specific query regarding Accreditation please e-mail OfQUAL at:

info@ofqual.gov.uk

□ **Step 2 Approve Qualification**

To check whether a qualification has been approved and is listed on Section 96 and/or Section 97 use the following links:

[Section 96 Qualifications](#)

[Section 97 Qualifications](#)

If you have a specific query regarding Section 96 approval please e-mail JACQA at:

jacqa@qcda.gov.uk or jacqa@lsc.gov.uk

If you have a specific query regarding Section 97 approval please e-mail QCDA at:

info@qcda.gov.uk

□ **Step 3 Add Funding Information**

If the qualification in question is not showing on the LAD but has been approved then please e-mail the LSC Funding Team at:

cvh-fundingteam@lsc.gov.uk

For further guidance on LSC funding policy use the following link:

[Funding Policy](#)

□ **Step 4 Publish Qualification on LAD**

To check whether the qualification has been published on the LAD, use the following link:

[Learning Aim Database: Aims Search](#)

If the Qualification has been published on the LAD but you have a query on the funding information then please e-mail the LSC Funding Team at:

cvh-fundingteam@lsc.gov.uk

If the Qualification has been published on the LAD but you have a query on QCF qualifications, including full level 2/3 status, please e-mail the LSC QCF

Implementation Team at:

QCFservicedesk@lsc.gov.uk

If the qualification in question has been accredited, funding information added but it is still not showing on the LAD then please e-mail the Data Service Service Desk at:

servicedesk@thedata-service.org.uk