



**Design
and
development
of T.T.R qualifications**

Developed

By

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Qualifications having an objective and support

Qualifications to have an objective

T.T.R as an awarding organisation will ensure that each qualification which it makes available or proposes to make available –

- (a) has a clear objective in accordance with this condition, and
- (b) meets that objective.

T.T.R will ensure that the objective of a qualification will lead to a benefit for Learners who have reached a specified level of attainment, and may include –

- (a) preparing Learners to progress to a qualification in the same subject area but at a higher level or requiring more specific knowledge, skills and understanding,
- (b) preparing Learners to progress to a qualification in another subject area,
- (c) meeting relevant programmes of learning,
- (d) preparing Learners for employment,
- (e) supporting a role in the workplace, or
- (f) giving Learners personal growth and engagement in learning.

Qualifications to have support

T.T.R as an awarding organisation will ensure that it makes available any new qualification, and that it has –

- (a) consulted users of qualifications to ascertain whether there is support for the qualification, and
- (b) may only make available the qualification where it has evidence of sufficient support from Users of qualifications.

T.T.R will for these purposes, the following considerations may be relevant in determining what constitutes sufficient support –

- (a) the objective of the new qualification,
- (b) whether the new qualification is intended to facilitate a relevant route of progression for Learners, and

(c) the number of Learners that T.T.R as the awarding organisation reasonably estimates is likely to take the new qualification.

Requirements on qualification titling

T.T.R as an awarding organisation will ensure that the title on the Register of any qualification which it makes available includes all of the following information –

- (a) the name of the awarding organisation, which is T.T.R
- (b) the level of the qualification, ie Level 2, 3, 4, 5 and so on
- (c) the type of qualification (where the qualification has a type),
- (d) a concise indication of the content of the qualification, and
- (e) any Endorsement known at the time the qualification is submitted to the Register.

T.T.R as an awarding organisation will, in addition –

- (a) ensure that the title on the Register reflects the knowledge, skills and understanding which will be assessed as part of the qualification, and
- (b) take all reasonable steps to ensure that the title allows Users of qualifications to identify similar units or qualifications which it makes available or are made available by other awarding organisations.

T.T.R as an awarding organisation will also ensure that each qualification which it makes available, or proposes to make available, has a title which it uses consistently in its advertising and in its communications with Users of qualifications.

T.T.R As an awarding organisation must ensure that the titles of all of its qualifications which it makes available, or proposes to make available, are not misleading to Users of qualifications.

T.T.R as an awarding organisation will ensure that it amends the title on the Register for a qualification which it makes available when it makes any revision to a level assigned to that qualification.

Publication of a qualification specification

T.T.R as an awarding organisation will ensure, before first making available a particular qualification, that it will publish a specification for that qualification.

T.T.R as an awarding organisation will ensure that the specification for a qualification sets out –

- (a) the qualification's objective,
- (b) any other qualification which a Learner must have completed before taking the qualification,
- (c) any prior knowledge, skills or understanding which the Learner is required to have before taking the qualification,
- (d) units which a Learner must have completed before the qualification will be awarded and any optional routes,
- (e) any other requirements which a Learner must have satisfied before the Learner will be assessed or before the qualification will be awarded,
- (f) the knowledge, skills and understanding which will be assessed as part of the qualification (giving a clear indication of their coverage and depth),
- (g) the method of any assessment and any associated requirements relating to it,
- (h) the criteria against which Learners' levels of attainment will be measured (such as assessment criteria or exemplars),
- (i) any specimen assessment materials,
- (j) any specified levels of attainment,
- (k) where the awarding organisation is required to make such an assignment under General Condition E7 (Total Qualification Time), the number of hours which it has assigned to that qualification for each of Total Qualification Time and Guided Learning,
- (l) any value for credit which it has assigned to that qualification and any Component of that qualification, and
- (m) the level or levels which it has assigned to that qualification and any Component of that qualification.

T.T.R as an awarding organisation will also ensure that the specification for a qualification is clear, accurate and communicates, to the reasonable and informed person –

- (a) what the qualification requires of the Learner in respect of each of the details that is applicable to the qualification, and
- (b) how the qualification is fit for purpose.

T.T.R as an awarding organisation will also ensure that it promptly amends the specification for a qualification following any revision by it of –

- (a) the number of hours which it has assigned for Total Qualification Time or Guided Learning,
- (b) the level or levels which it has assigned to that qualification or any Component of that Qualification, or
- (c) any value for credit which it has assigned to that qualification or any Component of that qualification.

Where T.T.R as an awarding organisation has amended the specification for a qualification we will ensure that we publish that specification as amended.

Ensuring an assessment is fit for purpose and can be delivered

T.T.R in designing all assessments for a qualification which it makes available, or proposes to make available, as an awarding organisation will ensure that it has or will obtain adequate resources to enable the assessment to be delivered effectively and efficiently.

T.T.R in designing such an assessment, as an awarding organisation will ensure in addition ensure that the assessment –

- (a) is fit for purpose,
- (b) can be delivered efficiently,
- (c) allows us to develop cost effective arrangements for its delivery, using only the resources which would be reasonably expected to be required or which are provided by the awarding organisation,
- (d) permits Reasonable Adjustments to be made, while minimising the need for them,
- (e) allows each Learner to generate evidence which can be Authenticated,

(f) allows each specified level of attainment detailed in the specification to be reached by a Learner who has attained the required level of knowledge, skills and understanding, and

(g) allows Assessors to be able to differentiate accurately and consistently between a range of attainments by Learners.

Assurance that qualifications comply with the conditions

Before submitting a qualification to the Register or for accreditation, T.T.R as an awarding organisation will also ensure that we –

(a) review that qualification, and

(b) assure itself that the qualification complies with the requirements of its Conditions of Recognition, making any changes to the qualification which are necessary for that purpose.

Submitting qualifications to the Register

T.T.R as an awarding organisation will not make available a qualification unless it has first submitted that qualification to the Register.

T.T.R as an awarding organisation will also ensure that its submission of a qualification to the Register –

(a) is in a form that may be published by Ofqual and revised from time to time,

(b) contains only accurate information, and

(c) contains all information about the qualification that is requested on the form.

Total Qualification Time

In respect of each qualification T.T.R will make available as an awarding organisation an assignment to that qualification a number of hours for –

(a) Total Qualification Time, and

(b) Guided Learning.

T.T.R as an awarding organisation will also ensure that the number of hours it assigns to a qualification for Total Qualification Time includes the number of hours which it has assigned to that qualification for Guided Learning.

T.T.R as an awarding organisation will, in assigning to a qualification a number of hours for each of Total Qualification Time and Guided Learning, apply the TQT Criteria.

T.T.R as an awarding organisation will at all times –

- (a) keep under review the number of hours it has assigned to each qualification for each of Total Qualification Time and Guided Learning,
- (b) in particular, review that number of hours assigned following any revision by Ofqual to the TQT Criteria, and
- (c) revise that number of hours if appropriate.

Following any review by Ofqual of the number of hours assigned to a qualification in respect of Total Qualification Time or Guided Learning, T.T.R as an awarding organisation will revise that number in any manner required by Ofqual.

Signed

Tina McCaffery

Responsible Officer