Request for a Modification(s) of an Access to HE Diploma

*AVA Licensing Criteria – Modifications and Amendments - 82 – 88 applies*

This form should be completed by the provider who is requesting a modification to an AVA Access to HE Diploma. Upon completion, it will be necessary for Skills Education Group Accessto consider the request and to obtain the following:

1. Agreement of other providers who are delivering the Diploma
2. Validation by a panel and a recommendation to the Access to HE Committee for approval
3. Formal approval by the Access to HE Committee.

No changes to delivery or assessment of the Diploma should be made by the submitting provider until written confirmation has been provided by the AVA that the modification(s) have been approved to units and the units are available for use.

Depending on the type and range of modification requested, there may be a development charge and reference should be made to Skills Education Group AccessCharging Policy.

**Provider Details:**

|  |  |
| --- | --- |
| **Provider making the request:** |  |
| **Name of person making the request:** |  |
| **Role within the Organisation:** |  |
| **Date of request:** |  |

|  |  |  |
| --- | --- | --- |
| **Signature of person completing this form:**  I confirm that I have authority to request this modification to the Diploma. | | |
|  | **Date:** |  |
| **Countersigned by the Provider’s Quality Manager:**  Unsigned forms will be returned | | |
|  | **Date:** |  |

**Modification Request(s)**

|  |  |  |
| --- | --- | --- |
|  | Please tick | |
|  | **Unit Addition:**  I am requesting that an existing approved unit(s) be added to a Diploma |  |
|  | **Unit Modification:**  I am requesting a modification to an existing unit. Please note, a panel may not be necessary for minor modifications to units |  |
|  | **Development of New Unit:**  I am interested in developing a new unit(s) to be added to a Diploma Please note: *Skills Education Group Access will only develop new units under exceptional circumstances. There will be a development charge for this service. This will require a Validation Panel. New units must be congruent with the existing units within the Diploma.* |  |
|  | **Changes to the structure of a Diploma:**  I am interested in proposing the following change(s) to the structure of a Diploma ().  *Please note: Skills Education Group Access will only make changes to the Diploma Specification that meet QAA regulations of the Access to HE Diploma Specification.* |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Diploma** | **Unit Title(s)** | **ID** | **LVL** | **CV** |
|  |  |  |  |  |

(A clear rationale for the request must be provided)

|  |  |  |  |
| --- | --- | --- | --- |
| **Reason for addition/modification of the unit(s)/Diploma** | | | |
| **A** |  | | |
| **B** |  | | |
| **C** |  | | |
| **D** |  | | |
| **If D selected** | | **Change requested:** | **Rationale for request:** |
| 1. Diploma Background and Aims: | |  |  |
| 1. Course Recognition: | |  |  |
| 1. Diploma and Credit Specification: | |  |  |
| 1. Target Groups: | |  |  |
| 1. Intended Progression Routes: | |  |  |
| 1. Rules of Combination: | |  |  |
| 1. Any Other proposed changes: | |  |  |

**For Skills Education Group Access****Use:**

|  |  |
| --- | --- |
| *Date received:* |  |
| *I agree in principle to the modification requested: (Deputy Head of Access to HE)* |  |
| *I agree in principle to the modification requested: Head of Access to HE)* |  |