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 any provider who is requesting a modification to an AVA Access to HE Diploma. Upon completion, it will be necessary for Certa to 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 Certa’s Charging Policy.

1. **Provider Details:**

|  |  |
| --- | --- |
| **Provider making the request for modification:** |  |
| **Access to HE Diploma title:** | Access to Higher Education Diploma () |
| **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: |
| **Countersigned by Quality Manager:**  ***(NB An actual signature, not a change of font, is required and unsigned forms will be returned)*** |  |

1. **Unit Addition:**

**(A clear rationale for this request must be provided)**

**I am requesting that an approved unit(s) be added:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Prefix** | **Title** | **ID** | **LVL** | **CV** | **Mandatory / Optional?** | **Barred from (Id)** | **Included with (Id)** |
|  |  |  |  |  |  |  |  |

|  |
| --- |
| **Reason for addition of the above unit(s)** |
|  |

1. **Unit Modification:**

**Please note, a panel may not be necessary for minor modifications to units. Further information is available on our website:**

| **Prefix** | **Title** | **ID** | **LVL** | **CV** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

|  |
| --- |
| **Reason for modification of the above unit (s)** |
|  |

1. **Development of New Unit:**

**I am interested in developing a new unit(s) to be added to the Access to Higher Education Diploma (): Please note: *Certa 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.***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Prefix** | **Title** | **LVL** | **CV** | **Mandatory / Optional?** | **Barred from (Id)** | **Included with (Id)** | **Reason for addition** |
|  |  |  |  |  |  |  |  |

1. **Changes to the structure of a Diploma:**

**I am interested in proposing the following change(s) to the structure of the Access to Higher Education Diploma () as set out within the approved Diploma Specification. *Please note: Certa will only make changes to the Diploma Specification that meet QAA regulations of the Access to HE Diploma Specification.***

|  | **Change requested:** | **Rationale for request:** |
| --- | --- | --- |
| 1. Diploma Background and Aims: |  |  |
| 2. Course Recognition: |  |  |
| 3. Diploma and Credit Specification: |  |  |
| 4. Target Groups: |  |  |
| 5. Intended Progression Routes: |  |  |
| 6. Rules of Combination: |  |  |
| 7. Any Other proposed changes: |  |  |

**For Certa Use:**

|  |  |
| --- | --- |
| *Date received:* |  |
| *I agree in principle to the modification requested (Head of Access to HE):* |  |
| *Providers currently delivering the Access to HE Diploma:* |  |
| *Date requests sent to all providers:* |  |
| *Date responses received from all providers:* |  |
| *Date of Panel:* |  |
| *Date sent to Access to HE Committee:* |  |
| *Date approved by Access to HE Committee:* |  |
| *Confirmation (or rejection) sent to all providers:* |  |
| *Invoices raised (date and by whom):* |  |
| *Database up-dated (date and by whom):* |  |
| *Diploma Specification updated:* |  |