

**Notification form for qualifications with low or no enrolments**

Guidance on completing this form

This form is for use by awarding organisations only, who want to submit a notification as their qualification with low or no publicly funded enrolments, meets the notification criteria set out in the guidance.

Qualifications on the low and no enrolments list will continue to have funding removed from 1 August 2025.

**You must complete one form per qualification.**

Please ensure you have read the **review of post 16 reforms: process for awarding organisations to notify us where funding approval will be removed due to low or no enrolments.** This guidance will help you to complete this form and understand the requirements around submitting evidence.

**The deadline for submitting a notification which includes this form and supporting evidence is 17:00 on 1 November 2024.**

The form and supporting evidence need to be uploaded onto Galaxkey by the deadline.

If you are considering submitting a notification, then email us, the email addresses of people in your organisation that will need access to galaxkey by **17:00 on 18 October 2024.**

We need this information to set up your access on galaxkey. This will not be considered a commitment that you will be submitting a notification.

**Email us details to set up access on galaxkey or any questions you may have around the notification process to:** [qualifications.approval@education.gov.uk](mailto:qualifications.approval@education.gov.uk)

Department for Education: privacy notice for awarding organisations submitting notifications for qualifications in scope to have funding approval removed from 1 August 2025 due to low and no enrolment qualifications

Last updated: 7 October 2024

Date of next review: 31 December 2024

We might make changes before the review date. Check regularly for updates.

This privacy notice explains how the Department for Education (DfE) uses personal information for awarding organisations submitting notifications for qualifications in scope to have funding approval removed from 1 August 2025, due to low and no enrolments. This includes information you give to us, or information that we may collect about you.

We will only share your notifications with other public bodies if as part of the assessment of your notification, we need further advice.

By submitting your notification, you are agreeing to consent to the statements and data sharing noted within this privacy notice.

What we need

We will collect the following types of personal information, some of which may be special category data, directly from you:

* Your name
* Your email address and telephone number
* Your organisation
* Your awarding organisation recognition number
* Secondary contact details (Name, email address)

Why we need it and what we do with it

We collect and process your personal information to:

* We need your data so we can contact and inform you of the outcomes of the notification process
* We need to seek further clarification and information where necessary

Do we share your personal information?

If the law allows it, we might share your personal information with other parts of DfE including the Education and Skills Funding Agency (ESFA), and with other government departments.

We will share your personal information with organisations that request information to help prevent and detect crime or fraud.

What are your rights?

You have rights about how and why your information is collected and used.

These include:

* The right to see the personal information we have about you – this is called ‘right of access’
* The right to ask us to change any information you think is not accurate or complete – this is called ‘right to rectification’
* The right to ask us to delete your personal information – this is called ‘right to erasure’
* The right to ask us to stop using your information – this is called ‘right to restriction of processing,’ and
* Your ‘right to object to processing’ of your information

For more information on your rights, please see the [ICO website](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/).

Finding out what information we have

You have the right to ask for access to your personal information. This is known as a subject access request (SAR).

To make a SAR, you can use the [DfE contact form](https://www.gov.uk/contact-dfe).

Or you can post your request to the Data Protection Officer at the address below.

Include as much information as you can about the information you need.

Include the years you need the information for. If possible, tell us which part of the department holds the information. You’ll also need to tell us your telephone number and address.

We may need to check your identity and your right to access the information you’re requesting. To check your identity, we may ask for a copy of your passport, photo driving licence or proof of your address.

We’ll try to respond to your request within one month. But, if your request is complex, this could take a further two months, but we’ll tell you if this is the case.

If you would like to see a copy of the personal information we hold about you, this is called a Subject Access Request, or SAR, see [here](https://www.gov.uk/government/publications/requesting-your-personal-information/requesting-your-personal-information#:~:text=Requesting%20your%20personal%20information%20is%20known%20as%20a%20subject%20access) for further details.

How to contact us or make a complaint

If you have a question or feel your data has been mishandled, you can contact us by:

using our secure [DfE contact form](https://www.gov.uk/contact-dfe)

or writing to:

Emma Wharram

Data Protection Officer

Department for Education (B2.28)

7 & 8 Wellington Place

Wellington Street

Leeds

LS1 4AW

You can also complain to the ICO by writing to:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113. Or use the online [ICO contact form](https://ico.org.uk/make-a-complaint/data-protection-complaints/data-protection-complaints/)

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| **Section 1 - Awarding organisation details** | | | | | | |
|  | | | | | | |
| **Organisation name** | | Enter organisation name | | | | |
| **Organisation recognition number** | | Enter organisation recognition number | | | | |
| **Contact details 1** | | | | | | |
| **Contact name** | | Enter contact name | | | | |
| **Email address** | | Enter contact email address | | | | |
| **Telephone number** | | Enter contact phone number | | | | |
| **Contact details 2** | | | | | | |
| **Contact name** | | Enter contact name | | | | |
| **Email address** | | Enter contact email address | | | | |
| **Telephone number** | | Enter contact phone number | | | | |
| **Contact details 3** | | | | | | |
| **Contact name** | | Enter contact name | | | | |
| **Email address** | | Enter contact email address | | | | |
| **Telephone number** | | Enter contact phone number | | | | |
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| **Section 2 - Qualification details** | | | | | | |
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| **Qualification Number (QN)** - please do **not** include backslashes | | **Title** | | **Level** | |
| Enter qualification number | | Enter qualification title | | Enter qualification level | |
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| **Which list is your qualification on?** (select one) | | |  | | | |
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| **Section 3 - Criteria which you are submitting a notification against** | | | | | | |
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| Please select which of the following criteria you are submitting a notification against for this qualification. You must upload evidence to support each criterion that you select in galaxkey. | | | | | | |
| **Low and no enrolments** | | | | | | |
| Technical error   1. the three-year operational and funding approval rule has been applied incorrectly, or 2. the number of publicly funded enrolments for any one of the three years is inaccurate | | | | |  | |
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| Evidence of significant increased public funded enrolments of 100 or more funded through 16 to 19 study programmes, adult skills fund or advanced learner loans in 2023/24 or the start of 2024/25 | | | | |  | |
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| Potential significant adverse impact on a specific group of students who are covered by the protected characteristics of the Equality Act 2010 and there is no alternative provision  For qualifications on the no enrolment list, you will also need to demonstrate that there are now enrolments or there will be in the near future. | | | | |  | |
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| **Low enrolments only** | | | | |  | |
| Potential significant adverse impact upon a provider or specific group of providers of education and training and there is no alternative provision | | | | |  | |
| Potential significant adverse impact upon a subject or occupational sector and there is no alternative provision | | | | |  | |
| Potential significant adverse impact in a geographical local or devolved authority area and there is no alternative provision | | | | |  | |
| **Please use this space to provide a summary of why your qualification meets the notification criteria above** | | | | | | | |
| Please provide details | | | | | | | |
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| **Can students access other appropriate provision at the same level in that sector?** | | | |  | | | |
| **Please use this space to provide details.** | | | | | | | |
| Please provide details | | | | | | | |
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| **Section 4 - Supporting evidence** | | | | | | | |
|  | | | | | | | |
| **Attachment 1:** | Enter name of attachment 1 | | | | | | |
| **Attachment 2:** | Enter name of attachment 2 | | | | | | |
| **Attachment 3:** | Enter name of attachment 3 | | | | | | |
| **Attachment 4:** | Enter name of attachment 4 | | | | | | |
| **Attachment 5:** | Enter name of attachment 5 | | | | | | |
| **Attachment 6:** | Enter name of attachment 6 | | | | | | |
| **Attachment 7:** | Enter name of attachment 7 | | | | | | |
| **Attachment 8:** | Enter name of attachment 8 | | | | | | |
| **Attachment 9:** | Enter name of attachment 9 | | | | | | |
| **Attachment 10:** | Enter name of attachment 10 | | | | | | |
| **Attachment 11:** | Enter name of attachment 11 | | | | | | |
| **Attachment 12:** | Enter name of attachment 12 | | | | | | |
| **Attachment 13:** | Enter name of attachment 13 | | | | | | |
| **Attachment 14:** | Enter name of attachment 14 | | | | | | |
| **Attachment 15:** | Enter name of attachment 15 | | | | | | |
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