

**Notification for qualifications in phase two of the rapid review**

This form is for use by awarding organisations only, who want to submit a notification to appeal the removal of funding approval for a qualification listed in the route by route review.

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

Please ensure you have read the **‘Guidance on the review of post-16 reforms -route by route review and notification process’** guidance document**.** The guidance document will help you to complete this form and understand the requirements on submitting evidence.

**Deadlines:**The deadline for submitting a notification which includes this form and supporting evidence is **5:00pm on 24 January 2025.**

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

If you are considering submitting a notification form then email us; the email addresses of colleagues in your organisation that will need access to a galaxkey workspace by **5:00pm on 10 January 2025.**

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

**Contact us:**

Email us the requested details so we can set up a workspace and grant you access on galaxkey or for any other questions you may have around the notification appeals process to: [qualifications.approval@education.gov.uk](mailto:qualifications.approval@education.gov.uk)

**Department for Education: privacy notice for awarding organisations submitting notifications to appeal the removal of funding approval on qualifications listed on the route by route review**

**Last updated: 16 December 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 from awarding organisations submitting notifications to appeal the removal of funding approval on qualifications listed on the route by route review. 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 process, 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
* Your organisation
* Your awarding organisation recognition number
* Secondary contact details (Full 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 Office at the above address.

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 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 email address |
| **Telephone number** | Enter telephone number |
| **Contact details 2** | |
| **Contact name** | Enter contact name |
| **Email address** | Enter email address |
| **Telephone number** | Enter telephone number |
| **Contact details 3** | |
| **Contact name** | Enter contact name |
| **Email address** | Enter email address |
| **Telephone number** | Enter telephone number |
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| **Section 2 - Qualification details** | |  |
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| **Qualification Number (QAN)** - please do **not** include backslashes | **Qualification title** | **Qualification level** |
| Enter qualification number | Enter qualification title | Enter qualification level |

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| **Section 3 - Criteria which you are submitting a notification against** | |
| Please tick which of the following criteria you are submitting a notification appeal against for this qualification.  You must upload evidence to support each criterion that you select in galaxkey. | |
| **Criteria** | |
| Technical Error |  |
| Alternative qualification is not appropriate |  |
| Potential significant adverse impact on students with protected characteristics |  |

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| **Please use this space to provide a summary of why funding approval should not be removed from the qualification listed above and how at least one of the above criteria listed above is met.** | |
| Enter summary of why funding approval should not be removed | |
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| **Section 4 - Supporting evidence** | |
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| **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 |
| **Attachment 16:** | Enter name of attachment 16 |
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| **Attachment 18:** | Enter name of attachment 18 |
| **Attachment 19:** | Enter name of attachment 19 |
| **Attachment 20:** | Enter name of attachment 20 |
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