**AIM Qualifications Level 3 Access to HE Diploma**

Thank you for your interest in our AIM QualificationsLevel 3 Access to HE Diploma. The purpose of the Access to HE Diploma is to enable students to develop the skills and knowledge required to progress onto higher level education, training and employment. Access to HE courses are an important mechanism for widening as well as increasing participation from groups traditionally under-represented in HEIs.

As part of our support for providers, we have added this expression of interest as an additional stage to our qualification approval process. This is so that we can

* confirm that your centre can comply with the regulatory requirements
* continue to maintain the high level of delivery and achievement by students that higher education and employers are looking for in their continued support of this qualification
* ensure that this is the right choice for your centre

Please read the Qualification Specification for your chosen Diploma(s) carefully before completing and submitting this form.

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| **Centre details** |
| Name of college/provider |  |
| Address |  |
| Postcode |  |
| Website |  |
| Contact details(Please add additional names if departments are applying jointly) | Name | Job title | Email | Phone |
|  |  |  |  |
| Web links to your current courses, provision and related activity |  |

**About your interest**

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| Please list which Access to HE Discrete Diploma(s) you are interested in providing |
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| Please summarise why you are interested in delivering the(se) Access to HE Diploma(s) |
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**About your department(s) proposing to deliver the qualification(s)**

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| Please provide an outline of the department/s that would be involved in delivering the Access to HE Diploma, including no. of staff, no. of students, areas of specialism, previous experience with Access to HE and areas where you may require further support e.g. grading training. |
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| Specify your intended delivery method e.g classroom, blended, distance learning and describe your experience of this delivery method |
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| Describe any level 2 provision that would allow internal progression into the Access to HE Diploma |
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| Outline any established progression routes with higher education or employers |
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| If your centre is not subject to external inspection (such as Ofsted) please describe how you monitor teaching and learning in your own centre |
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**Student numbers**

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| What number of students would you expect to start on the Access to HE Diploma in the first year and subsequent two years of delivery? | 1 |  |
| 2 |  |
| 3 |  |
| What entry requirements would you require of the students? |  |

**Mandatory regulatory requirements**

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| It is a mandatory requirement of delivering this qualification that a provider can confirm that it has | Please tick each statement to confirm you meet all requirements\* ✓ | AVA use onlycompliance confirmed by |
| a main base, which is in the UK   |  |  |
| a named quality assurance contact for Access to HE provision, and a named senior manager for the consideration of the strategic management of Access to HE provision   |  |  |
| systems to ensure that only students with a UK address (including BFPO) are registered for an Access to HE Diploma   |  |  |
| clear arrangements for the day-to-day operational management and coordination of Access to HE courses   |  |  |
| appropriate facilities and resources at each site, and for each mode of delivery, for the delivery of its approved Access to HE courses   |  |  |
| learning support resources and facilities for Access to HE students, including those with special learning needs   |  |  |
| staff to teach who have the professional competence and skills to teach and assess necessary for the mode(s) of delivery to be used, and the level of subject expertise necessary to teach and assess the units available on the Diploma(s) it is approved to offer   |  |  |
| arrangements for providing pre-course guidance to applicants and criteria for selection and admission to Access to HE courses, which are consistent with QAA's requirements with respect of admissions   |  |  |
| The expertise and resources to provide information, advice and guidance on HE applications and progression opportunities   |  |  |
| systems for maintaining secure records of individual students' registration and achievement   |  |  |
| internal moderation arrangements that meet the AVA's requirements   |  |  |
| arrangements for internal course monitoring and self-evaluation, including methods for eliciting and responding to student evaluation and feedback  |  |  |
| procedures and criteria for the recognition of prior learning that meet the AVA's requirements   |  |  |
| quality assurance procedures relating to the delivery of provision, including transparent processes for handling appeals and complaints.   |  |  |

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| Providers must also confirm\* their commitment to cooperate with QAA requirements and the AVA's moderation, standardisation and monitoring procedures and that, in particular it |
| will deliver recognised Access to HE Diplomas and courses in accordance with the requirements of the definitive Diploma documentation   |
| will make arrangements for moderator visits and final awards boards as 8 requested by the AVA   |
| will provide information and access to records about assessment, internal moderation and student achievement as requested by the AVA   |
| will allow staff to participate in AVA events and activities that are essential for maintaining the quality and academic standards of the Access to HE Diploma   |
| will ensure that its public information about Access to HE is accurate and reliable and that any use it makes of the Access to HE logo and wordmark is consistent with QAA's guidance   |
| will take immediate action to address any issue that poses a threat to the quality or academic standards of the AVA's Access to HE Diplomas or courses, or the integrity or reputation of the Access to HE Diploma, or of QAA, as may be notified to it by the AVA   |
| will not sub-contract any part of its responsibilities for the delivery, assessment and quality assurance of the provision for which it is approved |
| Please sign to confirm your commitment to the above statements |
| Signature |  | Date |  |

\*evidence to confirm regulatory compliance will be tested during the approval process

Please submit the completed form to enquiries@aim-group.org.uk and a Business Engagement Lead will be in touch to discuss your interest.