

## Applying for Endorsement

Standards Verification UK (SVUK) manages the process of endorsement for generic initial teacher training (ITT) qualifications and Skills for Life (SfL) subject specialist qualifications for teachers of literacy, numeracy and English for Speakers of Other Languages (ESOL).

Applications for endorsement are accepted from awarding institutions (AI) who are eligible to deliver initial teaching qualifications in the lifelong learning sector. The first stage is for the AI to send a letter of intent to Standards Verification UK. Letters of intent should:

- be written on headed paper
- be written by the person responsible for the qualification
- state the qualification(s) for which endorsement is sought
- give the proposed start date of the qualification
- give contact details

SVUK will then allocate a Lead Reviewer to the institution who will assist with the application process and will review the application materials. A disk containing the application forms and guidance documents is sent to the AI for completion.

For awarding institutions developing Diploma qualifications at a higher level than level 5, QAA level descriptors are included on the disk to use as a guidance document.

The completed application forms and supporting materials should be sent to the SVUK office on either a CD Rom or a memory stick. Copies are then sent to the reviewing team for scrutiny. When the Lead Reviewer and the reviewing team feel there is sufficient information from the AI and the criteria for endorsement have been met, they will submit a report to panel recommending one of the following:

- ◆ Endorsement
- ◆ Endorsement with conditions

Panel considers the report, makes the final decision whether endorsement or endorsement with conditions is to be granted and a letter is sent to the AI confirming the decision. All awarding institutions and their delivery centres are subject to ongoing endorsement monitoring processes. These include demonstration of appropriate resources, staff qualifications and skills, and rigorous quality assurance mechanisms.

The period of endorsement is aligned to the period of either Qualifications and Curriculum Authority accreditation, or alternatively, higher education institution validation.

SVUK address details for endorsement applications:

4<sup>th</sup> Floor  
36 Park Row  
Leeds  
LS1 5JL