**Procedural Review Request Form**

Please note that we will not discuss your request with anyone other than the person who submitted the request or the alternative contact (where given). However, where it is necessary to do so in connection with our functions, we may share details of this request (as well as the outcome and any supporting documents) with staff at the Department for Education (including the Secretary of State for Education and/or the Minister for Skills and Apprenticeships) and the Education Skills and Funding Agency.

Please email this completed form and any supporting evidence to Institute.PROCEDURALREVIEW@education.gov.uk

Before completing this form, we recommend you read our guidance in full.

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| --- | --- |
| Name |  |
| Contact number and email address |  |
| Name and contact details for alternative contact |  |
| **For trailblazer groups only** | Are you the chair of the trailblazer group? If not, does the chair support this request? |  |
| Name and reference number of standard |  |
| **For awarding bodies only** | Are you the primary contact who submitted the application? If not do you have the authority to submit this request on your organisation’s behalf? |  |
| Name of technical qualification |  |
| What type of decision was it? | * Occupation proposal
* Occupational standard approval
* End-point assessment approval
* Funding band allocation
* Technical qualification approval
* Other - please specify
 |
| Date of decision |  |
| Reason for requesting a review (please highlight all that apply) | * The Institute failed to follow a published process (if selected please ensure you answer Q 2 below)
* The Institute overlooked or misunderstood relevant information
* The Institute considered irrelevant information
* The Institute made a decision when it did not have the power to do so
 |
| Please list all documents submitted in support of this request |  |

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| **Q1. Please explain (here or on a separate sheet) why you think that the decision was wrong, referring to your reason(s) selected above.** |
| **Q2. If one of your reasons was that the Institute failed to follow a published process, please explain why you think we did not follow it making explicit reference to the relevant process.** |
| **Q3. Please explain why you think that the alleged error could have had an impact on the decision.** |