

Application for non-standard delivery of an *ifs* Financial Capability qualification.

The *ifs* School of Finance Financial Capability qualifications have been designed to be delivered over the course of one academic year, from September to July, to coincide with annual updates of syllabus, learning materials and assessments. Thus the *ifs* defines standard delivery of any of its Financial Capability qualifications as delivery over the course of one academic year, from September to July, and defines any other form of delivery as 'non-standard'.

However, the *ifs* accepts that in certain cases, centres may wish to deliver these awards in a 'non-standard' manner as defined above. In such cases, the *ifs* will do its best to accommodate centre requests for non-standard delivery whilst bearing in mind its own responsibilities towards students, other centres, as well as other stakeholders such as QCA, UCAS etc.

In order to effectively manage non-standard delivery, and thus hopefully be able to agree suitable arrangements with centres, the *ifs* needs to know at the earliest possible opportunity, normally at least one month in advance, the nature and degree of any proposed non-standard delivery.

Centres are therefore requested to complete this form in as much detail as possible and make their application to *ifs* well in advance of any proposed start date. In certain cases *ifs* may wish to discuss the request together with, its underpinning rationale and any *ifs* stipulations with the centre prior to making a final decision on the application.

Centres will be informed in writing of the *ifs* decision on any application for non-standard delivery along with any additional requirements that your centre will be required to adhere to eg timeframes, examination dates, student numbers, resit dates etc established by the *ifs* as part of the conditions of approval for this non-standard delivery.

Please note that any approval of non-standard delivery is on a case-by-case basis, cannot be transferred to other awards and is not subject to automatic renewal.

Katy Hadlow
Head of FE Operations
ifs School of Finance

Centre Name: _____

Qualification (please circle as appropriate): APF1 / CPF2 / CeFS / Dip FS

Approximate number of students: _____

Age of cohort: _____

Proposed start/ finish date of cohort (mm/20yy): Start: /20 Finish: /20

Delivery of qualification (eg 1 hour a week, over two years):

Predicted examination dates (for each unit):

Please explain how you would like to deliver the qualification and why you think it will be of benefit to your students, please continue on a separate sheet if necessary:

By signing this form you are, with the support of your management and head of department taking responsibility, if approved by **ifs**, for the delivery of an **ifs School of Finance** qualification in a non-standard way. You are aware of the operational challenges involved and the possible impact of changes to the syllabus and text.

Your full co-operation will be expected by the **ifs** and your centre will be required to adhere to any additional conditions e.g. timeframes, examination dates, student numbers, resit dates etc established by the **ifs** as part of the conditions of approval for this non-standard delivery.

Examination Officer's signature: _____ Date: _____

Print Name: _____

For internal use only:

Date application received: / /20

Application Number:

Comments:

Approved: YES / NO

Signature:

Date: / /20