

Centre Information to Support Application to Retain Qualifications

Section 1: Provider details

Please include **all of the following**:

- Letter head/provider logo clearly visible on the letter
- Provider name, address
- Date the letter is issued
- Title of the qualification(s)

Section 2: Qualification demand

- Confirm your predicted registrations for 3 years. It is important that we ensure at least 100 registrations to remain on the qualification register. We understand that this will be an estimate – so please provide the best information you are able to with any evidence to support your request.
- Clearly state the qualification that it relates to, and the letter can contain more than one qualification if the title of the qualification is clearly indicated for each registration demand.

Section 3: Important additional supporting information

- Explain how you have estimated your registrations.
- Provide support letters from employers or local authorities if there is a need to meet their demand.
- If there is no previous evidence of delivery but your centre and employers feel that the qualification is valuable to the sector, please explain why.

Section 4: Closing statement.

- We do not require a digital signature, but the letter needs to be signed by a named person who has the authority to sign on behalf of your centre. This could be Head of department, lead lecturer, principal/vice-principal or curriculum lead etc.
- Please include all of the following:
- A closing statement which states any additional information to support your application to retain the qualification(s)
 - Full name,
 - Job title and
 - Email address of the person signing the letter

Please provide all the above information in a free text letter and return by 30 September 2024 to productspecialist@theimi.org.uk

Timelines.

