New Course Notification Form

1. Centre and Course Details

Centre name	
Course title (For example: Opening Doors to New Opportunities)	
Alternative title for certificate *if required* – otherwise will be as above (For example: Steps to Success)	
Expected start date of course	
Expected number of registrations per year	
Internal Quality Assurer for this course	Tick if an approved LASER IQA ☐
Will there be learners under 16 on this course?	Yes ☐ No ☐
Course target group (For example: Foundation Learners)	

2. Qualification Details

ONLY complete this section if the course includes an Ofqual regulated LASER qualification. Only enter one qualification at one level, and only use one form per qualification. Please visit www.laser-awards.org.uk for more information or call us on 01932 569894.

Qualification title (For example: Level 2 Certificate in Progression)	
Ofqual qualification number (For example: 600/5024/X)	
Pathway name (For example: Occupational Therapy)	

3. Number of Units

Total number of units	

Please provide full details of units on page 2 of this form. You can add units to a course at any time using the Adding Units to an Existing Course Form.

4. Confirmation

I confirm that the course details provided are correct including unit codes and titles. For Ofqual regulated qualifications I have read and understood the qualification's rules of combination (ROC). I confirm that the course that I have designed meets the requirements of the ROC.

I understand that it is my responsibility to design a course that allows learners to meet the ROC for the named qualification (and pathway if applicable).

Name:			
Email address:		**Telephone number:**	
Job Title:		**Date:**	

LASER use only	Sector code approved?		Course ID number	

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5. Unit Details

If an Ofqual regulated qualification, the units **must** be from the qualification you have named in part 2 above. If a bespoke course (**not** an Ofqual qualification), the units must have been previously agreed with LASER. Please check all codes and titles prior to submitting this form as mistakes could mean that your learners are not able to achieve the target qualification.

	LASER Unit Code (e.g. WIY871)	Unit Title	Unit Credit Value	Unit Level
1				
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Once completed, please log in to the LASER web portal (Quartz) and upload this form via 'Documents'.