

Adding Units to an Existing Course Form



1. Centre and Existing Course Details

Centre name:	
Existing course ID:	
Existing course title:	

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: (E.g.: Level 2 Certificate in Progression)	
Ofqual qualification number: (E.g.: 600/5024/X)	
Pathway name: (if applicable, please check qualification specification for more information) (E.g.: Occupational Therapy)	

3. Number of Units and Credits to be added

Please list **full** details of the additional units you want to add overleaf.

Total number of units:		Total number of credits for units requested (if applicable):	
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4. Confirmation

I confirm that the course details provided are correct including unit codes and titles. For Ofqual regulated qualifications I confirm that I have read and understood the:

Qualification Specification Rules of combination (ROC)

I confirm that the course that I have designed meets the requirements of the ROC with the addition of the units listed.

I confirm that the course amendment has undergone a rigorous internal approval process and has been reviewed by the appropriate centre quality assurance staff.

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:	
For LASER use only			
Units entered by:		Date:	

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If an Ofqual regulated qualification, the units **must** be from the qualification you have named in part 2 above. If an unregulated course (i.e. **not** an Ofqual qualification), the units must have been previously approved by 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				
2				
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Once completed, please log in to the LASER Quartz Web Portal and upload this form via 'Documents'.