<p style="text-align:center">**Instructions for submitting TQT data to IQ**</p>

Following the introduction of the Regulated Qualifications Framework (RQF), Awarding Bodies are now in the process of reviewing existing QCF qualifications that will be transferred to the RQF and assigning a total qualification time (TQT) for these qualifications. Total qualification time (TQT) is based on the total amount of hours that it has taken your average learners to achieve and demonstrate the necessary level of attainment to be awarded with a qualification.

We would be grateful if you could please complete the table below to outline the **actual** number of hours that candidates have taken to complete the units of the qualification.

It is NOT an estimate, or how long you expect it should take. It is the hours that users of qualifications ACTUALLY take to complete the qualifications.

1. **Please select the relevant qualification from the drop down box**
2. **Complete the details on the first page**
3. **At the bottom of the first page click "Save and Add TQT for Units"**
4. **Click "Add units" and select a unit for which you have data for and fill in the hours.**
5. **Click "Enter" (or "Save" if editing a row) against each row with completed data to save the information correctly. Failing to press this button will unfortunately result in losing the information and it has to be completed again from start.**
6. **Repeat for as many units as you have data.**
7. **Once you have completed all the units click Review your submission.**
8. **Review the data and submit form**

For each Unit:

With Tutor / Trainer

Time with Tutor /Trainer: Teaching training hours / Hours with tutor / hours that are taught in a classroom /timetabled hours

Invigilated assessment: Invigilated exam / practical assessment with the tutor / assessment (not invigilated but with tutor)

Other Supervised Activity: Any other time spent with the trainer or tutor / practice time with tutor

Time candidates spend studying without Tutor/Trainer

Non invigilated assessment: Time spent by the candidates on assignments or other assessment that is not an invigilated exam

Home study: Reading, directed study, E- Learning (without tutor interaction) etc.

Research: Any other research or work carried without tutor