

Appendix A

Proposal Checklist

Before submitting, have you...?

- Have you read the Trailblazer Guide on [gov.uk](https://www.gov.uk)?
- Have you defined the occupation to include main duties, responsibilities and skills?
- Have you checked on HASO for any similar existing standards or any crossover?
- Have you discussed your submission with your relationship manager?
- Have you decided what level the proposed standard will be?
- Have you worked out the annual start data?
- Have you gathered at least 10 employers to join the stakeholder group of which 2 are small employers (less than 50 employees)?
- Have you included 2 HEIs in the group? (if proposed standard is a Degree Apprenticeship)
- Have you appointed a chair?
- Have you named a project manager to coordinate meetings and communications?
- Have you committed to employing apprentices once the proposed standard is available and decided on how many?
- Have you outlined the key knowledge, skills and behaviours that apply to this standard?
- Have you estimated when the proposed standard will be ready to deliver starts?
- If you want Skills for Health support, have you requested it via Health Education England?

Can you answer yes to the following and provide evidence?

- Does the standard include a qualification?
 - If a degree apprenticeship, does it include a full bachelors or masters degree?
 - If not a degree apprenticeship, can you meet one of the 3 criteria for including a qualification ie it's required as a license to practice; for professional registration; or the apprentices will be disadvantaged in the job market without a qualification because it is used as a hard sift at interview (evidenced via job descriptions and adverts)
- Is the proposed standard at least 12 months long with 20% off the job learning?
- Is the proposed standard unique and does not overlap with any existing standards?
- Is there a genuine demand in the job market for this occupation?
- Are there transferable skills in this occupation which will enable successful apprentices to work in any size businesses?

REMEMBER TO CHECK THE [HOW TO GUIDE](#) FOR FULL DETAILS.