

Appendix B

## Standard Checklist

### Before submitting, have you...?

- Have you read the Trailblazer Guide on [gov.uk](http://gov.uk)?
- Have you included the standard title? i.e Apprenticeship Standard for **X**, Degree Apprenticeship Standard for **X**, Integrated Degree Apprenticeship Standard for **X**.
- Have you listed the typical job titles?
- Have you described the occupational profile and knowledge, skills and behaviours?
- Have you listed the responsibilities and duties of the role?
- Have you included the qualification requirements?
- Have you included the level of the standard?
- Have you included the duration of the standard?
- Have you included the review date of the standard?
- Have you listed the values and behaviours?
- Have you included on programme qualifications (if any)?
  - Qualifications cannot be in development
- If the standard is a core and options model, have you listed the option titles?
- Have you written the standard in a size 12 font and fitted all information in three pages?
  - If it is a core and options model it can be longer
- Have you discussed your submission with your relationship manager?

### Can you answer yes to the following and provide evidence?

- Do you have 10 letters of support including 2 small employers?
- Can you provide evidence to support the inclusion of a qualification (if any)?
- Did you open a consultation on the standard? i.e online survey
  - Who did you consult with?
  - How did the survey responses affect the final draft of the standard?
- Is the duration of the standard at least 12 months?
- Do you have a projected annual apprenticeship start date once the standard is approved?
- Have you included your outline costing proposal?
- Have you included a word version of the standard?

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