

PGQM - Frequently Asked Questions

Can I use the PGQM Framework in our school without applying for the award?

No, as a non profit organisation the GA needs to recoup the costs of managing the PGQM framework including intellectual development work, professional moderation and administration, therefore we can only share the full framework with schools who have registered for the PGQM.

How do I apply?

Complete a registration form and return it to us. You can find the registration form and more guidance [here](#).

How much does it cost?

The cost is worked out by your number on role (NOR), you can find full details on the [PGQM front page](#).

How long does the process take?

The PGQM front page shows the registration and submission deadlines. You can also view this [sample timeline](#).

How do I know I'm ready to submit my application?

If you fulfil all the relevant criteria for the level you have applied for then you are ready. Find guidance for this by looking at the Key Indicators on the Self Assessment Framework which is available on the password-protected [PGQM VLE](#).

Can an overseas school apply for the award?

As the application and evidence submission is paper based and is posted to us for moderation, any school can achieve the award.

If I decide I'm not ready to submit can I defer my application?

Yes, you can defer to the next appropriate round without re-registering, but only once, and an administration fee of £50 will be charged. Please note that Quality Mark registration fees are non refundable.

I have an Application Form from a previous round, can I use it?

NO, you must use the appropriate application form for the Round you are applying for as the framework is updated annually. The correct form is available to download from the [PGQM VLE](#).

How many schools have achieved the award?

Full listings of award holders for each year can be viewed via the left hand menu. A [map of current award holders](#) is also available.

How much evidence will I need to prepare?

Most sections of the application form require **some** annotated photographic evidence and/or written accounts of your practise with the number of photos/words required indicated on the application form. All of the paper evidence should be capable of fitting into a 40 pocket folder (maximum of 2 pages per pocket - though your Action Plan can be placed together in one pocket). However, you do not have to fill a 40 pocket folder and if you send too much evidence we may ask you to resubmit at a later date.

Can I submit evidence from previous academic years?

We prefer work that you have done in this academic year, however we will accept some earlier evidence up to a maximum of two years previous.

Can I submit my application electronically or online?

We do not have the facility for online application submission at the moment but you can [email](#) your completed application form (if size allows) or copy it onto a CD or USB stick and send a copy to us. This will allow us to use any exemplary evidence you provide on our website.

Do I need to keep a copy of my application?

It's probably worthwhile keeping a copy as you may need this for reference if you decide to apply for a higher level in the future or when renewing in three years time. Please note that we also require **two** copies of your completed application when you submit.

Do you visit schools?

The GA visits a small number of schools to assure standardisation. If your school is going to be visited you will be notified early in the Spring term.

What if my application is going to be late?

Please contact us immediately and on occasion we can arrange a small extension. If you wish to defer your application until the following year an administration fee of £50 will be charged. Please note that Quality Mark registration fees are non refundable.

What happens after I have submitted my application?

You will receive email confirming receipt of your application and if a visit is required your moderator will contact you to arrange a visit.

How is my application assessed?

The majority of awards will be achieved on the basis of the submitted application form with accompanying annotated evidence and appendices. This will be moderated by a GA appointed moderator without the need for a visit to the school.

All applications are scrutinised in-house before being passed to the allocated moderator and a rigorous Quality Assurance process ensures that the award is standardised.

Each year the GA undertakes a number of Quality Assurance moderation visits that take place during the term following submission of evidence. If your school is chosen for a Quality Assurance moderation visit you will be notified well in advance by your allocated moderator.

What if we apply for the PGQM but after moderation we do not achieve the level desired?

Our judgements are based on the application you make and the evidence you provide. The evidence we receive should tell a clear story about the geography in your school and its impact on pupils. Your submission will be awarded according to how you have fulfilled the required criteria.

If your submission does not reach the applied for level (sometimes schools are upgraded or downgraded), a written feedback report is provided that can be discussed with your moderator upon request. The [PGQM VLE](#) has lots of guidance about putting your application together with sufficient evidence so you must read this before submitting.

How long does the award last for?

Three years. You will be notified when you need to re-register and submit again for continuous PGQM status.

How can I get further detailed feedback?

If you are not visited by a moderator as part of the PGQM process you will have the opportunity to request an 'enhanced feedback' consultancy visit from a designated moderator (standard GA consultancy fees apply) which would give your school further chance to discuss and develop any suggested action points and ways to improve your geography provision.

What advice and support is available to me?

If you would like a moderator to visit you or if you have any other enquiries please contact [Julie Beattie](#) (PGQM Administrator).

You may also make contact with a [Primary Geography Champion](#), many have been involved with the PGQM and are a useful source of support (from 2012 all Gold level awarded teachers also receive status as an Honorary Geography Champion). Join the [Champions Ning](#) to find your local Champ and engage with other teachers in your area.