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Important information if you intend to run Pearson BTEC Security qualifications - please read

12 June 2015

Dear XXXXXX,

This email contains important information for centres if you intend to deliver Pearson BTEC Security qualifications.

Last year, we introduced a test inspections programme for centres running the Pearson BTEC Level 2 Award in Door Supervision (QCF). This was an additional quality assurance measure to give confidence in the way these tests are conducted. The yearly test inspection programme is now part of Pearson's quality assurance model for all Pearson BTEC Security qualifications.

This year's vocational test inspections programme will operate from **1st August 2015** and will include all onscreen and paper-based tests for Pearson BTEC Security qualifications, including Pearson BTEC (Scotland) qualifications (See Appendix A for list of qualifications covered).

Overview of the process

If you have tests taking place from 1st August 2015 onwards, you will need to notify us of all test dates and venues for any Pearson BTEC Security tests you are running **at least five days in advance** of the test. You will be able to submit the required information by using an electronic form available on the Pearson website from 3 July 2015.

Centres will be randomly selected for test inspection visits and no advance notice of the test inspection visits will be given to you. These visits will assist us to ensure that tests are being conducted in line with our requirements. The requirements for delivering Pearson BTEC Security tests can be found in the [BTEC Security Qualifications Centre Management Handbook](#) which is available on our website.

We understand that you may not be able to confirm exact learner names **five days in advance of the test**, so we only require you to submit the following information:

Pearson Education Limited. Registered company number 872828 with its registered office at Edinburgh Gate, Harlow, Essex CM20 2JE

1. Your centre details
2. The qualification
3. Test date, time and venue
4. Estimated number of learners expected
5. Test Manager contact details

Monitoring of the test dates

It is important that you inform us of **all test dates and venues for Pearson BTEC Security tests that are taking place from 1st August 2015 onwards**. We will be monitoring notified test dates against tests taken. We will follow up with you where we believe a test has been taken without notifying us.

On the day of a test you may be visited by one of our appointed test inspectors. The test inspector will bring suitable identification with them to allow you to verify their identity. We ask that you provide the test inspector with the information and assistance they require during the test inspection visit. You will receive feedback from us following the visit about the conduct of the test.

We will write to you again by 3 July 2015 to provide you with further details about the Security test notification form and the process for the unannounced test inspection visits.

If you have any initial queries regarding these processes, please contact vqtestinspections@pearson.com or refer to our frequently asked questions.

Yours faithfully,

Maria Dunne

Head of Audit and Quality
Quality, Standards and Research

Appendix A

QCA Code	Qualification Title
601/5081/6	Pearson BTEC Level 2 Certificate in Principles of Providing Security Services (QCF)
R431 04	Pearson BTEC Award for Upskilling a Door Supervisor within the Private Security Industry (Scotland) at SCQF Level 6
601/5233/3	Pearson BTEC Level 2 Award for Upskilling a Door Supervisor within the Private Security Industry (QCF)
R433 04	Pearson BTEC Award for Working as a CCTV Operator (Public Space Surveillance) within the Private Security Industry (Scotland) at SCQF Level 6
601/5247/3	Pearson BTEC Level 2 Award for Working as a CCTV Operator (Public Space Surveillance) within the Private Security Industry (QCF)
601/5231/X	Pearson BTEC Level 2 Award for Working as a Door Supervisor within the Private Security Industry (QCF)
R432 04	Pearson BTEC Award for Working as a Door Supervisor within the Private Security Industry (Scotland) at SCQF Level 6
601/5232/1	Pearson BTEC Level 2 Award for Working as a Security Officer within the Private Security Industry (QCF)
R430 04	Pearson BTEC Award for Working as a Security Officer within the Private Security Industry (Scotland) at SCQF Level 6
601/5249/7	Pearson BTEC Level 2 Award for Working as a Vehicle Immobiliser within the Private Security Industry (QCF)
601/5229/1	Pearson BTEC Level 3 Certificate for Working as a Close Protection Operative within the Private Security Industry (QCF)
601/4331/9	Pearson BTEC Level 3 Award for Professional Investigators (QCF)
601/1249/9	Pearson BTEC Level 2 Award in Conflict Management (QCF)