

Customised Qualification Development



Please fill in each section of this form.

Your regional representative will be able to help you. You can also use the Customer Guide for Centre-Devised Pearson's Self-regulated Framework Qualifications for further information. You need to fill in a form for each qualification.

Remember:

Your qualification must be unique.

Your centre must have approval to offer Pearson vocational qualifications. If not, you will need to go through this process before you can seek qualification approval.

Our Concept Approval Panel may not approve the application.

You can only start delivering your qualification after you receive your Qualification Approval letter from Pearson

1 What are your contact details?

Please fill in the name of your organisation and contact details

Centre name	
Centre number	
Head of centre	
Address	
Telephone number <small>Please include international dialling code</small>	
Email	
Centre web site address	
Name of other site(s) where you want to deliver the qualification, if applicable	
Name of contact for other sites	
Your name	
Your telephone number <small>Please include international dialling code</small>	
Your email address	
Your job title	

2 When do you need the qualification?

Please fill in your proposed timescales here.

When do you plan to begin to market your qualification?	When do you plan to begin teaching your qualification?	When will your first registrations be?

3 What will your qualification look like?

Please fill in the details of your proposed qualification.

3.1 What is the proposed title for the qualification?

	Example	Your title
	<i>Pearson SRF</i>	
Brand, eg BTEC or employer name (optional)	<i>BTEC</i>	
Proposed Level	<i>Level 2</i>	
Qualification name eg HND (optional)		
Size ie Award, Certificate or Diploma	<i>Award</i>	
'in' or 'for'	<i>in</i>	
Subject	<i>Editing</i>	

3.2 Why do you need this qualification? Add details for each point as far as possible.

Please outline the outcome from a learner's perspective

What is distinctive about this proposal?

What is the opportunity or problem solved by the proposal?

Please provide evidence to support the demand from employment/industry

3.3 What are the key objectives for your proposed qualification?

Is this proposal linked to any other qualifications/services?

3.4 What languages will you use to assess your qualification?

English only (tick 'yes' or 'no')?

Yes

If no, please list any alternative languages

No

3.5 What languages will you use to teach your qualification?

English only (tick 'yes' or 'no')?	
Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
If no, please list any alternative languages	

3.6 What is the status of your proposed qualification with your government?
(International centres only)

	Please tick the relevant boxes below			
The qualification needs approval from a government department before it can be offered in-country.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
The qualification needs approval from a regulatory organisation before it can be offered in-country.	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
If yes, please specify				

3.7 Does the proposed qualification have to comply to any external regulatory or professional body criteria?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
If yes, please specify	

3.8 Qualification benchmarked against which framework?

UK	<input type="checkbox"/>
Other	<input type="checkbox"/>
Additional detail if other:	

3.9 What is the size of your qualification?

How long will it take to teach the full qualification ie the total number of notional learning hours?	
How many units are there in your qualification in total?	
How many units are mandatory? These are units the learner must complete to gain the qualification.	
How many of these units are optional? These are units the learner can choose from.	
How many of your optional units will the learner need to achieve to gain the qualification?	
How many units must a learner achieve in total to gain the qualification?	

3.10 What are the unit titles? How much time will it take to deliver and assess them? Where will we find the units, if they are from Pearson?

Mandatory units – these are units that the learners must complete.					
Unit title (OFQUAL or Pearson Qualification finders)	Level	N=new unit E= existing Pearson unit	Pearson units have a unique code given in the specification E.g. / / / / /	How many Notional Learning Hours (NLH)* OR QCF credits?	Which existing Pearson Qualification name and or number does this unit come from?
E.g. Principles of Leadership and Management Styles	3	E	E.g. F/506/8768	4 QCF credits	Pearson BTEC Level 3 Award in Principles of Management (QCF)
E.g. Health, Safety and Welfare in Construction and the Built Environment	3	E	E.g. L/600/0211	100 Not. Learning Hours	500/7138/5. Pearson BTEC Level 3 Certificate in Construction and the Built Environment (QCF)

Continued overleaf...

Mandatory units – these are units that the learners must complete.

Unit title (<u>OFQUAL</u> or <u>Pearson Qualification finders</u>)	Level	N=new unit E= existing Pearson unit	Pearson units have a unique code given in the specification E.g. /_/_/_/_/____	How many Notional Learning Hours (NLH)* OR QCF credits?	Which existing Pearson Qualification name and or number does this unit come from?

*NLH = Total time to deliver qualification including: teaching, self-study, revision and assessment.

Option units – units that learners can choose from (if required)

Unit title (<u>OFQUAL</u> or <u>Pearson Qualification finders</u>)	Level	N=new unit E= existing Pearson unit	Pearson units have a unique code given in the specification E.g. _/_/_/_/_/_	How many Notional Learning Hours (NLH)* OR QCF credits?	Which existing Pearson Qualification name and or number does this unit come from?

Continued overleaf...

Option units – units that learners can choose from (if required)

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*NLH = Total time to deliver qualification including: teaching, self-study, revision and assessment.

4 Who are your learners?

What is the learner profile for this qualification? Please give information about your learners.

Age range			
Entry requirements, if any	None required	Yes	No
	Previous experience		
	Previous qualifications		
Any additional information			

4.1 How many learners do you expect to recruit over the next three years?

Year 1	Year 2	Year 3
What evidence do you have to suggest that you will achieve these numbers?		

4.2 What progression routes are there for your learners when they achieve the qualification?

E.g. evidence of agreements with Higher Education providers.

5 Delivering and assessing your qualification

Please explain how you are going to deliver and assess your qualification.

5.1 How will you deliver your qualification?

Tick the appropriate boxes. You can choose more than one box .

Face to face	<input type="checkbox"/>	If you have ticked 'other' please give more information.
Distance learning	<input type="checkbox"/>	
Online	<input type="checkbox"/>	
Workbased	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

5.2 Please give a brief description of the anticipated teaching and learning model details:

- Duration
- Staff and expertise required
- Likely approach to delivery
- Role of work-based or other features

E.g. regular weekly lectures at a college/independent study supported by online resources/
mainly work-based projects with a supervisor.

5.3 How will you deliver your assessment?

Tick the appropriate boxes. You can choose more than one box .

Portfolio	<input type="checkbox"/>	If you have ticked 'other' please give more information.
Observations	<input type="checkbox"/>	
Workplace assessment	<input type="checkbox"/>	
Short answer tests	<input type="checkbox"/>	
Assignments	<input type="checkbox"/>	
Witness statements	<input type="checkbox"/>	
Other	<input type="checkbox"/>	

5.4 What will you assess?

Knowledge and understanding of subject	<input type="checkbox"/>
Practical skills	<input type="checkbox"/>
Both	<input type="checkbox"/>

6 Any further information

Is there any other information about your proposal that you feel would help to support your application. Please provide details below.

7 What next?

Please email this form to your Regional Manager (international centres) or Business Account Manager (UK centres) and attach the following documents:

- All the units that you have developed
- Samples of training materials for the units, if available
- Samples of assessment materials, if available
- A syllabus or specification if available

International centres:

A Customised Portfolio Manager will contact your regional representative for additional information, if required. Your regional representative and Customised Portfolio Manager will then present your proposal to the Concept Approval Panel.

UK centres:

Your Business Account Manager will contact you for additional information, if required.

The Concept Approval Panel will make the following decisions:

1. your application will progress to the next stage for development and costs will be determined at that stage.
2. we require more information
3. your application has not been successful.

Thank you for taking the time to complete this form in as much detail as possible.

Agreement by Principal, Chief Executive or Head of Centre/Institution

Terms & Conditions: After your completed SRQI form has been reviewed you will receive T&Cs and a fee schedule that will apply to the development of your qualification. You must sign and return these before any qualification development can start.

Head of Centre name	
Head of Centre signature	
Date	
Email address	

Internal use only

Key Personnel

Regional Manager/Business Manager name	
Email address	
Regional Director sponsorship (International only)	
Portfolio/Appraisal Manager	
Higher National Unit Manager	

Type of proposal	New	
	Replacing existing qualification. Give full title	
	Amending existing qualification	

Timescales and key information

Date proposal received by account manager	
Date of business approval	
Date of Concept Approval Panel	
Concept Approval Form number	
Proposed sector code	
Development costs agreed with centre	
Value of Registration fee agreed (GBP £)	
Regional standard fee	
Date of notification email to centre regarding CAP outcome	
Date of qualification development sign-off	
Date of qualification approval	

Centre history

Provide any historical information that may have an impact on the proposal.