

BTEC

10

Apprenticeships

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I Introduction

This section will cover the overall structure of our BTEC Apprenticeships. The main focus will be on how your centre can be approved to offer BTEC Apprenticeships, the various ways to register your learner, tracking your learner's BTEC Apprenticeship progress, highlighting the main quality assurance policies and the methods of results reporting.

For information on our BTEC Apprenticeships qualifications, please visit our website www.pearsonwbl.com/btecapprnticeships.

An Apprenticeship is a set of qualifications defined in a 'framework' developed by Sector Skills Council. Most Apprenticeship frameworks follow a standard format that comprises:

- 1) Competency-based components (e.g.: NVQ Level 2 for Apprenticeships, NVQ Level 3 for Advanced Apprenticeships)
- 2) A knowledge-based component (Technical Certificates)
- 3) Key Skills and Transferrable Skills (to be extended until 31 August 2012 and to be replaced by Functional Skills on the 1 September 2012)
- 4) WorkSkills
- 5) Employment Rights and Responsibilities (ERR).

Apprenticeships are available in various sectors and industries. They have been designed and developed to work alongside employment, to improve understanding, skills and learner career prospects through gaining nationally recognised qualifications.

One registration per learner will cover all the components of their BTEC Apprenticeship.

2 BTEC Apprenticeship approval

2.1 Gaining approval online

If you are an existing Edexcel approved centre for NVQ and BTEC qualifications you should be able to gain instant online approval for the Apprenticeships you require.

To do this, you will need to navigate to the Apprenticeship tab on Edexcel Online, select the 'Approvals' menu, then 'New Approval' from the sub menu.

You then choose the sector and level you require. Additional filters relating to UK variants of the Apprenticeships may also be available. Once you have made your selection, all matching Apprenticeships will be displayed.

BTEC Apprenticeship Approval Help ?

Welcome to the BTEC Apprenticeship Approval page.

Here you will be able to gain instant approval for all components of a BTEC Apprenticeship. If you do not meet the requirements for online approval, please contact us for further details on gaining approval. For more information on BTEC Apprenticeships, please visit the [BTEC Apprenticeships section](#) of our website.

Show me BTEC Apprenticeships

For the Sector:

At the Level:

Where the BTEC is assessed onscreen:

That include the Transferable Skill:

That include WorkSkills for Apprenticeships:

Select the BTEC Apprenticeships you'd like to gain approval for:

Code	Apprenticeship Title	Select All
<input type="checkbox"/> +	MAS04351 MANAGEMENT ADVANCED APPRENTICESHIP (CERTIFICATE) (SASE)	<input type="checkbox"/>
<input type="checkbox"/> +	MAS04350 MANAGEMENT ADVANCED APPRENTICESHIP (ONSCREEN) (SASE)	<input type="checkbox"/>
<input type="checkbox"/> +	MAS04812 MANAGEMENT ADVANCED APPRENTICESHIP WITH WIDER KEY SKILLS (SASW)	<input type="checkbox"/>

I agree to and accept the [Terms & Conditions](#).

You are able to view the components of these Apprenticeships by pressing the + button to the left of the Apprenticeship Title. You then simply need to choose those Apprenticeships you wish to gain approval for, accept the terms and conditions and click 'Request Approval'.

If you do not already have approval for the components of the Apprenticeship we will automatically give you approval.

BTEC Apprenticeship Approval Help ?

Approval for the following BTEC Apprenticeship(s) has now been granted. Your approval confirmation letters will arrive in your mailbox within the next two hours. These will include your approved programme number(s) and the qualification title(s).

- TEAM LEADING APPRENTICESHIP (CERTIFICATE ONSCREEN)
- TEAM LEADING APPRENTICESHIP (CERTIFICATE)

If you would like to register candidates for any approved BTEC Apprenticeship, please click [here](#).

If you do not meet the requirements for online approval, you will receive an error message. This will usually be because you are new to working with Edexcel and as such do not meet the requirements for gaining online approval for all of the components. If this is the case please see section 2.3, the Form-based Approval Request Section.

2.2 Viewing Approved Apprenticeships

You are able to view all the Apprenticeships you are approved to offer by selecting Approved Apprenticeships within the Approvals menu of the Apprenticeship tab. This will show titles, programme codes, component details and accreditation dates of the Apprenticeship and its components.

Welcome to the BTEC Apprenticeship Approval page.

Here you will be able to gain instant approval for all components of a BTEC Apprenticeship. If you do not meet the requirements for online approval, please contact us for further details on gaining approval. For more information on BTEC Apprenticeships, please visit the [BTEC Apprenticeships section](#) of our website.

Show me BTEC Apprenticeships

For the Sector:

At the Level:

Where the BTEC is assessed onscreen:

That include the Transferable Skill:

That include WorkSkills for Apprenticeships:

Select the BTEC Apprenticeships you'd like to gain approval for:

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	<table border="1"> <thead> <tr> <th>Programme Title</th> <th>Level</th> <th>QualificationType</th> </tr> </thead> <tbody> <tr> <td>MANAGEMENT (QCF)</td> <td>3</td> <td>BTEC</td> </tr> <tr> <td>MANAGEMENT (LEVEL 3 NVQ CERTIFICATE)</td> <td>3</td> <td>NVQ</td> </tr> <tr> <td>APPLICATION OF NUMBER</td> <td>2</td> <td>Key Skills</td> </tr> <tr> <td>COMMUNICATION</td> <td>2</td> <td>Key Skills</td> </tr> <tr> <td>INFORMATION TECHNOLOGY</td> <td>2</td> <td>Key Skills</td> </tr> <tr> <td>WORKSKILLS FOR EFFECTIVE LEARNING AND EMPLOYMENT (QCF)</td> <td>3</td> <td>BTEC</td> </tr> </tbody> </table>	Programme Title	Level	QualificationType	MANAGEMENT (QCF)	3	BTEC	MANAGEMENT (LEVEL 3 NVQ CERTIFICATE)	3	NVQ	APPLICATION OF NUMBER	2	Key Skills	COMMUNICATION	2	Key Skills	INFORMATION TECHNOLOGY	2	Key Skills	WORKSKILLS FOR EFFECTIVE LEARNING AND EMPLOYMENT (QCF)	3	BTEC	
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2.3 Form-based Approval Requests

If you do not meet the requirements for online approval or are completely new to working with Edexcel you will need to complete an application form to begin delivering Apprenticeships. You will be guided through this process by your Accounts Manager. If you are not sure who this is please see the Contact Information section of this manual.

The approval process will involve us making some checks on the people and resources you have in place to deliver the Apprenticeship(s) you require, such as the experience of your Assessors and Verifiers and your centre's policies and procedures. If you are already delivering NVQs or Apprenticeships with another awarding organisation we will be able to fast track your application through.

Some centres may not get Edexcel Online approval.

The reason for this is that you may not be approved for a certain component.

BTEC Apprenticeship Approval Help ?

We were not able to approve your centre for the following BTEC Apprenticeship(s). Please [contact us](#) for guidance or further information.

- (MAS04351) MANAGEMENT ADVANCED APPRENTICESHIP (CERTIFICATE) (SASE)
- (MAS04350) MANAGEMENT ADVANCED APPRENTICESHIP (ONSCREEN) (SASE)

3 Registration

3.1 Periods of registrations

Registrations must be made before the end date given for qualification approval. Registrations are valid for a maximum of five years or until the certificate end date for an individual component, whichever is the earlier. For each component, the issue of a qualification certificate completes that part of the Apprenticeship registration.

Where registration lapses by the expiry of the period of registration, the learner must be re-registered on a currently approved qualification.

3.2 Withdrawal of learners

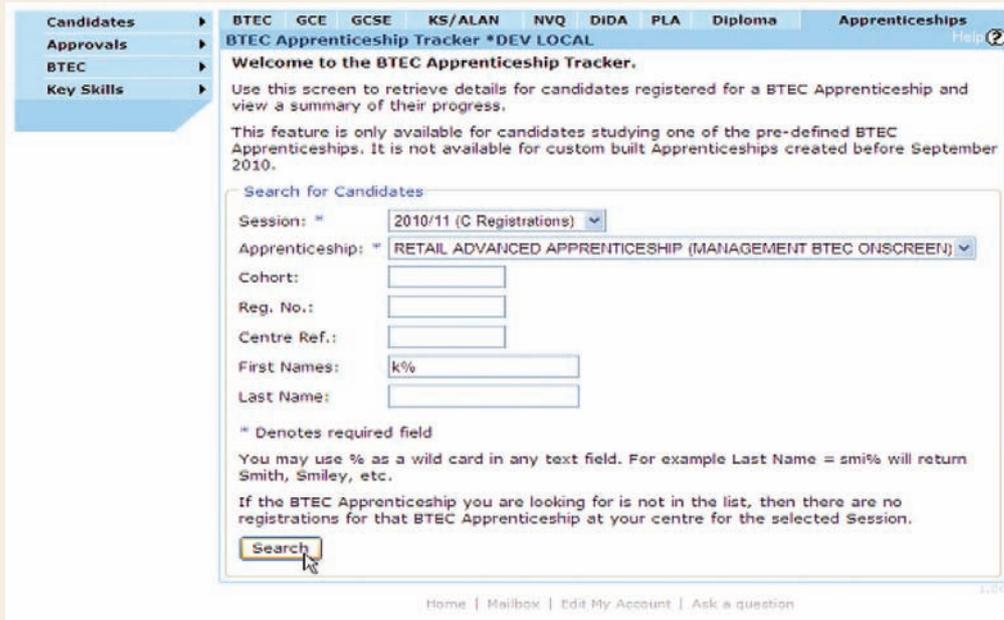
Centres should advise us of all learners who have withdrawn from programmes. Withdrawal can be done through Edexcel Online and can take place throughout the year. Withdrawal does not result in a credit back of any fees.

3.3 Apprenticeship Tracker

All learners registered on Apprenticeship schemes will show on the new tracker service on Edexcel Online by following the link on the Apprenticeship tab.

(FURTHER EXPLANATION)

Below is a quick 'walk through' of how to use Tracker and what it shows you.



First we need to look for the learners in question; this search screen is very similar to ones you will know from Edexcel Online.

Adding a % is a wildcard.



Tick the box to confirm that the enrolment date is correct, and then click the 'Next' button. You will now be able to choose the Apprenticeship you want to register your learners on, from the list of approved Apprenticeships at your centre.

This screen has three parts:

1. a description of what is in the specific Apprenticeship
2. this is a static area explaining what each of the icons mean
3. a list of learners with the component parts and whether they are in progress, completed or withdrawn.

In progress is described as any component qualification that has not been certificated, so it could mean not started and it could mean nearly completed.

Clicking any of those icons on BTEC and NVQ components will bring up the online student report form where results can be reported, progress checked, learners withdrawn and other changes made.

4 Quality Assurance

Following the registration of learners on a BTEC Apprenticeship framework, Edexcel will appoint an Apprenticeship Standards Verifier who will report the outcomes of their quality assurance of Apprenticeships. The Standards Verifiers use the forms, outlined below, for the separate components of the framework to record the process:

- the e-QRF for the competency-based/NVQ component – please refer to the NVQ Handbook
- the NSS form for the BTEC Technical Certificate (when the centre is using the portfolio assessment model)
- the Key Skills standards moderation report form – please refer to the appropriate Key Skills centre and standards moderation guidance documentation.

4.1 Competency-based component

Pearson has a flexible approach to the frequency of Standards Verification visits to centres to provide centres with excellent customer service. The Apprenticeship Standards Verifier will carry out two visits to the centre annually with a third visit for Key Skills verification. The exact frequency and duration of the Apprenticeship Standards Verifier visits will depend on the centre's performance. The factors to take into account are the:

- number of assessment sites
- number and throughput of learners
- number and turnover of Assessors
- number and turnover of Internal Verifiers.

In order to minimise the number of interactions between the centre and Pearson, Standards Verifiers will:

- allocate Apprenticeship Standards Verifiers that are individually able to quality assure a range of sectors (when possible)
- ensure one of the Apprenticeship Standards Verifiers allocated to the centre is nominated as the single point of contact for the centre.

5 Workbooks

- Modern Apprenticeship Scheme Workbooks are automatically processed.
- They are generated when registrations are made.
- There is one book per registration.
- They are designed to support student and Assessor in completing BTEC Modern Apprenticeships.
- They help to identify evidence that will demonstrate student competence.
- They cover all mandatory units and a selection of optional units.