

Qualification Approval

3. Qualification Approval

If you are currently a Pearson Work Based Learning centre and wish to start administering our NVQ/ competence-based qualifications with Pearson WBL you will need to complete our Centre and Qualification Approval form. If you are currently administering NVQ qualifications with another Awarding Body a fast track approval process is available.

NVQ qualification approval

If you run NVQ qualifications with Pearson WBL and already have registrations and Direct Claim Status on a qualification and no sanctions above Level 2 on any provision, you will be able to gain online approval for most of our NVQ range.

- Logon to Edexcel Online and choose the NVQ from the drop down list. Select Qualifications then Qualification Approval



- Select the Qualification Type, Sector and Programme and tick the box to agree terms and conditions.
- Continue through the screens until you are able to select your chosen programme.

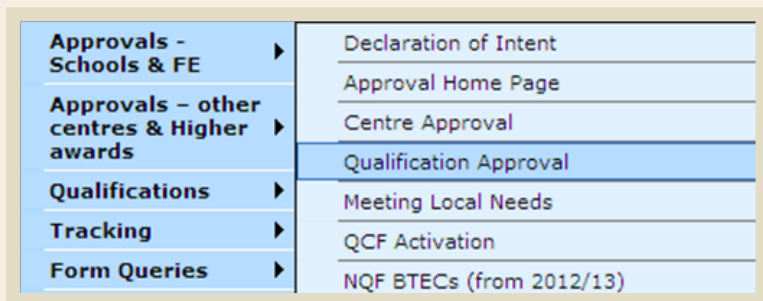
A screenshot of the 'Qualification Approval' page. The page title is 'Qualification Approval' and the subtitle is 'Welcome to the Qualification Approval page.' The main text reads: 'Here you will be able to gain instant approval for NVQ qualifications with approval letters sent to your online mailbox. If you do not meet the requirements for online approval, please contact us for further details on gaining approval.' Below this text are three dropdown menus: 'Qualification Type (help):' with the value 'Select a qualification type', 'Sector:' with the value 'Select a sector', and 'Specific Programme:' with the value 'Select a program'. At the bottom of the form is a checkbox labeled 'I agree to and accept the Terms & Conditions.'

If you do not meet these requirements, or if the qualification is excluded from online approval (for example, Achieving Excellence in Sport and some Care qualifications), you will need to complete the Qualification Approval form

BTEC qualification approval

In most cases you will be able to gain online qualification approval up to the level you are currently delivering to as long as you have had successful verification.

- Logon to Edexcel Online and choose the BTEC from the drop down list. Select Approvals then Qualification Approval



- Select the Qualification Type, Sector and Programme and tick the box to agree terms and conditions.
- Continue through the screens until you are able to select your chosen programme.



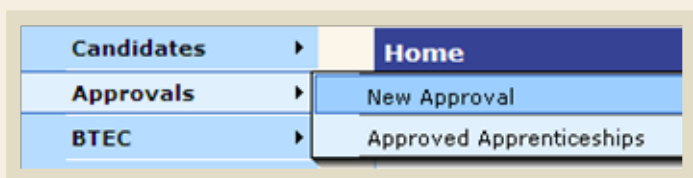
A screenshot of the 'Qualification Approval' page. The page has a blue header with the text 'Qualification Approval' and 'Welcome to the Qualification Approval page.' Below the header, there is a paragraph of text: 'Here you will be able to gain instant approval for NVQ qualifications with approval letters sent to your online mailbox. If you do not meet the requirements for online approval, please contact us for further details on gaining approval.' Below the text, there are three dropdown menus: 'Qualification Type (help): Select a qualification type', 'Sector: Select a sector', and 'Specific Programme: Select a program'. At the bottom of the page, there is a checkbox labeled 'I agree to and accept the Terms & Conditions.'

Any questions regarding your Approval, please contact your Account Specialist. You can view these details on our contact us page within this manual.

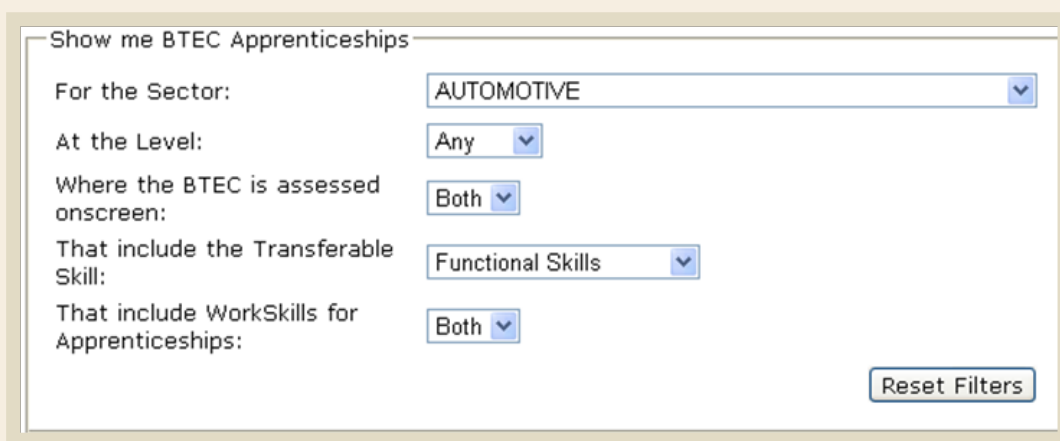
BTEC Apprenticeship approval

If you meet the online approval rules for NVQ you will be able to gain approval for Apprenticeships instantly online. Any components you do not already have approval for will automatically be approved along with the Apprenticeship. You will also be able to pick and choose which frameworks you require within a particular sector. Approval for Higher Apprenticeships, those at level 4 and above, are only available if you already have approval for all components.

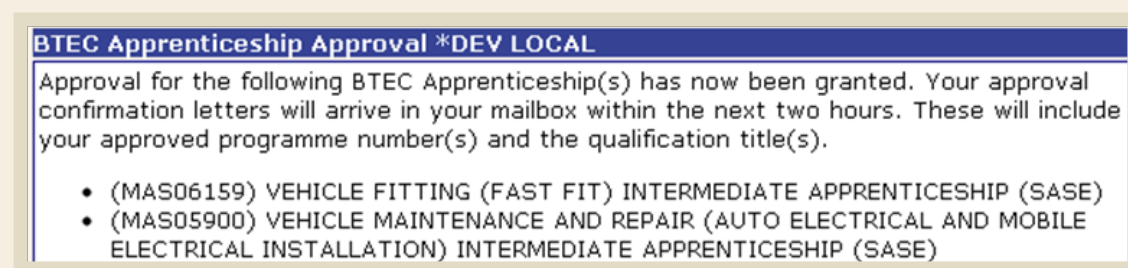
- To do this you will need to navigate to the Apprenticeship drop down in Edexcel Online, select Approvals then New Approval from the sub menu.



- 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.

A screenshot of a filter form titled 'Show me BTEC Apprenticeships'. It contains several filter options, each with a dropdown menu: 'For the Sector:' set to 'AUTOMOTIVE'; 'At the Level:' set to 'Any'; 'Where the BTEC is assessed onscreen:' set to 'Both'; 'That include the Transferable Skill:' set to 'Functional Skills'; and 'That include WorkSkills for Apprenticeships:' set to 'Both'. A 'Reset Filters' button is located at the bottom right of the form.

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.



You will receive confirmation on the screen if successful.

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 Pearson WBL and as such do not meet the requirements for gaining online approval for all of the components.

Form-based approval requests for BTEC Apprenticeships

If you do not meet the requirements for online approval or are completely new to working with Pearson WBL you will need to complete an application form to begin delivering Apprenticeships. You will be guided through this process by your Regional Development Manager.

The approval process will involve us making some checks on the people and resources you have in place to deliver the Apprenticeship(s), 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.

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.

Show me BTEC Apprenticeships

For the Sector: CLEANING AND FACILITIES MANAGEMENT ▼

At the Level: Level 2 ▼

Where the BTEC is assessed onscreen: Both ▼

That include the Transferable Skill: Functional Skills ▼

That include WorkSkills for Apprenticeships: Both ▼

Reset Filters

Code	Title	Approved From	Approved To
MAS03256	CLEANING AND SUPPORT SERVICES INDUSTRIES INTERMEDIATE APPRENTICESHIP (SASE) - £154.65	04/08/11	31/08/13

Code	Level	Title	Approved From *	Approved To *	Cert. End Date *
XP663	2	EDEXCEL BTEC LEVEL 2 CERTIFICATE (SPECIALIST 13-20) in CLEANING PRINCIPLES (QCF)	01/09/10	31/12/13	31/12/15
Q7000553	2	CLEANING AND SUPPORT SERVICES SKILLS (LEVEL 2 CERTIFICATE)	01/01/10	30/06/14	30/06/16
VN984	2	EDEXCEL FUNCTIONAL SKILLS QUALIFICATION in FUNCTIONAL SKILLS - ENGLISH (LEVEL 1/2) (ONSCREEN)	01/09/10	31/08/13	31/08/15
VN985	2	EDEXCEL FUNCTIONAL SKILLS QUALIFICATION in FUNCTIONAL SKILLS - MATHEMATICS (LEVEL 1/2) (ONSCREEN)	01/09/10	31/08/13	31/08/15
WL624	2	EDEXCEL BTEC LEVEL 2 AWARD (WORKSKILLS QCF) in WORKSKILLS FOR EFFECTIVE LEARNING AND EMPLOYMENT (QCF)	01/09/10	31/12/13	31/12/15

Centre and programme closures

Centres are reminded that where there is a planned closure of a centre or programmes, it is a requirement that Pearson WBL is informed in writing. This communication should include information as to the proposed plan for learners who are registered, as well as those who are enrolled but not yet withdrawn. A progression plan will need to be proposed and agreed with the Head of Vocational Assessment within Pearson

Records should be kept for three years and, where this is not possible, a plan made of where they will be stored. Records which should be kept are those which allow for an audit trail of the process from registration to certification, including records of Assessors and internal verification activities. Retaining records is an obligation for all centres that are approved to offer Pearson WBL qualifications.

Where there is an unexpected closure it is important that Pearson WBL is informed in writing as soon as the remedial actions are identified.

Centre mergers, de-mergers and sub-site additions

Centres can request to merge or de-merge in the month of August only. This activity will If you want to make such changes please notify your Account Specialist detailing your requirements.

Upon receipt of your request we will contact you to discuss your requirements. It may be possible to make some short term changes, for instance, you may wish to change the name of your centre to be in-line with that of the merged centre name before the full merger is initiated in August.

Centre address and contact details

Changes to your Head of Centre contact details should be emailed through to your Account Specialist. This should be done in addition to ensuring that all contact details held on Edexcel Online for all registered users are up to date.

If you wish to change the name or address of your centre this should sent to us on a letter signed by the Head of Centre. Please tell us at which dates these details should be changed. Please see our contacts us for our address.