

Annual Quality Declaration  
Edexcel Online Account Confirmation  
Terms and Conditions

**Centre Guide 2024 - 2025**

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# Introduction

This document provides guidance on the mandatory activities that must be completed by all Pearson centres between **1 September – 14 October\*** each academic year to ensure you are aligned with our policies and procedures to deliver Pearson qualifications.

*\*This is a fixed annual deadline. If this falls on a weekend, centres may wish to consider the preceding working day, although submission will be accepted on the official deadline.*

This table confirms which activities you need to complete, depending on which Pearson qualifications your centre offers and whether your centre is based in the UK and Channel Islands or international.

Centre type	Qualifications	Annual Quality Declaration	Edexcel Online Account Confirmation	Terms and conditions
UK and Channel Island	Vocational qualifications only	✓	✓	✗
UK and Channel Island	General qualifications only	✗	✓	✓
UK and Channel Island	Both vocational and general qualifications	✓	✓	✗
All International	Vocational and/ or general qualifications	✗	✓	✓

Individual sections within this guide confirm which person within your centre should complete each activity.

If you have any questions, please contact us via the [Pearson Support Portal](#).

# Annual Quality Declaration (AQD)

## Overview

In the 2024/25 academic year, the Annual Quality Declaration applies to UK and Channel Island centres only, who deliver Pearson vocational qualifications.

The quality nominee, acting on behalf of the head of centre, needs to complete the Annual Quality Declaration via our online platform at the start of each academic year.

The Annual Quality Declaration contains Pearson's updated Terms and Conditions of Centre Recognition and Qualification Approval. Section 8, in particular, requires centres delivering vocational qualifications to have specific policies and procedures in place that have been contextualised for your centre. Centres delivering work-based learning and Higher National Qualifications are also required to provide additional information to support the quality assurance process.

The AQD is required to be submitted between **1 September – 14 October** \*.

*\*This is a fixed annual deadline. If this falls on a weekend, centres may wish to consider the preceding working day, although submission will be accepted on the official deadline.*

This guide provides information to assist centres in completing this mandatory activity.

## Which qualifications relate to the Annual Quality Declaration?

UK and Channel Island centres that offer any of the following vocational qualifications must complete the Annual Quality Declaration:

- All BTEC: Entry to Level 3
  - L2 Firsts, Technicals
  - Tech Awards (incl. first teach from Sept 2022)
  - L3 Nationals
  - Work skills
  - Personal and Social Development (PSD)
  - L1 Introductory

- BTEC Levels 4 – 5 Higher Nationals
- English for Speakers of Other Languages (ESOL)
- Essential Skills Wales, Essential Digital Skills Qualifications
- Functional Skills
- Professional qualifications levels 4-7
- Self-regulated framework (SRFs) levels 1-7
- T Level Technical Qualifications
- All Work-Based Learning (WBL):
  - Level 1 – 7 Pearson Edexcel and Pearson NVQs and competence-based qualifications regulated by Ofqual
  - Pearson Scottish Vocational Qualifications (SVQs) regulated by SQA Accreditation
  - BTEC Apprenticeship frameworks (except the Functional skills suite)
  - BTEC Security and Fire qualifications
  - BTEC First Person on the Scene
  - Advanced Manufacturing Engineering (AME)
  - Certain BTEC Specialist; full list in WBL Centre Guide to Quality Assurance

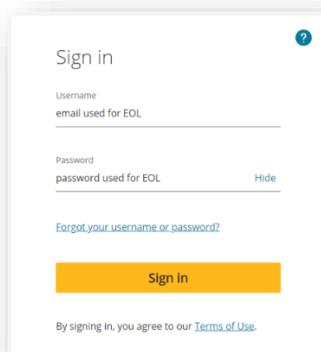
*UK and Channel Island centres who only offer general qualifications and all international centres (offering general and/ or vocational qualifications) are required to complete the standalone terms and conditions. See page 19 for further details.*

## Accessing the Annual Quality Declaration

While the Annual Quality Declaration is hosted on a separate platform to Edexcel Online, you log in to this platform using your Edexcel Online credentials (please note, this is case sensitive).

*Annual Quality Declaration platform link:*

<https://learninghubprogress.pearson.com/annual-quality-declaration>



Access is limited to Edexcel Online users who have the quality nominee box ticked in their account permissions. If you are the quality nominee but don't have this permission, your exams officer can add it for you.

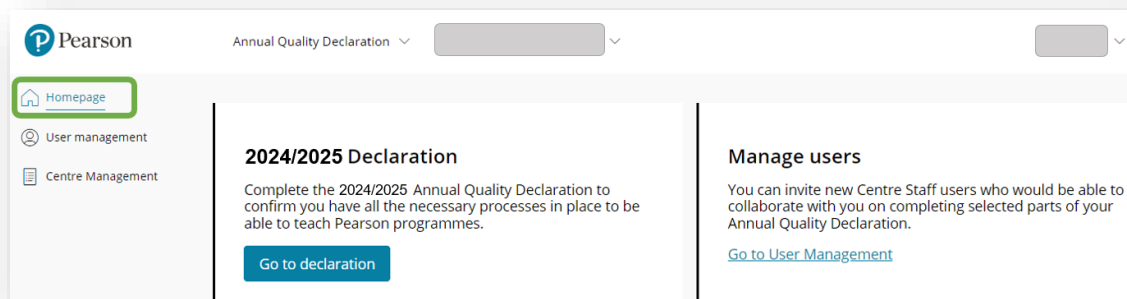
Centre exams officers can update the quality nominee details by selecting the following within the nominated user's Edexcel Online account:

- the primary or secondary job role: *'Quality Nominee'*
- ticking the box, *'Please check this box if you are the Quality Nominee for your centre.'*

This will also enable the quality nominee to receive communications from Pearson relating to our quality assurance activities outlined within our centre guides.

If you are the head of Centre and would like to complete the Annual Quality Declaration, please [contact us](#). You will need to have an Edexcel Online account with a centre-based email address.

When logged into the platform you should see the following options: Select *'Go to declaration'* to begin the online form.



If you see a different screen to the image above, select *'Annual Quality Declaration'* using the drop-down menu located at the top of the screen.

## Login troubleshooting tips

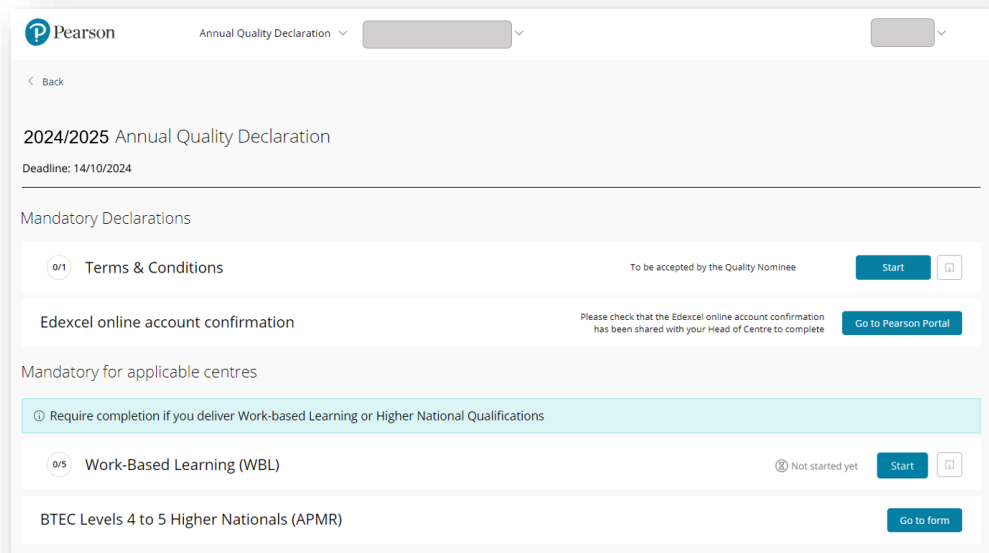
If you have trouble logging in, we recommend trying the following:

- check login details match those used to access Edexcel Online
- clear browser cookies / cache relating to the webpage
- sign in with the correct [multi-factor authentication](#)
- use a different web browser or try incognito mode
- try a different network (in case your centre's firewall is blocking access)

If the above do not resolve an access issue, please [contact Pearson](#).

# Annual Quality Declaration dashboard

You will see the following dashboard view when accessing the Annual Quality Declaration. There are multiple sections listed although not all will apply to every centre - see below for further details.



## Mandatory Declarations

All centres must accept the terms & conditions and complete the edexcel online account confirmation.

### *Terms and conditions*

Only the quality nominee or head of centre can accept the terms and conditions on behalf of the centre each academic year and before 14 October. When accepting the terms and conditions, your centre is also confirming that you have the required policies and procedures in place to deliver Pearson vocational qualifications.

*Links to several guides can be found within section 8 of the terms and conditions that will provide further details on the required policies and procedures that must be in place, effective and contextualised for your centre.*

### *Edexcel Online Account Confirmation*

This part of the form is intended as a reminder for the quality nominee to share the 'Pearson Portal' link with the head of centre to complete by 14 October. Only head of centre accounts will be able to view and access the application. Please see the relevant section of this guide for further information about this mandatory activity.

## Mandatory for applicable centres

Only centres delivering Work based learning and/ or Higher National qualifications will be required to submit these sections.

If you enter information into one of these sections and realise they do not apply to your centre, you will not be required to take any further action. Pearson will only review the information submitted for centres required to complete each quality process.

### *Work-Based Learning*

Centres delivering competence based WBL qualifications must complete this section to support the quality assurance process carried out each year.

### *L4-5 Higher National*

Centres delivering these qualifications must complete this section to support the Annual Programme Monitoring Review (APMR) activity. *This is mandatory for centres that had registrations in 23/24 academic year.*

## Work-based learning section

This section is intended to capture information relating to competence-based qualifications. Information submitted in this section contributes to the annual quality assurance process.

The deadline to submit this section is **14 October** each year.

*The following four qualifications do not require recording within the WBL section as they have different requirements to competence-based qualifications:*

- *BTEC Entry*
- *BTEC Work skills*
- *Personal and Social Development (PSD)*
- *BTEC L1 Introductory*

*Centres delivering these as a standalone programme are only required to complete the terms and conditions section within the Annual Quality Declaration.*



The following table explains the information required for each criterion. Each criterion requires a response. Please input 'N/A' or '0' for a criterion that does not apply to your centre. The only exception is the 'Progress against any open actions' category, which can be left blank if not applicable.

*Text entries submitted in the previous academic year are pre-populated for some questions to reduce administration. Please review and amend the text where required to reflect the current academic year prior to submission.*

Programme Information	
Programme Title	Enter the title of the programme
Number of Learners Registered	How many learners are currently registered
Number of learners planned in the next 12 months	How many more learners are you expecting within the next 12 months
Certification Status	This is the outcome from your previous report for this programme. If this is the first time delivering this programme, select 'limited'
How are you delivering the programme?	Is the programme standalone or as part of an apprenticeship?
Learners on Individual Units	Will some learners only take certain units from within this programme? If yes, please include relevant detail.
Additional programmes	If you have more than one programme, you will need to fill out this information again for additional programmes. If you are only delivering one programme, you can click the 'Remove' button to remove the secondary templates.

Management Arrangements	
2.0 Key information	Tell us about your centre, including information about your organisational plans for the current academic year. For example, any changes to your delivery staff, centre mergers etc. This will support with planning and avoid any delays further down the line.

2.1 – 2.9 Management Arrangements Statements	Review and confirm the statements outlined from 2.1 – 2.9 can be met. If you cannot confirm and select 'No', please provide a brief narrative to support your response, which will enable the lead SV to tailor their visit / support as required.
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### Learner Support

3.1 – 3.7 Learner support statements	Review and confirm if these statements can be met. If you cannot confirm and select 'No' and add a short explanation to support your response. This will enable the lead SV to tailor their visit / support as required.
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### Progress Against any Open Actions *(Leave blank if not applicable to your centre)*

Date of report	Date of SV report that includes open action(s).
Sectors Concerned	What sector do the actions relate to?
Criterion Reference	What criterion was this action point associated with?
Action	What was the action listed on the report?
Centre summary update	What steps have you taken, if any, to remedy the action point?
Open action 2	If you have more than one action point you will need to fill out this information again for additional actions. If you only have one action point, you can click the 'Remove' button to remove the secondary templates.

### Assessment and Internal Verification

#### Assessor / Verifier Profile

Name	This is the name of your Assessor / Verifier
Role	What role does this individual carry out?
Qualified	For our NVQ/competence-based qualifications, your staff will need to hold the relevant Assessor / Verifier qualifications. Please check the specification which will detail the requirements
Type of employment	Is this individual full time, part time or a subcontractor?

#### Programme area / caseload

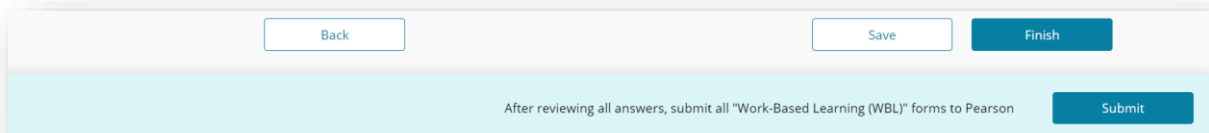
For Assessors, state each programme area assessed and the number of learners	State each programme area assessed, and the number of learners per Assessors for each programme. Input N/A if not an Assessor and only an IQA
--	---

For IQAs, state each programme area, and the number of assessors	State each programme area the IQA verifies, and the number of assessors for each of these programme areas. Input N/A if not an IQA
Additional Assessors/ IQA's	If you have more than one Assessor/ IQA, select 'Add another Assessor'.

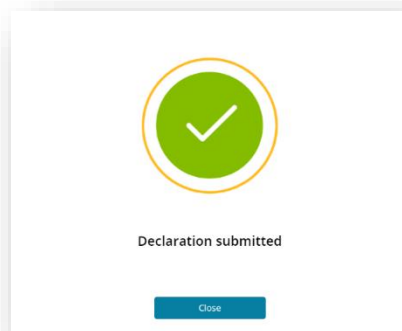
You can save form responses at any time by selecting the 'Save' button at the bottom of each page. Selecting 'Finish' at the end of the section will change the status on the dashboard to show 'Ready to Submit' although submission is still required.



You should confirm all responses are complete and accurate before fully submitting the declaration. After a response has been provided for all criteria within the WBL section, the 'Submit' button will appear in the blue ribbon at the bottom of the screen.

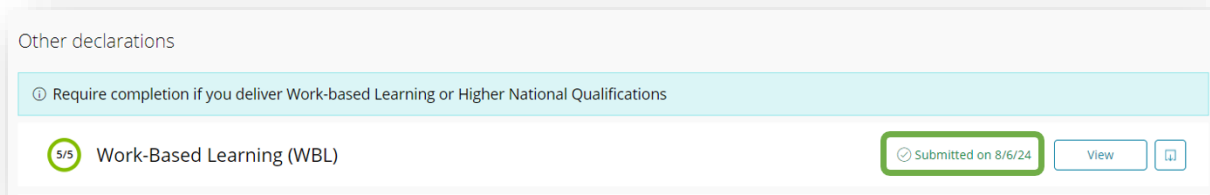


The following message confirms the declaration section has been submitted\*.



*\*The work-based learning section can only be fully submitted after centre terms & conditions have been accepted. The system will provide a prompt if these are incomplete.*

This image shows a fully completed work-based learning declaration by confirming the submission date and the phrase 'submitted'.



The screenshot shows a web interface for 'Other declarations'. A light blue banner at the top reads 'Require completion if you deliver Work-based Learning or Higher National Qualifications'. Below this, a section titled '5/5 Work-Based Learning (WBL)' is highlighted with a green border. To the right of this section, a green box contains the text 'Submitted on 8/6/24', followed by a 'View' button and a share icon.

If you notice any errors, you can update and resubmit the relevant sections within the online form. Adjusting responses without re-submission will change the status to 'In progress' and may impact completing the AQD within the required timeframes.

## BTEC L4/5 Higher Nationals (APMR) Section

The BTEC Higher Nationals section of the Annual Quality Declaration includes a link to the Annual Programme Monitoring Review (APMR), which is required for all centres that deliver BTEC Higher National qualifications (L4 and L5). Information submitted in this section contributes to the quality assurance process.

*The deadline for submitting this section in the 24/25 academic year is **February 21, 2025**. After submitting the form, please ensure that you save a copy for your records.*

For further information about the Annual Programme Monitoring Review (APMR) process, please email [HNQA@pearson.com](mailto:HNQA@pearson.com).

# Edexcel Online Account Confirmation

## Overview

Edexcel Online is our self-service portal for centre staff, providing administrators with support at every stage of the qualification cycle, from approval to registration and entry, reporting of achievement and results, as well as post-results services. It also gives teaching staff access to services including online booking for training events.

The Edexcel Online Account Confirmation is part of our ongoing duty to maintain centre and learner data security. By checking that all user accounts and contact details on Edexcel Online are up to date, we can ensure that we contact the right people when we need to and access to secure information is limited to those who need it.

Your head of centre is required to confirm that users listed within the Edexcel Online Account Confirmation are active users and currently work within your centre.

In the 2024/25 academic year, the Edexcel Online Account Confirmation applies to all centres, regardless of the qualifications your centre offers through Pearson.

# Accessing the Edexcel Online Account Confirmation

Heads of centres are required to complete and submit the Edexcel Online Account Confirmation, though centre exams staff can also view the user information before it is submitted.

Users with the following roles can *complete* the confirmation:

- Head of Centre
- Deputy Head of Centre
- Vice Principal
- MAT CEO

Users with the following exams staff roles can *view* the confirmation:

- Centre Co-ordinator/Administrator
- Examinations Assistant
- Examination Manager
- Examinations Officer
- MAT Admin

If your centre does not currently have one of the above roles, please contact Pearson to request an Edexcel Online account. You can find additional information on [creating an Edexcel Online account](#).

The Edexcel Online Account Confirmation is hosted on the Pearson Portal, which you can access with your Edexcel Online login credentials:

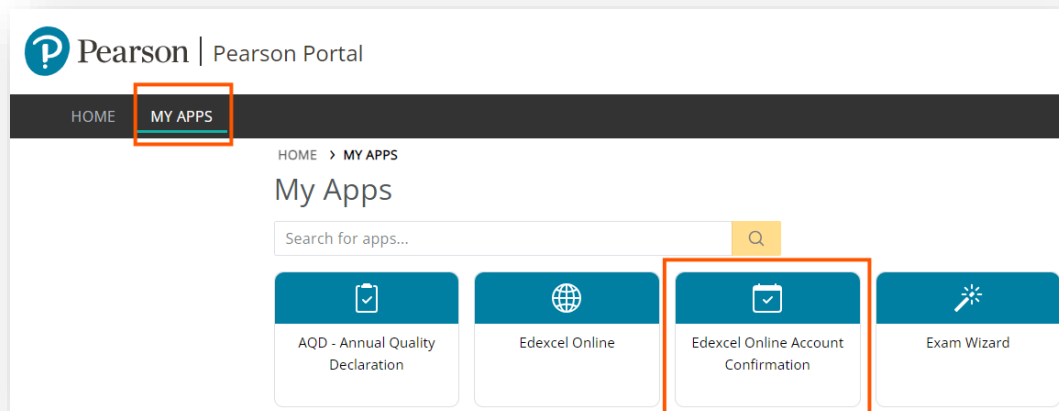
[Log in to the Pearson Portal](#)

If you have trouble logging in, we recommend trying the following:

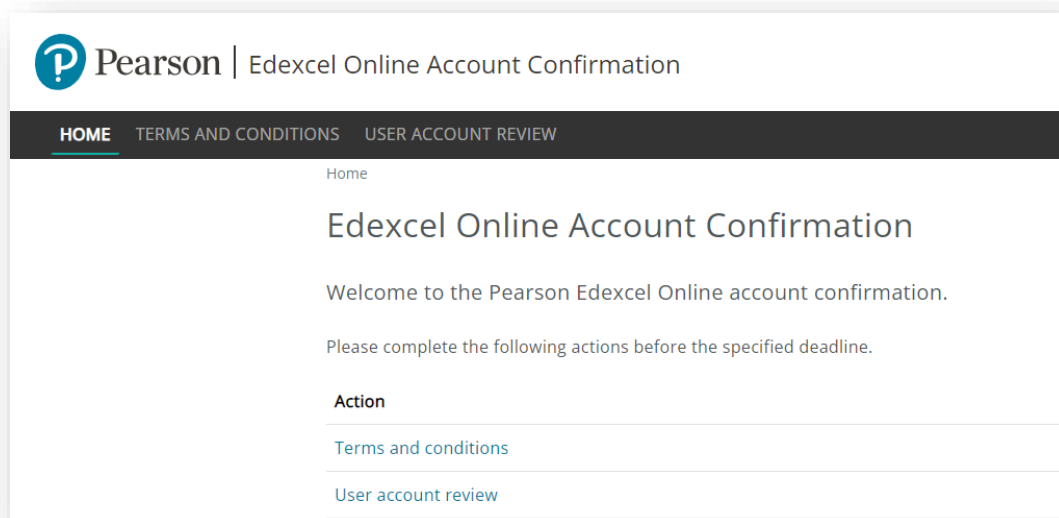
- clear browser cookies / cache relating to the web page
- use a different web browser or try incognito mode
- try a different network (in case your centre's firewall is blocking access)
- sign in with the correct multi-factor authentication

Please [contact us](#) if you are still having issues logging into your account.

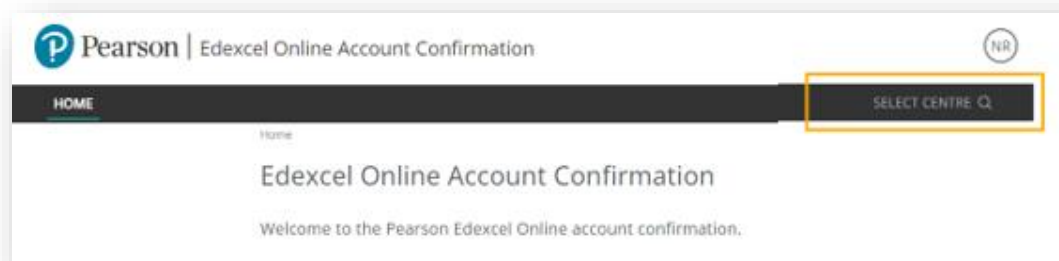
Once you have logged into the Pearson Platform, select the *Edexcel Online Account Confirmation* tile:

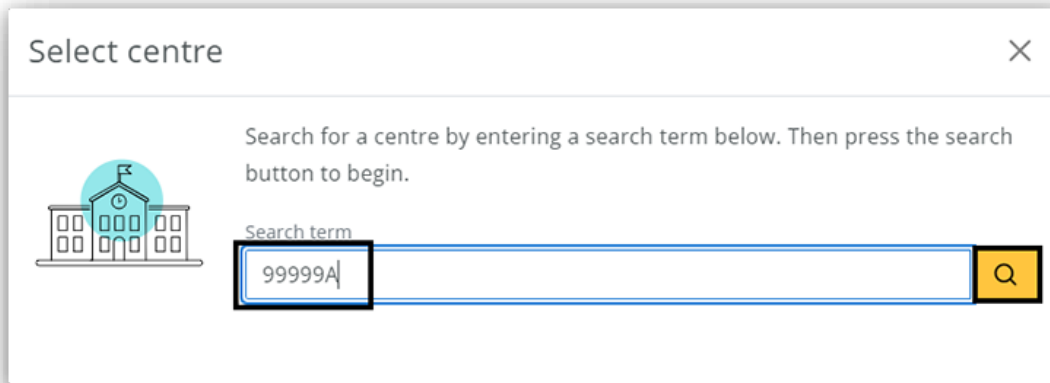


The following screen includes both the Edexcel Online Account Confirmation and terms and conditions on separate tabs at the top of the screen:

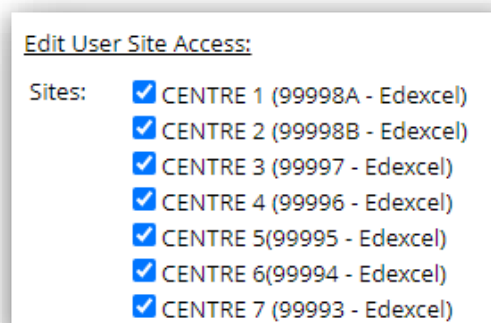


If your centre has multiple sub-sites or centres that are linked within Edexcel Online, you only need to complete the confirmation once. The confirmation will automatically show on the rest of the centres within your remit.





If, when logged in, you see accounts from other centres within a MAT (multi-academy trust), this is because you have other centre numbers ticked on your Edexcel Online profile. If your profile is not correct, please work with your MAT administrator to correct them within Edexcel Online:



For each user account listed, please select the relevant status next to each of the user accounts:

- **Correct:** this account is still active, the contact is still working at the centre, and has all access required.
- **Amend:** if any amendments are required on an account, your exams officer can make these amendments directly on Edexcel Online for most users. For head of centre or exams officer accounts, you will need to complete an online form to request any amendments. \*
- **Delete:** this account access needs to be deleted. Your exams officer can remove accounts at any time by selecting the red cross next to the account within Edexcel Online. See [Edexcel Online: Deleting Accounts](#).



Review user accounts			
<b>Ann Example</b>			
Title	Username	Job role	Status
	anneexample@centre.com	Examinations Officer	Correct ✓
<b>Andrew Example</b>			
Title	Username	Job role	Status
Mr	andrewexample@centre.com	Head Of Centre	Correct ✓
<b>Annie Example</b>			
Title	Username	Job role	Status
Mrs	annieexample@centre.com	Examinations Assistant	Correct ✓
<b>Andy Example</b>			
Title	Username	Job role	Status
Mr	andyexample@centre.com	Examinations Assistant	Correct ✓

\* A separate window will open if the 'Amend' option has been selected. Enter your Edexcel Online login details, and you will be directed to the online form to request the relevant amendments:

Review user accounts			
<b>Ann Example</b>			
Title	Username	Job role	Status
	anneexample@centre.com	Examinations Officer	Correct ✓
<b>Andrew Example</b>			
Title	Username	Job role	Status
Mr	andrewexample@centre.com	Head Of Centre	Correct ✓
<b>Annie Example</b>			
Title	Username	Job role	Status
Mrs	annieexample@centre.com	Examinations Assistant	Correct ✓
<b>Andy Example</b>			
Title	Username	Job role	Status
Mr	andyexample@centre.com	Examinations Assistant	Amend user account Amend ✓

Pearson  
EDEXCEL ONLINE

Log in

Username:

Password:

I accept the [Terms & Conditions](#)

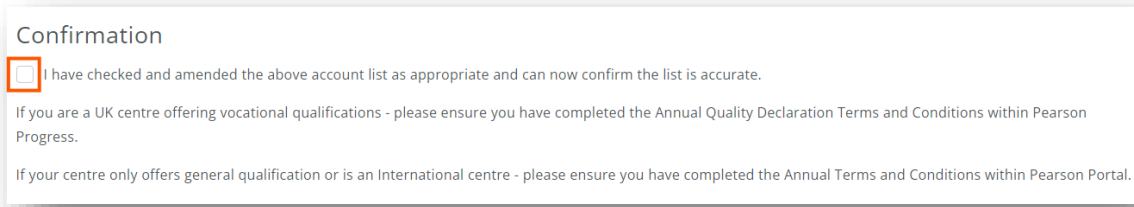
[Forgot password?](#)

[Change password?](#)

[Will it work on my computer?](#)

If you notice any errors before submitting the confirmation, you can reset all account statuses by clicking the 'Clear' option:

Once you have reviewed the status of each user, read the confirmation, and select the relevant tick box:



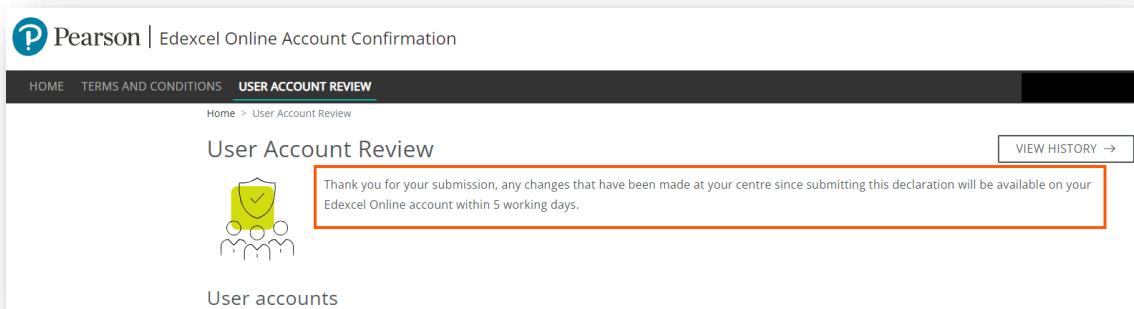
Confirmation

I have checked and amended the above account list as appropriate and can now confirm the list is accurate.

If you are a UK centre offering vocational qualifications - please ensure you have completed the Annual Quality Declaration Terms and Conditions within Pearson Progress.

If your centre only offers general qualification or is an International centre - please ensure you have completed the Annual Terms and Conditions within Pearson Portal.

Select 'Submit'. You will see a message at the top of the page advising that the account review has been successfully submitted:




Pearson | Edexcel Online Account Confirmation

HOME TERMS AND CONDITIONS **USER ACCOUNT REVIEW**

Home > User Account Review

### User Account Review

VIEW HISTORY →

 Thank you for your submission, any changes that have been made at your centre since submitting this declaration will be available on your Edexcel Online account within 5 working days.

User accounts

Once submitted, you can find confirmation on the User Account Review screen, detailing who submitted the confirmation and the date and time of submission.

If there is a large number of centres with the same Edexcel Online accounts to be confirmed, but these centres are not grouped in Edexcel Online, please contact Pearson after you have completed the first centre.

Do this by contacting us via the [Pearson Support Portal](#), with the following;

- Title your query "Edexcel Online Account Confirmation 2024"
- Provide the centre number that the confirmation was completed on
- Provide a full list of centre numbers within your group

## Additional support

If you have any questions, please contact us via the [Pearson Support Portal](#).

# Terms and Conditions

## Overview

Alongside the Edexcel Online Account Confirmation, you will also need to confirm your acceptance of Pearson's updated Terms and Conditions of Centre Recognition and Qualification Approval for Pearson qualifications.

In the 2024/25 academic year, these terms and conditions apply to UK centres who only offer general qualifications with Pearson and international centres offering any Pearson qualifications (Vocational and/ or general qualifications).

*If you are a UK or Channel Island centre delivering vocational qualifications with Pearson, the Annual Quality Declaration includes these terms and conditions, so you will not need to complete it separately.*

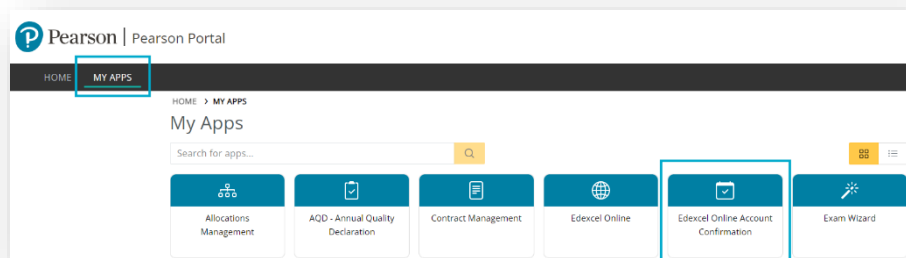
## Accessing the terms and conditions

The terms and conditions are hosted on the Pearson Portal, which you can access with your Edexcel Online login credentials:

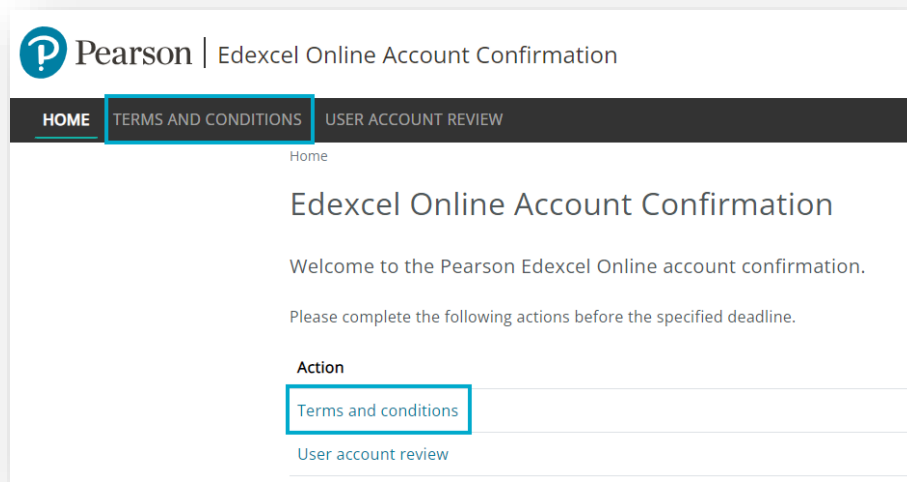
[Log in to the Pearson Portal](#)

If you have any issues logging into the Pearson Portal, please refer to the troubleshooting tips in the Edexcel Online Account Confirmation section.

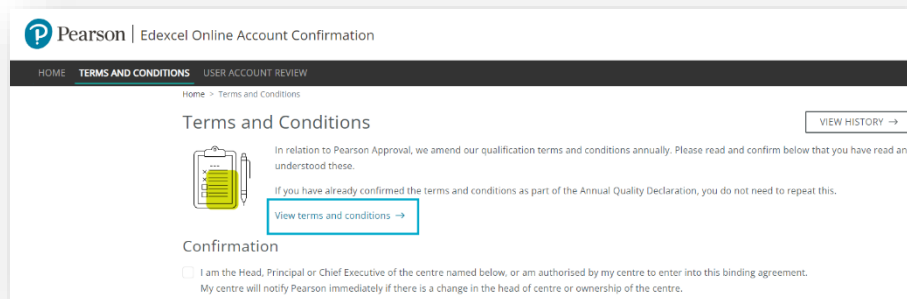
Once you have logged into the Pearson Platform, select the *Edexcel Online Account Confirmation* tile:



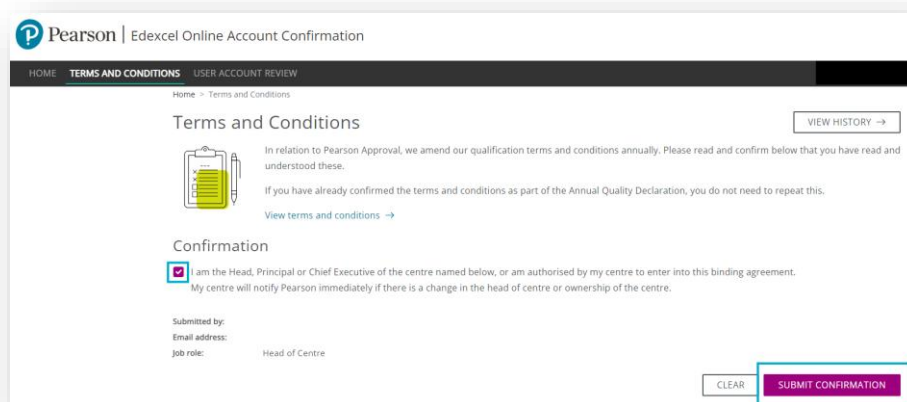
The following screen includes both the Edexcel Online Account Confirmation and Terms and Conditions on separate tabs at the top of the screen:



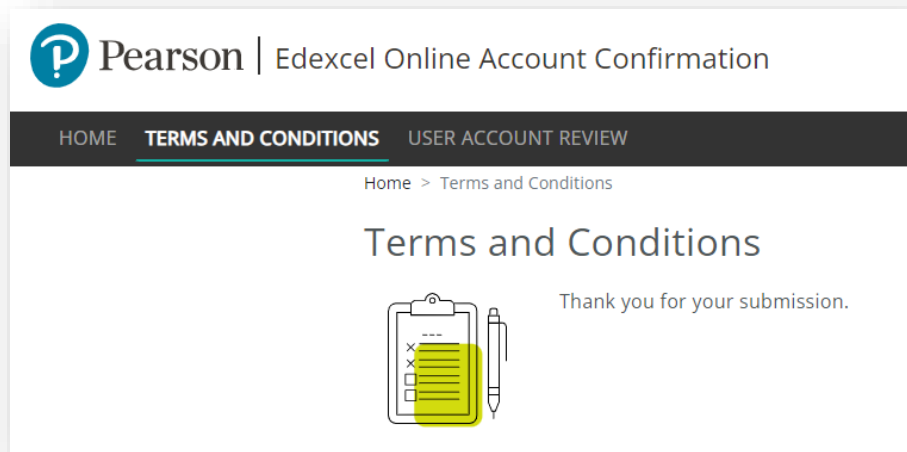
You will need to read our updated Terms and Conditions before you can accept them; click the link on the screen to view the full document.



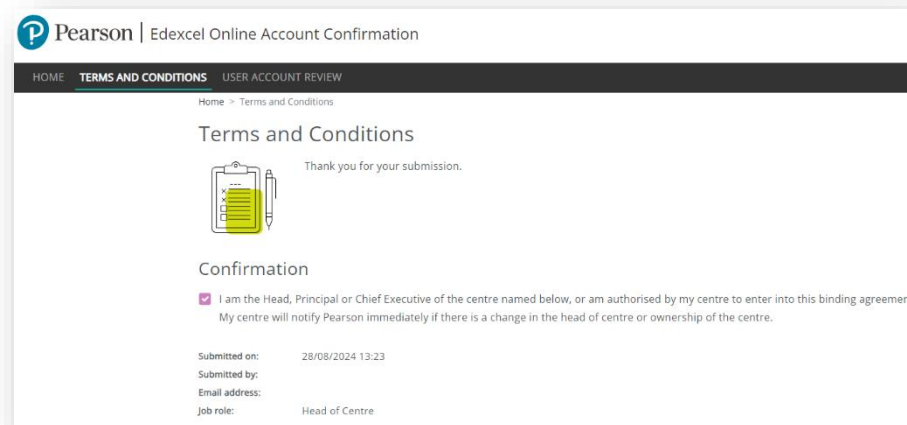
After reading through the terms and conditions, tick the confirmation box and then click 'Submit':



Once submitted, you will receive a confirmation on the top of the Terms and Conditions page:



You can find confirmation on the terms and conditions landing screen, detailing who submitted the confirmation and the date and time of submission:



## Additional support

If you have any questions, please contact us via the [Pearson Support Portal](#).