

QN Quality Focus 10: Delivering Competency Based Qualifications for the First Time

Competency based training is an approach to vocational education that places emphasis on what a person can do in the workplace as a result of completing a program of training - which will incorporate being assessed on **competency based qualifications**. The two main competency based qualifications that Pearson offer are National Vocational Qualifications (NVQ's) and Apprenticeships (which incidentally, normally subsume an NVQ within them - along with a BTEC and Functional Skills).

NVQs and Apprenticeships are designed to demonstrate a learner's occupational competence. They are usually delivered in the workplace, although some sectors and levels may be delivered in settings that replicate the working environment if this is explicitly stated by the relevant Sector Skills Council or Standards Setting Body.

Competency based qualifications in scope

This **QN Quality Focus** provides you with the information you need to deliver quality assurance for:

- 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
- Standalone BTEC Specialist
- New BTEC Level 2 Technicals (except those in the creative sectors or where you already offer BTEC Firsts or Nationals, see below).

Qualifications NOT in scope

If you offer any of the qualifications below as stand-alone programmes, they remain subject to the relevant annual Quality Management Review (QMR) process and BTEC Standards Verification:

- BTEC Firsts
- BTEC Nationals
- BTEC Tech Awards
- BTEC Level 2 Technicals
- BTEC Level 1 Introductory Suite (from 2016)
- BTEC Level 3 Nationals (from 2016).
- 2010 QCF Nationals, Level 2 and Level 1
- 2012 BTEC Level 1/2 Firsts.

Approval to run competency based qualifications?

If you're already an approved Pearson centre, you can gain approval for most of our qualifications on [Edexcel Online](#), as long as you're already delivering a similar qualification at the same level or below. You must also have active learners and at least one Standards Verifier (SV) report which confirms the release of certification on a qualification at the same level.

If you're not already an approved centre, [find out how to become one here](#).

There are some sectors which are excluded from receiving qualification approval online. These include:

- all security qualifications
- English for Speakers of Other Languages (ESOL)
- former IHCD qualifications
- some Childcare and Self-Regulated Framework (SRF) qualifications.
- For these programmes a full approval application form will need to be submitted. Approval information can be found on our website [here](#).

Enrolling and registering learners

Once you've enrolled learners onto an approved Pearson programme or individual units, you will need to register them with us so that you can report achievement and we can issue certificates. Registrations should be made via [Edexcel Online](#). Our user guides below explain the registration process step-by-step.

- [Registrations for Apprenticeships](#)
- [Registrations for BTEC/NVQ/KS](#)
- [Transferring a learner within a centre](#)
- [Amending learner details](#)

Delivery, assessment and verification

Find information on delivery and quality assurance for work-based learning qualifications. Support for BTEC Apprenticeships

- **Apprenticeship workbooks:** You can use our workbooks to collect evidence to complete an Apprenticeship. The workbook contains activities, observations and professional discussion that the learner can work through independently or with an assessor.
- **Delivery guides:** These are designed to support the teaching and delivery of an Apprenticeship.

Find out more about these and the other support that's available in [teaching resources for BTEC Apprenticeships](#).

How Pearson will quality assure programmes for you

We quality assure BTEC, Edexcel NVQ/SVQ and competence-based qualifications, whether delivered as stand-alone qualifications or within an Apprenticeship framework, through **standards verification** visits.

Quality Assurance for WBL programmes has four stages:

<p>Stage 1 - Centres complete self-assessments for each programme area and collate onto a Centre Self-Assessment (CSA) form.</p>	<p>Stage 2 - We appoint a Lead Standards Verifier in October and they will receive and review your CSA and set a date to visit your centre</p>	<p>Stage 3 - The LSV visits your centre and reviews the quality management systems you have in place across all programme areas. They will set the programme of activities for the subject specialist SV's</p>	<p>Stage 4 – Sector specific SV's review learner assessments and achievements and either permit Direct Claims Status annually or set sanctions with action plans</p>
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Following Stage 4, your centre is indicated to a risk profile which sets the draft agenda for the following years quality assurance model and SV activities'.

We've created quality assurance manuals to help you deliver and assess our qualifications and to help make sure that you meet national standards.

- You'll find general QA guidance for **NVQ's** in the course materials for each NVQ.
- The [Quality Assurance handbook for NVQ/SVQ's and Competence based qualifications](#) contains detailed information about QA processes.
- You can find **BTEC** QA guidance in the [BTEC quality assurance handbook](#).

The following guide explains how to find subject specific standards verification reports in Edexcel Online.

- [How to find SV details and reports](#)

Certification - how to claim my candidates certificates

Once a learner has completed all qualification aims, you can report their results to us by claiming a certificate. Claiming units of a qualification can be done using [Edexcel Online](#).

Our user guides below will tell you more about claiming certificates

- [Reporting results and claiming certificates - Apprenticeships](#)
- [Reporting results and claiming certificates – BTEC/NVQ/ESW/FS](#)
- [Reporting results – Traineeships/Skilled for Life](#)
- [Viewing results - BTEC](#)
- [Viewing results - Functional Skills](#)

Support

Your Vocational Quality Advisor Team are the one-stop shop for advice and guidance on running BTEC programmes, and you can access our hub here: [Web link to BTEC Quality Nominee Information Hub](#)

Our support services include:

- Acting as the internal voice for you within Pearson
- Supporting and advising you:
 - through the annual Quality Management Review process
 - with Lead Internal Verifier queries
 - with Standards Verifier generic queries (not subject specific queries)
- Providing updates on a regular basis via our support channels in place (Newsletter)
- Providing a responsive email service to answer all your BTEC quality assurance queries (qualitynominees@pearson.com). Please put centre number and or VQA name, if known in the subject heading.
- Developing and providing [resources](#) to help you address BTEC quality assurance processes; e.g, Quality Focus, Year Planner, editable templates etc.
- Providing access through the [QN Hub](#) to resources from other Pearson stakeholder departments: Centre Guides, Templates and Forms, etc.
- Don't forget you can contact us using Social media:
 - [Pearson UK Quality Nominees Facebook Group](#)

- [QN Twitter](#)
- [QN Community Forum](#)

Finally - for subject support (enquiries of a specific subject nature) you can contact an expert in your own subject area through the [Subject Advisors pages](#).