»Pearson

Centre Self-Assessment (CSA) Guidance

2025-26

Table of Contents

What is the Centre Self-Assessment?

The Centre Self-Assessment (CSA) is your annual confirmation that all policies and procedures required for the delivery of Pearson vocational qualifications are in place, effective and have been contextualised for your centre.

The CSA needs to be completed by your Head of Centre or Quality Nominee acting on their behalf by **3rd November 2025**.

In previous years, the CSA has been completed as part of a wider annual quality declaration for all centres offering vocational qualifications with Pearson. As there is no wider annual quality declaration this year, the CSA is a standalone activity hosted in Pearson Progress.

To make things easier for you, your CSA will be pre-populated with the data you entered into last year's annual quality declaration. Please review and amend any pre-populated information to reflect this academic year before submitting your CSA.

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

[Access the Centre Self-Assessment](#)

All annual centre self-assessments will be subject to review by Pearson and will form part of your overall annual quality assurance.

Do I need to complete the Centre Self–Assessment?

If you are a new centre delivering work-based learning qualifications, post September 2025 then you **WILL NOT** need to complete the Centre Self-Assessment as this will be completed prior to your centre approval.

If you are delivering a programme that is listed as having an LSV assigned to your centre (as listed in Appendix A, Group A) you **WILL** need to complete the CSA. If you are delivering programmes(s) listed in Appendix B, Group B you **WILL NOT** need to complete the CSA.

How to access the Centre Self–Assessment

To access your Centre Self-Assessment log in to the Pearson Progress platform using your Edexcel Online credentials: learninghubprogress.pearson.com/annual-centre-self-assessment/

Once you've entered your Edexcel Online login details and clicked 'Sign in', you'll be prompted to enter a verification code, which you'll find in your Pearson Authenticator app. You need the Pearson Authenticator app to complete the sign in process, and you won't be able to access the site without entering a verification code. Need help setting up and using the app? See our Pearson Portal Authenticator article.

If you're a Quality Nominee and you don't have an Edexcel Online account, you'll need to ask your exams officer to create one for you. If you're a Head of Centre and you don't have an account, you'll need to contact us to create one for you.

You should log in with your edexcel online credentials. Once you've logged in, select the 'Annual Centre Self-Assessment' module from the main menu.

However, if you are having issues logging in please contact the help desk using the online form at https://support.pearson.com/uk/s/contactsupport

Once you have selected Annual Centre Self-Assessment you will be taken to a new page displaying a dashboard for managing educational centre tasks. On the left side, there is a menu with options like 'Homepage,' 'User management,' and 'Centre Management.'

In the main section, there are two panels:

1. The '2025/2026 Self-Assessment' panel tells users to complete the Annual Centre Self-Assessment for the 2025/2026 year. There is a blue button that says 'Go to self-assessment.'
2. The 'Manage users' panel explains that new staff can be invited to help with the Annual Quality Declaration. There is a link that says 'Go to User Management.'
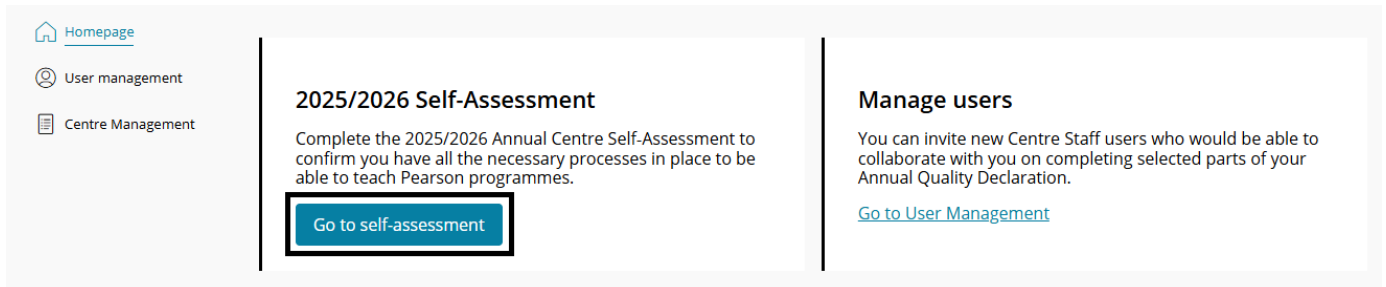
Once you have selected go to self-assessment you will be taken to the next step, this screen shows an online form for the '2025/2026 WBL – Annual Centre Self-Assessment.' The deadline is 3rd November 2025. The CSA activity is mandatory for Work-based Learning (WBL) centres who are delivering programs that are listed as needing an LSV. There is a progress indicator showing '0 out of 5' completed. To the right, there is a radio button labeled 'In progress' and a blue button labeled 'Continue or Start depending on if this is the first time completing the form.' This image helps centres track and complete their self-assessment tasks.

Once you start or complete a section of the self-assessment you on the left there will be stages that will turn green with a check mark to advise that section is completed.
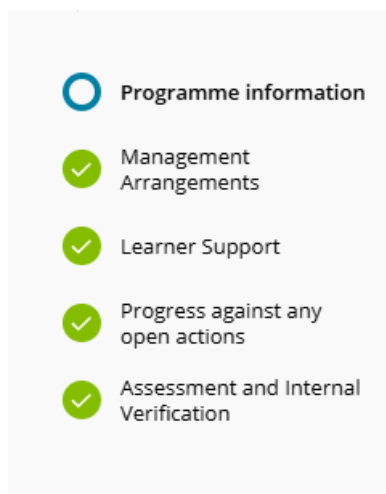
Platform Access

The Centre Self-Assessment is hosted on a specific online platform that will require users to login with their Edexcel Online (EOL) account details.

Initial access to the platform will be set up for each centres named Quality Nominee within Edexcel Online (EOL).

Quality Nominees can be updated by the centre Exams Officer by selecting the following within the nominated user account:

- the primary 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 the Head of Centre would like to complete the AQD instead of the registered Quality Nominee, this can be arranged by contacting Pearson. Please check they have an Edexcel Online (EOL) account with a centre-based email address, which is a requirement for us to arrange access for them.

Inviting other users

Your Quality Nominee can invite additional users to complete individual sections of the CSA.

Select 'User management' from the left-hand menu and select 'invite users'.
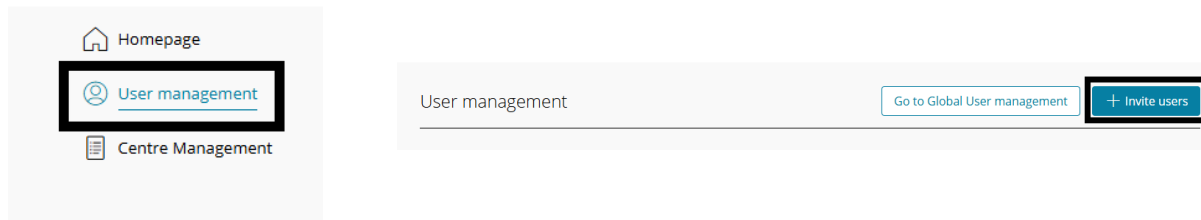
The email address used must be linked to an Edexcel Online (EOL) account at the centre. If an account does not exist for the invited user, centre Exams officers would need to create one before they can be invited to access the CSA platform.

Although several role options may appear, please only select 'Centre Staff' to ensure they have the correct permissions to access the form:

Select if you would like them to 'read' only or have 'edit' access to complete part of the form. 'Manage Centre Self-Assessment is the only required permission to allow an invited colleague to access the form although 'Manage users' can also be provided if required. Please ignore other permissions as they will not apply to UK centres. Select 'invite'

The person invited to access the platform should receive an email from 'Pearson notifications' along with a link to access the platform. The following direct link can also be used WBL CSA Platform

Completing your Centre Self-Assessment

If more than one person is completing the Centre Self-Assessment, selecting 'finish' at the end of each section can be used to notify the Quality Nominee that responses have been provided but not submitted. The status on the dashboard will show 'Ready to Submit':

After providing a response to every criterion, the CSA can be fully submitted by selecting the 'Submit' button that appears in the blue ribbon at the bottom of the screen.
Once you have completed all of the sections, a banner should appear at the bottom of the screen

Guidance on completing the CSA

As WBL qualifications operate on a roll-on, roll-off basis, centres may decide to make new registrations at any point during the academic year.

If this section has not been submitted by the deadline because the centre had no live registrations during the window, it should be completed at the point a centre makes new registrations.

To aid completion, we have provided further details below that will explain what information is required for each criterion.

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 program, select 'limited'.
Learners on Individual Units	Will some learners only take certain units from within this programme? If yes, please include relevant details.

Additional programs	If you have more than one programme, you will need to fill out this information again for each additional programme. If you are only delivering one programme, you can click the Remove button to remove the secondary templates.

Management Arrangements

2.0 Key information	Use this section to tell us about your centre. Include information about your organisational plans for the current academic year, for example; any changes to your delivery staff, centre mergers, adapted COVID19 adjustments etc. This will support with planning and avoid any delays further down the line.
2.2 – 2.9 Management Arrangements Statements	Review the statements outlined from 2.1 – 2.9. and confirm if these can be met. If not, select 'No' and, provide a brief explanation to support your response, which will enable the LSV to tailor their visit / support as required.

Learner Support

3.1 – 3.7 Learner support statements	Review the statements outlined in 3.1 – 3.7 and confirm if these can be met. If not, select 'No' and, provide a brief explanation to support your response, which will enable the LSV to tailor their visit / support as required.

Progress against any open actions

Date of report	Date of SV report that includes open action(s).
Sectors Concerned	What sector do the actions related 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 each additional action. If you only have one action point, you can click the Remove button to remove the secondary templates.

Assessment and Internal Verification

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. The qualification specification will detail the requirements.
Type of employment	Is this individual full time, part time or a subcontractor?
Assessment and Internal Verification – **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 assessor for each programme.
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.

To add additional Assessors / IQAs, please select 'Add another Assessor'.

After the final question for Assessment and Internal Verifier, **click submit** to submit your completed form. This is now a live document that you can update throughout the year and will be visible for the Lead Standards Verifier.

After reviewing all answers, submit all "Work-Based Learning (WBL)" forms to Pearson

Submit

Are you sure you would like to submit your answers?

Some fields in this declaration have been pre-filled with information from previous year.
Following your review of all the answers, can you acknowledge they are all correct?

Review answers   Acknowledge & submit

Back   Save   Finish
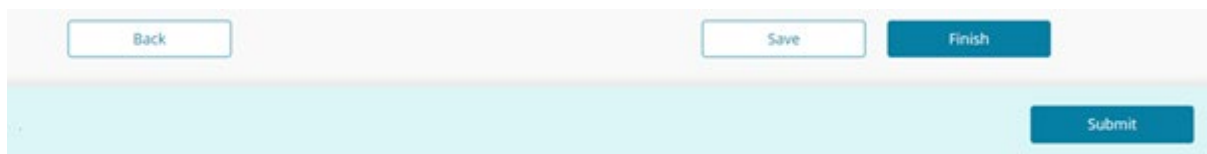
Submit

After submission you should be shown a submitted confirmation screen.

Declaration submitted

Close

Troubleshooting tips

We recommend trying these suggested actions which usually resolve most login issues:

- Clear browser cookies/ cache relating to the webpage.
- Use a different web browser or try incognito mode.
- Check login details match those used to access Edexcel Online.

- Try a different network (in case centre firewall blocking access).

When logged into the platform Select 'Go to declaration' to begin the online form

If you see a different homepage, select 'Centre Self-Assessment' using the drop-down menu located at the top of the screen next to your centre name

Appendix A

In Scope for CSA Completion

The following list highlights all sectors where you would be required to complete the Centre Self-Assessment.

Group A	CSA Required	LSV Required
EARLY YEARS CARE & ED (NVQ)	YES	YES
LEARN & DEV FOR CHILDREN (NVQ)	YES	YES
THE CHILDREN AND YOUNG PEOPLE'S WORKFORCE (LEARNING, DEVELOPMENT & SUPPORT SERVICES) (QCF)	YES	YES
THE CHILDREN AND YOUNG PEOPLE'S WORKFORCE (EARLY LEARNING AND CHILDCARE) (QCF)	YES	YES
THE CHILDREN AND YOUNG PEOPLE'S WORKFORCE (SOCIAL CARE) (QCF)	YES	YES
RESIDENTIAL CHILDCARE (QCF)	YES	YES
L3-5 NVQ QTLS (PTLLS, CTLLS, DTLLS) + Education and Training	YES	YES
FUNERAL OPERATIONS (NVQ)	YES	YES
END OF LIFE CARE (NVQ)	YES	YES
CARE (NVQ)	YES	YES
HEALTH SCREENERS (NEWBORN HEARING)	YES	YES
HEALTH SCREENERS (AORTIC ABDOMINAL ANEURYSM)	YES	YES
HEALTH SCREENERS (DIABETIC RETINOPATHY)	YES	YES
HEALTHCARE SUPPORT (NVQ)	YES	YES
ADULT NURSING SUPPORT	YES	YES
MATERNITY SUPPORT	YES	YES
THEATRE SUPPORT	YES	YES
ALLIED HEALTH SUPPORT	YES	YES
MENTAL HEALTH SUPPORT	YES	YES
CHILDREN YOUNG PEOPLE SUPPORT	YES	YES
REGISTERED MANAGERS (NVQ)	YES	YES
EMERGENCY FIRST AID (NVQ)	YES	YES
PAEDIATRIC FIRST AID (BTEC OPERATING AS NVQ)	YES	YES
EMERGENCY CARE ASSISTANCE (NVQ)	YES	YES
FPOS (NVQ)	YES	YES
PHARMACY SERVICES	YES	YES
PHARMACEUTICAL SCIENCES (QCF)	YES	YES
CLINICAL AND SCIENCE LAB SUPPORT (NVQ)	YES	YES
HEALTHCARE SCIENCES AND PATHOLOGY	YES	YES
HEALTHCARE SCIENCE (TBZ)	YES	YES
OPTOMETRY SERVICES/DISPENSING	YES	YES
HEARING CARE ASSISTANT L4	YES	YES
CHILDREN'S EYECARE L6	YES	YES
CONSTRUCTION (L1&FL) (WBL)	YES	YES

CONSTRUCTION & BUILT ENRVIRONMENT CRAFT OCCUPATIONS	YES	YES
CONSTRUCTION & BUILT ENRVIRONMENT SPECIALIST OCCUPATIONS	YES	YES
HEALTH AND SAFETY IN CONSTRUCTION	YES	YES
CONSTRUCTION & BUILT ENRVIRONMENT TECHNICAL & SUPERVISORY OCCUPATIONS	YES	YES
CONSTRUCTION L4-7 NVQ	YES	YES
CONSTRUCTION MANAGEMENT L4-7 NVQ	YES	YES
UTILITIES NETWORK PLANNING L4-7 NVQ	YES	YES
BUILDING & ARCHITECTURE	YES	YES
CONSTRUCTION CONSERVATION(NVQ)	YES	YES
TECHNICAL DESIGN (NVQ)	YES	YES
INCIDENT COMMAND IN FIRE AND RESCUE SERVICES L3, L4, L6, L7	YES	YES
FIRE SAFETY (FIRE AUDITORS) L3-4	YES	YES
FIRE SERVICES QCF	YES	YES
PUBLIC SERVICES AND DEBT MANAGEMENT	YES	YES
POLICE AND CUSTODIAL CARE (NVQ)	YES	YES
EMERGENCY FIRE SERVICE (NVQ)	YES	YES
HEALTH AND SAFETY (NVQ)	YES	YES
SECURITY QCF (CCTV)	YES	YES
DOOR SUPERVISION / PHYSICAL INTERVENTION QCF	YES	YES
CLOSE PROTECTION QCF	YES	YES
CLINICAL LAB SUPPORT (NVQ)	YES	YES
MANAGEMENT L4-7 NVQ	YES	YES
BUSINESS ADMIN. L4-7 NVQ	YES	YES
BUSINESS ADMIN L4+	YES	YES
SUPPORT TEACHING & LEARNING (NVQ)	YES	YES
LEARNING & DEVELOPMENT (NVQ)	YES	YES
END POINT ASSESSOR	YES	YES
SPORT INDUSTRY SKILLS	YES	YES
RETAIL (NVQ)	YES	YES
SALES (NVQ)	YES	YES
WHOLESALE (NVQ)	YES	YES
ADVANCED MANUFACTURING ENGINEERING (Foundation Competence)	YES	YES
ENGINEERING AND BUSINESS IMPROVEMENT TECHNIQUES	YES	YES
MOTOR AND ENGINEERING MAINTENANCE	YES	YES
AERONAUTICAL ENGINEERING (NVQ)	YES	YES
MARINE ENGINEERING (NVQ)	YES	YES
RAIL ENGINEERING (NVQ)	YES	YES
ENGINEERING L4-7 NVQ	YES	YES
MANUFACTURING ENGINEERING L4-7 NVQ	YES	YES
VEHICLE MAINTENANCE L4-7 NVQ	YES	YES
AUTOMOTIVE MANAGEMENT L4-7 NVQ	YES	YES
ASSESSOR & VERIFIER (NVQ)	YES	YES
DISTRIBUTION & WAREHOUSE (NVQ)	YES	YES
TRAFFIC OFFICE, LOGISTICS SUPPORT OPERATIONS AND ROAD HAULAGE (NVQ)	YES	YES
FORKLIFT OPERATIONS (NVQ)	YES	YES

Appendix B

Not In Scope for CSA Completion

The following list are all sectors where you would not be required to complete the Centre Self-Assessment.

Group B	CSA Required	LSV Required
AME MECH/E&E/MACHINE OPS (NAS)	NO	NO
AME COMPOSITES TECH (NAS)	NO	NO
AME MOTORSPORTS (NAS)	NO	NO
AME MEDICAL (NAS)	NO	NO
AME RAIL (NAS)	NO	NO
AME AERO & AVIATION (NAS)	NO	NO
AME ROBOTICS (NAS)	NO	NO
TEAMWORK (WBL)	NO	NO
TEAM LEADING AND MANAGEMENT (NVQ)	NO	NO
BUSINESS ADMINISTRATION (NVQ)	NO	NO
RECRUITMENT (NVQ)	NO	NO
MARKETING	NO	NO
CUSTOMER SERVICE (NVQ)	NO	NO
CUSTOMER SERVICE L4+ (NVQ)	NO	NO
PROVIDING FINANCIAL SERVICES (NVQ)	NO	NO
IT USERS (ITQ) QCF	NO	NO
INFORMATION TECHNOLOGY (NVQ)	NO	NO
INFORMATION SECURITY	NO	NO
INFORMATION SECURITY L4+	NO	NO
TELECOMMUNICATIONS (NVQ)	NO	NO
FOUNDATION ART & DESIGN L3-4	NO	NO
SPORTS EXCELLENCE (NVQ)	NO	NO
SPORT AND PLAY SURFACES (NVQ)	NO	NO
SPORT DEVELOPMENT (NVQ)	NO	NO
PLAYWORK (NVQ)	NO	NO
OUTDOOR EDUCATION (NVQ)	NO	NO
FITNESS TRAINING (WBL)	NO	NO
SPORT & RECREATION AND OPERATIONAL SERVICES (NVQ/RVQ)	NO	NO
FOOD PREP, DRINK, COOKING AND MANUFACTURE	NO	NO
HOSPITALITY, ACCOMODATION & RECEPTION AND HOTEL OPS MANAGEMENT	NO	NO
TRAVEL SERVICES (NVQ/RVQ)	NO	NO
FACILITIES MANAGEMENT (NVQ)	NO	NO
CLEANING (NVQ)	NO	NO
HOSPITALITY MANAGEMENT	NO	NO
PERSONAL SOCIAL DEVELOPMNT QCF	NO	NO
WORK AND EMPLOYMENT SKILLS QCF	NO	NO
LEVEL 1 INTRODUCTORY (GRADED)	NO	NO
ENTRY TO VOC STUDY E3 (RQF)	NO	NO