



Pearson  
BTEC



# Annual Quality Declaration (AQD) Guidance

2023 - 2024

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# Introduction

The purpose of the Annual Quality Declaration (AQD) is for you to confirm 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 AQD also serves as your acceptance of Pearson's Terms and Conditions of Centre Recognition and Qualification Approval for vocational qualifications.

In 23/24 academic year, the AQD applies to UK and Channel Island centres only.

The AQD replaces the separate documentation that was previously completed and submitted to Pearson as part of our quality assurance activities, associated with different quality models. For example,

- BTEC Level 1-3: Annual Centre Declaration
- Work Based Learning: Centre Self-Assessment form
- BTEC Higher Nationals: Annual Programme Monitoring Review
- Alternative Providers: Academic Management Review

At the start of the academic year, the Quality Nominee (QN) acting on behalf of the Head of Centre (HoC) will need to complete the Annual Quality Declaration (AQD).

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

*\*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 (there are different completion deadlines for Alternative Providers section – 30 November; and Higher Nationals section – 23 February).*

All Annual Quality Declarations will be subject to review by Pearson and will form part of each quality assurance process.

The purpose of this guide is to assist centres with the completion of the AQD. The majority of sections require the selection of radio buttons, however, the Work Based Learning (WBL), BTEC Level 4-5 Higher National and Alternative provider sections also require written responses. This guide will provide direction for the type of responses required in these sections.

# Platform Access

The Annual Quality Declaration is hosted on a specific online platform that requires users to login with their Edexcel Online (EOL) account details.

*Annual Quality Declaration platform link:*

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

Initial access to the platform is set up for each centre's named Quality Nominee identified in Edexcel Online (EOL), with the QN box selected in user account.

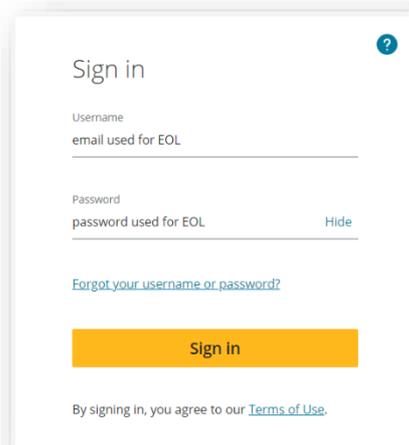
Centre Exam Officers can update the Quality Nominee details by selecting the following within the nominated user's EOL account:

- 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.

To access the AQD platform, the Quality Nominee / Head of Centre should enter their exact login details used for Edexcel Online. Please note, it is case sensitive.

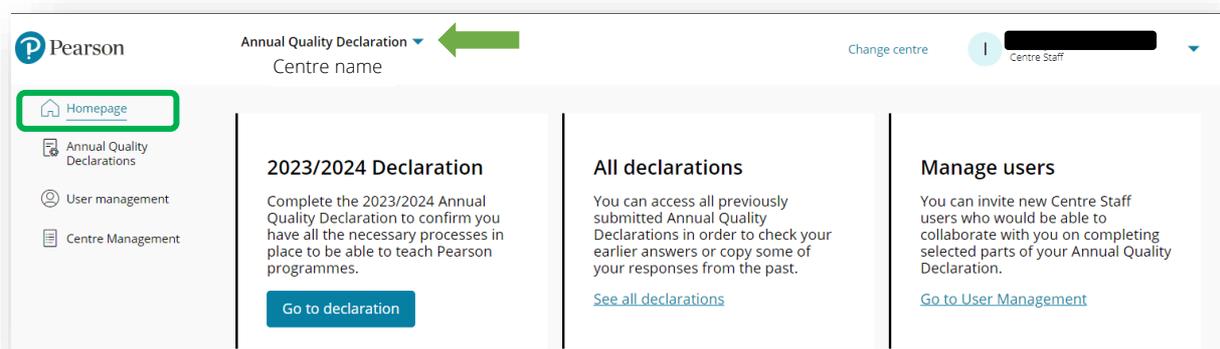


## Trouble Shooting Tips

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

- Check login details match those used to access Edexcel Online.
- Clear browser cookies / cache relating to the webpage.
- Use a different web browser or try incognito mode.
- Try a different network (in case the centre's firewall is blocking access).

When logged into the platform you should see the following options:

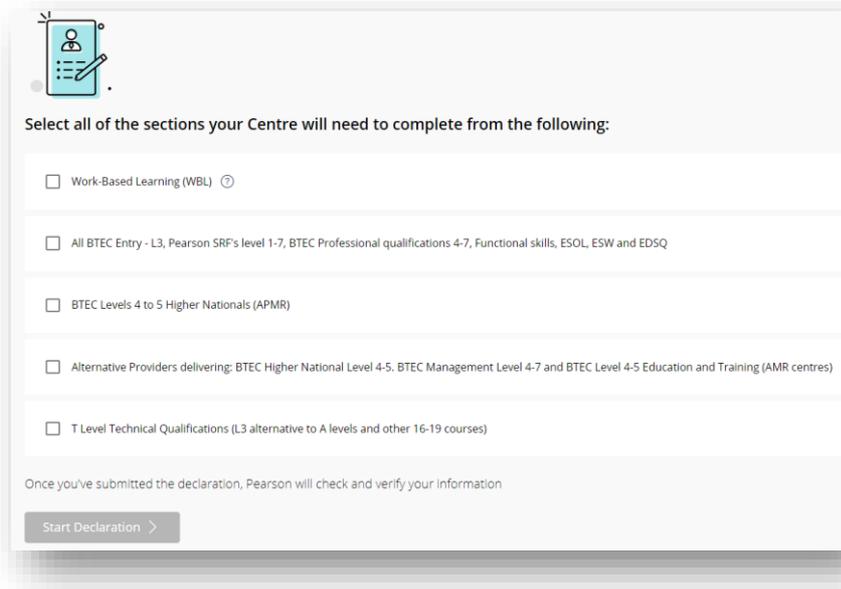


Select 'Go to declaration' to begin the online form.

If you see a different homepage, select 'Annual Quality Declaration' using the drop-down menu located at the top of the screen above the centre name (indicated by the green arrow).

# Which Sections to Complete?

When accessing the AQD for the first time, the Quality Nominee will be asked to select the declaration sections that apply to your centre. This will relate to vocational qualifications that have existing and new 'live' learner registrations during the academic year and may require the selection of one or more sections.



The screenshot shows a web interface for selecting declaration sections. At the top left is an icon of a person with a checklist. Below it, the text reads: "Select all of the sections your Centre will need to complete from the following:". There are five checkboxes, each with a corresponding text description:
 

- Work-Based Learning (WBL) ⓘ
- All BTEC Entry - L3, Pearson SRF's level 1-7, BTEC Professional qualifications 4-7, Functional skills, ESOL, ESW and EDSQ
- BTEC Levels 4 to 5 Higher Nationals (APMR)
- Alternative Providers delivering: BTEC Higher National Level 4-5, BTEC Management Level 4-7 and BTEC Level 4-5 Education and Training (AMR centres)
- T Level Technical Qualifications (L3 alternative to A levels and other 16-19 courses)

 Below the checkboxes, a note states: "Once you've submitted the declaration, Pearson will check and verify your information". At the bottom is a button labeled "Start Declaration >".

The main vocational qualifications relating to each section are detailed below:

## ***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

## ***BTEC Entry to L3, SRF's L1-7, Professional qualifications 4-7, Functional Skills, ESOL, ESW and EDSQ***

- BTEC Entry – L3
  - L2 Firsts, Technicals
  - Tech Awards (inc. first teach from Sept 2022)
  - L3 Nationals

- Workskills
- Personal and Social Development (PSD)
- L1 Introductory
- Pearson SRF's Level 1-7
- BTEC Professional Qualifications 4 -7
- Functional Skills Entry, L1 and L2
- ESOL, ESW, EDSQ

To streamline the AQD process, several qualifications have been listed under this section although will continue to follow their own quality assurance models. After selection, this section will be combined with the Mandatory Declarations in the dashboard view.

### ***BTEC Levels 4 – 5 Higher Nationals***

All centre types delivering Higher Nationals must select this section. This is required for the Annual Programme Monitoring Report (APMR)\* which is a mandatory part of the Higher National quality assurance process for:

- Higher National Certificate L4
- Higher National Diploma L5

\*Further information about the APMR process can be found [here](#).

***Alternative providers*** (including those providers delivering under an exceptional arrangement)

Private Training Providers, WBL providers and FE Colleges/ Alternative Providers delivering under an exceptional arrangement should select this section. This is required to support the Academic Management Review (AMR) process for the following qualifications:

- BTEC Higher Nationals at Level 4 - 5\*
- BTEC Strategic Management Level 7
- BTEC Education & Training at Level 4 - 5

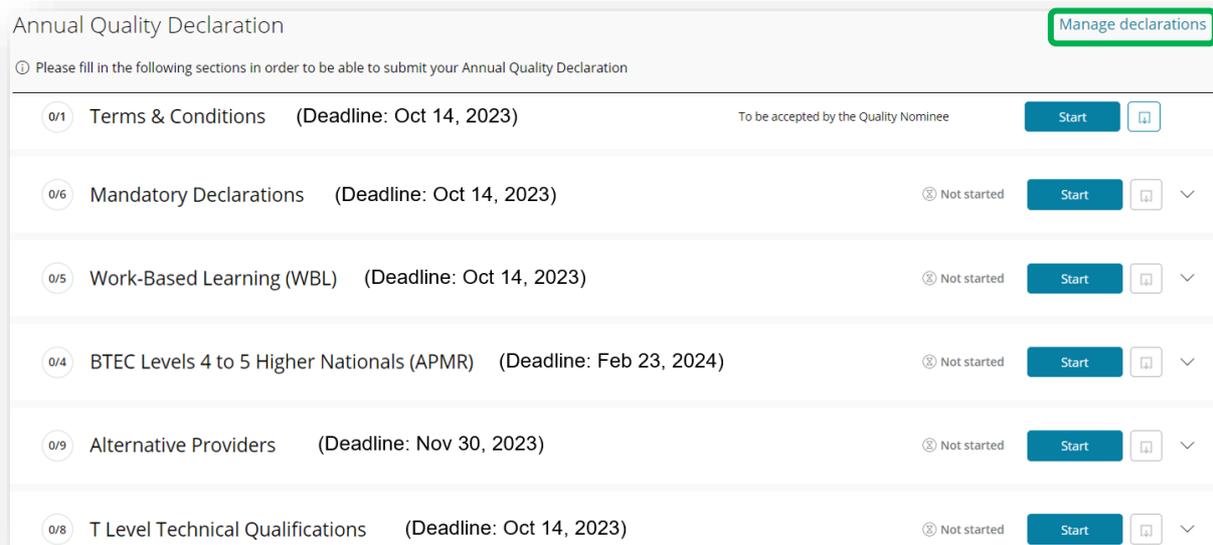
\*Alternative Providers delivering BTEC L4 - 5 Higher Nationals must also select and complete the BTEC Levels 4 -5 Higher Nationals section.

### ***T Level Technical Qualifications***

- Digital Production, Design and Development
- Design, Surveying and Planning for Construction Finance,
- Accounting
- Finance
- Legal service

# AQD Dashboard

The Dashboard shows each declaration section that has been selected and will indicate the required deadlines to submit. If a section requires adding or removing, select 'Manage declarations' (see image below) and tick/untick the relevant box.



Section ID	Section Name	Deadline	Status	Action
0/1	Terms & Conditions	(Deadline: Oct 14, 2023)	To be accepted by the Quality Nominee	Start
0/6	Mandatory Declarations	(Deadline: Oct 14, 2023)	Not started	Start
0/5	Work-Based Learning (WBL)	(Deadline: Oct 14, 2023)	Not started	Start
0/4	BTEC Levels 4 to 5 Higher Nationals (APMR)	(Deadline: Feb 23, 2024)	Not started	Start
0/9	Alternative Providers	(Deadline: Nov 30, 2023)	Not started	Start
0/8	T Level Technical Qualifications	(Deadline: Oct 14, 2023)	Not started	Start

*All selected sections must be individually completed and 'submitted' to meet the requirements of this annual activity. The 'submit' button will appear within each section after a response has been provided for every criterion.*

## Terms and Conditions

*Terms and Conditions must be accepted by all vocational centres before any other section can be fully submitted.*

Only the Quality Nominee or Head of Centre can accept the Terms and Conditions on behalf of the centre each academic year.

## Mandatory Declarations

*This section must be submitted before the other vocational sections can be fully submitted.*

The Mandatory Declarations underpin all vocational qualifications and must be submitted by all centres regardless of the sections selected. This also doubles as the section required for 'All BTEC Entry - L3, Pearson SRF's level 1-7, BTEC Professional qualifications 4 -7, Functional skills, ESOL, ESW and EDSQ' selected on the opening screen.

The Mandatory Declarations require a *Yes / No* selection. Where a centre has selected '*No, I can't confirm the above*' to any of the six categories, you should specify which criteria cannot be met along with a rationale within the text box.

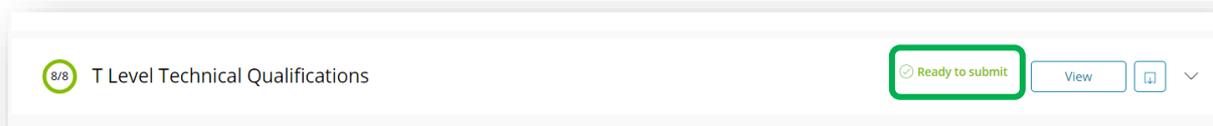
*Please note*, the Contingency or adverse effects policy indicated in 1.2 is a new addition from 23/24. This relates to how a centre will plan and respond to an event (such as a cyber-attack) that could impact course delivery and assessment.

We may contact centres to offer support and guidance where a 'No' has been indicated within this section to help meet our mandatory requirements.

## Individual sections

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

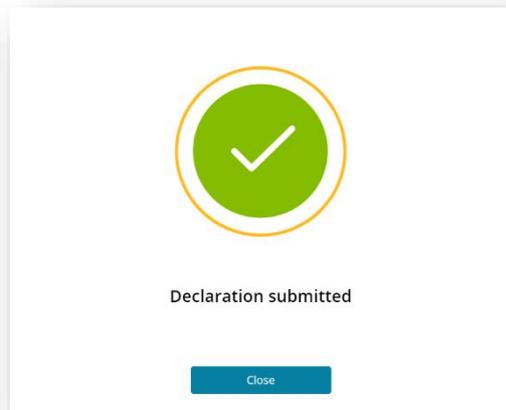
Form responses can be saved at any time whilst completing individual sections by selecting the '*Save*' button at the bottom of each page. If more than one person is completing the AQD, selecting '*Finish*' at the end of each section will change the status on the dashboard to show '*Ready to Submit*':



The Quality Nominee should confirm all responses are complete and accurate before fully submitting each declaration within the AQD. After a response has been provided for every criterion, the '*Submit*' button will appear in the blue ribbon at the bottom of the screen within each section being completed.

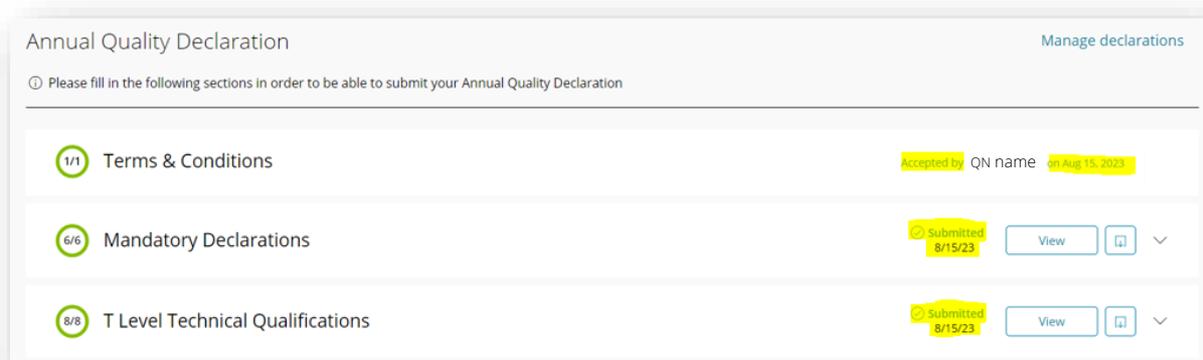


The following message will confirm the declaration section has been submitted\*.

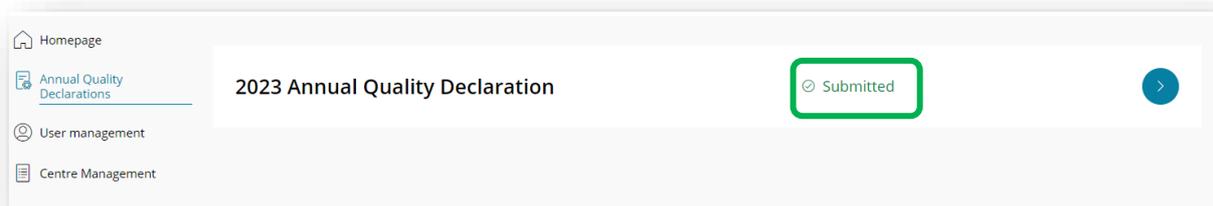


*\*Please note, individual vocational sections can only be fully submitted after centre Terms & Conditions have been accepted and Mandatory Declarations have been submitted. The system will provide a prompt if these have not been done.*

The image below shows a fully completed AQD for a centre that has selected the T-Level declaration section from the initial screen. Submission is confirmed by the dates and the phrase 'submitted' shown for each section.



The status of the AQD can also be confirmed within the AQD home screen by selecting 'See all declarations' in the left-hand menu.



If an error is identified, the Quality Nominee can update and re-submit the relevant sections within the online form. Please note that removing any responses will change the status from 'Submitted' to 'In progress' and may impact completing the AQD within the required timeframes.

# Work Based Learning (WBL) Section

The WBL section of the Annual Quality Declaration includes the Centre Self-Assessment that is required for Work Based Learning qualifications. Information submitted in this section will contribute to the quality assurance process.

*Deadline to submit this section is **14 October** each year.*

As most 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.

The qualifications listed below continue to follow the WBL quality assurance model and will be covered within the Mandatory Declarations which all centres must complete:

- BTEC Workskills
- Personal and Social Development (PSD)
- BTEC L1 Introductory

Centres delivering these as standalone programmes will only need to select the section 'BTEC Entry to L3, SRF's L1-7, Professional qualifications 4-7, Functional Skills, ESOL, ESW and EDSQ' which doubles as the Mandatory Declarations.

To aid completion of this section, we have provided further details below that explains what information is required for each criterion.

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

*Please note, a response for every question/statement is required even if 'N/A' or '0' is input for a criterion that does not apply. The only exception is 'Progress against any open actions' category which can be left blank if not applicable.*

## 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. <ul style="list-style-type: none"> <li>If this is the first time delivering this programme, select 'limited'</li> </ul>
How are you delivering the programme?	Is this 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 programs	<ul style="list-style-type: none"> <li>If you have more than One programme you will need to fill out this information again for additional programmes.</li> <li>If you are only delivering one programme, you can click the 'Remove' button to remove the secondary templates.</li> </ul>

### Management Arrangements

2.0 Key information	Please use the Key information 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 etc. This will support with planning and avoid any delays further down the line.
2.2 – 2.9 Management Arrangements Statements	Please review the statements outlined from 2.1 – 2.9. and confirm if these can be met. If you cannot confirm by selecting 'No', please provide a brief narrative to support your response, which will enable the Lead SV to tailor their visit / support as required.

### Learner Support

3.1 – 3.7 Learner support statements	Please review the statements and confirm if these can be met. If you cannot confirm by selecting 'No', please add a short narrative to support your response which 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	<ul style="list-style-type: none"> <li>If you have more than one action point you will need to fill out this information again for additional actions.</li> <li>If you only have one action point you can click the 'Remove' button to remove the secondary templates.</li> </ul>

### 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
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 a 'submit' button should appear for the Quality Nominee to submit form responses. This is now a live document that can be updated throughout the year and will be visible for the Lead Standards Verifier (LSV).

# BTEC L4 to 5 Higher Nationals (APMR) Section

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

*Deadline to submit this section in the 23/24 academic year is 23 February.*

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

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

## Centre Level

### Centre Level (1/3)

Criteria 1.1	Only applicable to centres located in England.
Criteria 1.3	Partnerships with non-Pearson-approved centres to deliver Higher Nationals

### Centre Level (2/3)

Criteria 2.2	Combined view of Higher Nationals at all levels of progression <ul style="list-style-type: none"> <li>○ HNC to HND</li> <li>○ HND to Employment/ Further Study</li> </ul>
Criteria 2.3	Number of students gaining a "Pass" grade or higher
Criteria 2.6 – 2.11	Governance refers to how your centre is run, directed and controlled; in other words, it is about oversight and representation.

	Do your governance mechanisms operate in a timely manner, when and how are they reviewed.
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**Centre Level (3/3)**

Criteria 3.1 – 3.7	To answer the questions in this section, you will need to view your HE provisions as a whole, across both qualification sizes (Level 4 - HNC /Level 5 - HND) and across sectors.
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The 'Submit' button will appear in the blue ribbon at the bottom of the screen, after a response has been provided for every criterion. The Quality Nominee is responsible for confirming the accuracy of responses and submitting the Higher Nationals L4-5 (APMR) section.

Further information about the Annual Programme Monitoring Review (APMR) process can be found [here](#)

# Alternative Providers Section

This section is relevant to any Alternative Providers, Private Training Providers, FE Colleges and WBL providers in scope of the Academic Management Review (AMR) process which covers the following qualifications:

- BTEC Higher Nationals at Level 4 - 5
- BTEC Strategic Management Level 7
- BTEC Education & Training at Level 4 – 5

FE Colleges / Training Providers who deliver these qualification suites in partnership under an approved 'exceptional arrangement' should also select this section.

*Deadline to submit this section in the 23/24 academic year is **30 November**.*

Information submitted in this section is linked to the annual quality assurance process known as Academic Management Review (AMR), which is designed to assure that alternative providers are managing their higher-level provision in line with national standards. Your responses will support the process and is a mandatory requirement for Academic Management Review (AMR).

Each sub-section maps to the quality measures for Academic Management Review below.

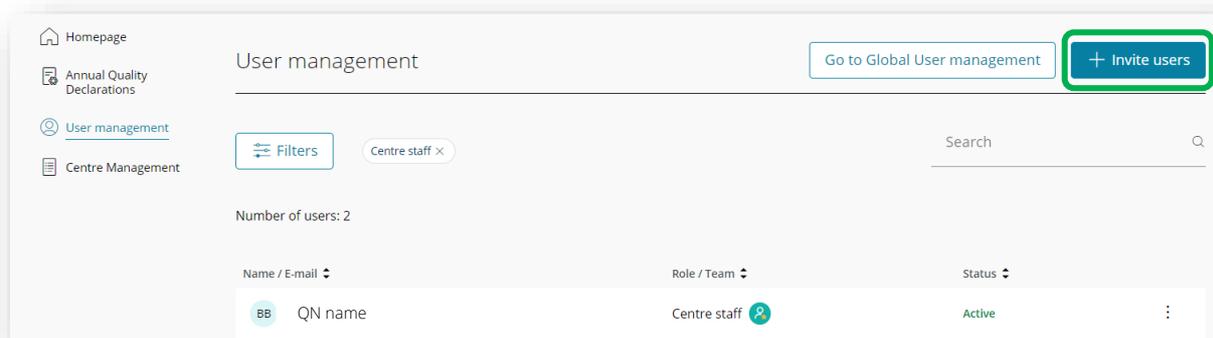
- Organisational Requirements (QO1)
- Registration and Certification (QO2)
- Assessment processes (QO3)
- Personnel (QO4)
- Resources (QO5)
- Assessment Records (QO6)
- Centre Management and Quality (QO7)
- Centre development plan
- Strengths and weaknesses statement

Your allocated AMR will review your responses prior to completing your AMR visit between Jan and April in 2024.

# Inviting Other Users

Additional users can be invited by the Quality Nominee to 'view' or 'edit' the AQD. It is important to note, the Quality Nominee should review all responses and submit each section within the AQD as they have overall responsibility for Quality Assurance at the centre.

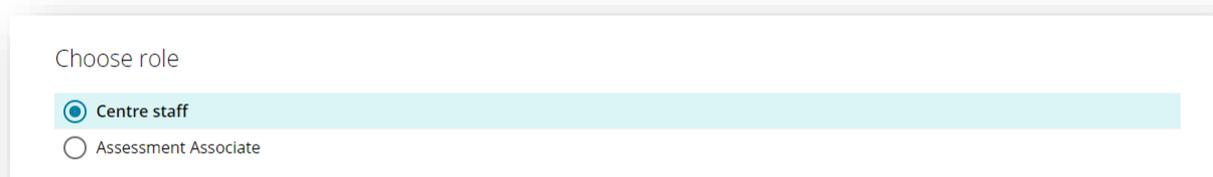
Select 'User management' from the left-hand menu and select 'Invite users'.



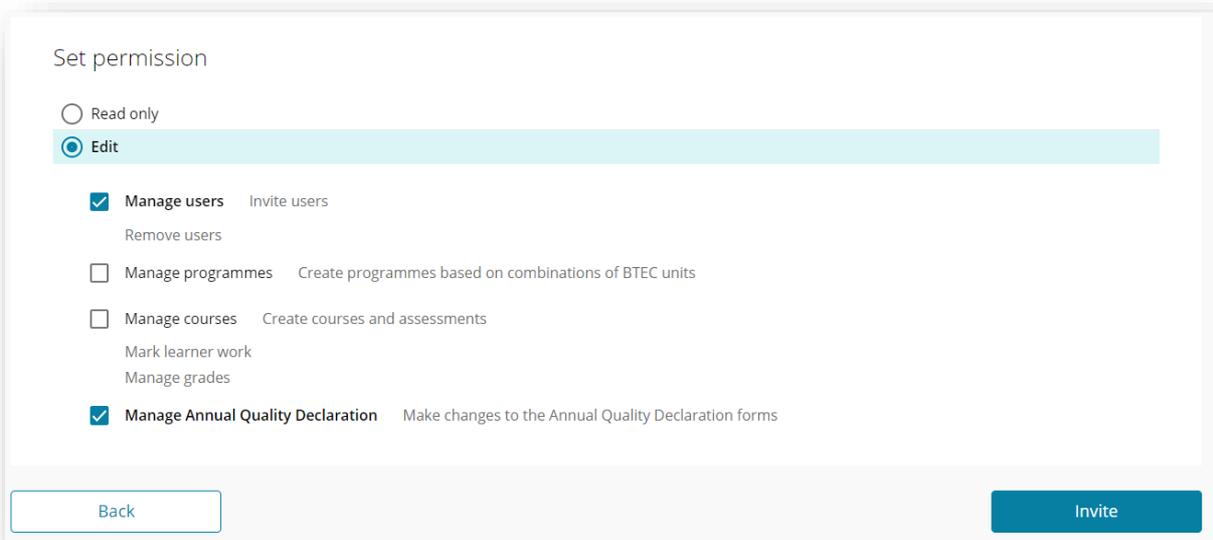
We recommend for the Quality Nominee to use the email address associated with the invited users Edexcel Online (EOL) account. This will enable them to use their EOL credentials when logging in.



When selecting the role, only colleagues linked to the centre should be invited as 'centre staff'.



Select if you would like the invited user to ‘view’ only or have ‘editing’ access. ‘Manage Annual Quality Declaration’ is the only required permission to allow access to the form, although ‘Manage users’ can also be provided if required. Please ignore the other permissions as they do not apply to UK centres. Select ‘invite’.



Set permission

Read only

Edit

Manage users Invite users  
Remove users

Manage programmes Create programmes based on combinations of BTEC units

Manage courses Create courses and assessments  
Mark learner work  
Manage grades

Manage Annual Quality Declaration Make changes to the Annual Quality Declaration forms

The person invited to access the AQD should receive an email from ‘Pearson notifications’ along with a link to access the platform. The following direct link can also be used <https://learninghubprogress.pearson.com/annual-quality-declaration>.

Users invited with an email address not linked to EOL will need to follow the ‘create an account’ option via the sign in page.

## Additional Support

Further support can be accessed via the [Quality Assurance webpages](#) where you will find:

- The ‘Annual Quality Declaration walk through’ online event, running in September and October.
- A short bitesize video showing how to complete the AQD

Please also refer to our knowledge articles: [AQD FAQs](#) and [Login FAQs](#) for further guidance.

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