

# Pearson Vocational Additional Qualifications Approval Handbook

## **International centres**



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We have designed this Pearson Vocational Additional Qualifications Approval Handbook to support Pearson-approved international BTEC centres who want to deliver additional Pearson BTEC qualifications. This guide takes you through applying for additional qualifications, covering how to fill in the form and providing detailed guidance on the approval process.

If you are not yet a Pearson-approved centre, please [complete our expression of interest form on our website](#).

Within this handbook, you will find:

1. **[Approval process](#)**: an outline of our approval process and what to expect throughout your qualification approval journey.
2. **[Completing the Offering Additional Vocational Qualifications application form](#)**: guidance and key points to support your application.
3. **[Approval application checklist](#)**: use this checklist to ensure you have completed and included all documentation to avoid any delays to your application.

# 1. Qualification approval process

You should use the Pearson Vocational Additional Qualifications Approval Handbook alongside the approval form you have received from us.

1. **Once we receive your application, we'll review the form to determine whether we can proceed with the approval process**, and we'll provide confirmation of this decision to you. If we cannot proceed with your application, we'll explain why and you will need to reread the handbook, make any necessary changes and resubmit your application.
2. Each qualification you apply for may require a desktop review by a subject specialist.

## What happens during a desktop review?

The subject specialist will review the staff involved in the delivery, assessment and verification of the qualifications, as well as your centre's resources and assessment materials, where appropriate.

If the specialist requires more information while reviewing your application, they will contact your Regional Representative who will support you in gathering this information. When you respond, please be clear on how you addressed the specialist's concerns.

If you are unable to resolve any concerns to the specialist's satisfaction within two attempts, or your application remains open for three months, your application will be formally closed.

Following the desktop review, the subject specialist will complete a detailed report and send this to your local Pearson contact.

You will be notified of our final approval decision within seven working days of the approval review. If you are granted additional qualification approval, your centre will be provided with the necessary documentation.

### **Additional information for International BTEC Level 2 and 3 programmes:**

Centres are required to use Pearson's Authorised Assigned Briefs for Year 1 or the first cycle of delivery.

## 2. Completing the Offering Additional Vocational Qualifications application form

This information will guide you through the requirements of the approval application form.

Use the drop-down options to select answers to questions and complete the required free text spaces.

Please ensure that information is clear, jargon-free and accurate.

We will only be able to accept applications electronically. We cannot accept handwritten or scanned applications.

### Section 1: Your organization

#### **Centre and contact details**

We use this section to confirm your centre details.

#### **Landline telephone number**

We are unable to accept mobile phone numbers. The telephone number is for the main site, not an individual, therefore it must be a landline phone number.

### Section 2: Qualification delivery

Complete this section to confirm which Pearson qualifications you want to deliver. For each qualification you want to include, complete all sections, including the qualification number (QAN) if it has one. You can find this number on each qualification's specification page on our website; if you can't find the QAN, please let your local Pearson contact know when submitting the form.

[See all our qualifications.](#)

A maximum of six qualifications can be applied for when applying for additional qualification approval. Charges apply for additional qualification approvals. See your regional fee sheet for details.

## **Distance programme delivery**

This only applies if you intend to deliver any of the qualifications listed within this application entirely via distance learning.

You will need to attach the distance learning assessment policy and its included self-assessment form, which will be provided by your Pearson representative if required.

## 3. Pearson centre recognition criteria

As an approved Pearson centre, you have a continuing obligation to ensure that, at all times during the term of your approval as a centre by Pearson, you meet all centre recognition criteria.

Please read this section carefully and ensure that your centre can meet the criteria. You will be asked to confirm this on the application form.

You must inform Pearson if any of the answers to the questions below change, as this may affect your approval status.

### **Centre management and resources**

- There is a dedicated role with appropriate authority and responsibility for managing and delivering Pearson qualifications.
- Senior management will allocate appropriate time and resources to support qualification delivery/review.
- Systems are in place to monitor and evaluate the effectiveness of all qualification delivery and assessment staff and to make changes when required.
- There are effective communications systems in place to keep all staff up to date with centre/Pearson's policies and procedures.
- Your centre is committed to employ, train and support a sufficient number of appropriately qualified staff to ensure appropriate management, delivery, assessment and quality assurance.
- Systems are in place to ensure ongoing staff development and updating, including staff involved in the delivery of qualifications listed within this application.
- Resources for assessment in the workplace or in a realistic working environment are available where required.
- Your centre is fully committed to regularly reviewing, maintaining agreements/contracts and replacing them as required and ensuring that learners have full access to all required resources.

## Policies and procedures

Your centre has published policies and procedures for the following:

- internal verification
- assessment (including ongoing qualification/resource review)
- learner recruitment, registration and certification
- recognition of prior learning (RPL), including exemptions
- special considerations and reasonable adjustments
- equal opportunities
- learner/staff malpractice and/or maladministration
- appeals (available to all learners)
- complaints
- risk assessment and health and safety (including public liability cover)
- conflict of interest
- learner support (to include individual development needs)
- centre contingency and adverse effects (including withdrawal of centre approval status and protection of learner interest in the case of such withdrawal).

## Registration and learner support

- Your centre will provide a learner handbook which contains accurate centre and qualification information.
- There is an appropriate system to enable feedback to learners following assessment.
- Unit certification is explained in qualification documentation and guidance is available to learners.
- Learners are advised of any technical needs for the mode of study and the support they can expect to receive from the centre.
- Your centre will recognize learners' previous achievements to enable credit transfers and exemptions where applicable.
- There are systems in place to ensure the accurate and timely registration of learners in accordance with Pearson's published policies and timelines.
- Your centre will verify learner identification during registration and throughout the assessment process.
- Your centre is aware of entry restrictions and will ensure learners are recruited with integrity and registered on appropriate qualifications in accordance with individual qualification specifications.
- Your centre will provide learners with any safety and programme information, and also any special course requirements related to the qualification prior to registration.

- Routes of progression are identified and made clear to all learners.
- Your centre will ensure learners have full access to reference material and publications specified with each qualification.
- There is sufficient access to resources available for learners undertaking the qualification.
- Your centre has a healthy and safe working environment for learners undertaking the qualification(s) covered in this application.
- Your centre will identify and provide specialist support that some learners may need e.g. equipment adaptation/policy review.
- Your centre will deliver the qualification(s) without prejudice or bias to any learner or groups of learners.
- Your centre will verify student identification during registration and throughout the assessment process to ensure authenticity.

## Centre records and systems

- There are administrative systems in place to ensure the ongoing tracking of learner progress, achievement, accumulation and transfer of credits and, where necessary, the recording of exemptions.
- Your centre will securely store accurate, up-to-date learner details and assessment records in compliance with data protection legislation.
- There are systems in place to ensure active learner portfolios/evidence of assessment are kept secure, confidential and comply with data protection acts.
- Your centre will securely hold and transmit details of assessment outcomes to Pearson.
- Your centre will retain evidence of learner work for a minimum period of twelve (12) weeks following certification of the learner, unless any other specific agreement has been reached in writing with Pearson.
- Your centre will securely retain assessment and verification records for each learner for a minimum period of three years following certification.
- Systems are in place to ensure only authorized members of staff have access to Edexcel Online (EOL) and generic email accounts (e.g. *admin@*).
- Your centre has full access to all required resources as identified within the specification for those qualifications/units the centre will be delivering (e.g. IT equipment/materials/library).



## Assessment and internal verification (IV)

- An appropriate range of assessment methods will be used.
- Staff involved in the assessment process fully understand internal verification and how to apply the IV process. Verification of assignment briefs and sampling of assessment decisions will be planned, undertaken, recorded and used to enhance future assessment practice.
- Assignment brief(s) for one mandatory internally assessed unit should be available for inspection if required (if using authorized assignment briefs please ensure your adapted version is available).
- Sample IV documents for the assignment brief(s) you have submitted are attached for inspection.
- **NVQ/SVQ only:** Systems are in place to support countersigning arrangements for decisions made by unqualified/working-towards ('WT') assessors and/or IVs.

## 4. Approval application checklist

Please use this checklist to ensure that you have completed all the required information on the approval application form.

Approval Application Section	Completed
I have fully read and understood the Pearson Vocational Additional Qualifications Approval Handbook.	<input type="checkbox"/>
I have read through all centre recognition criteria and can confirm that my centre can meet these.	<input type="checkbox"/>
Assignment material/supporting documentation is available for inspection.	<input type="checkbox"/>
Internal verification (IV) material/supporting documentation is available for inspection.	<input type="checkbox"/>
Application form: centre details, contacts and qualification section completed fully	<input type="checkbox"/>
Application form: my centre's Head, Principal or Chief Executive has signed Pearson terms and conditions.	<input type="checkbox"/>
Appendix A: Distance Learning Quality Self-Assessment (DLSA)	<input type="checkbox"/>