Edexcel Online

Approvals Guide

For further information visit our support page:

www.pearsonwbl.edexcel.com/our-support

Contents

> ***i** Please note – clicking on any of the individual sections below will automatically direct you to the relevant page number.*

1.   Introduction

About this guide

The purpose of this user guide is to help you understand and operate Edexcel Online. The user guide is written for centre staff and makes the following assumptions:

- You know how to use a personal computer
- You are familiar with Microsoft Window operating system
- The computer you are using meets system requirements

System requirements

Cookies: This Pearson website stores cookies on your computer. They help the site work better for you, and let us understand how our visitors use the site so that we can keep improving it for you. If you login, we assume you are happy to accept the site's usage of cookies.

Browser Requirements: Firefox, Google Chrome, Safari and Internet Explorer.

Pre-requisites: Adobe Acrobat Reader and Microsoft Excel (Our site uses Adobe Acrobat and Microsoft Office files to output certain reports. Depending on what system you are using, you may need to install this software.

Java Scripting: In order to use our Website, your Web browser must be configured to use "Java Scripting."

Pop-Up Windows: Our site uses pop-up windows to enhance your browsing experience. Please turn off any software that disables such windows or configure them so Edexcel is a trusted website.

Data Protection: Edexcel Online provides access to sensitive and personal information covered by the Data Protection Act. You must access and use this information for Edexcel business purposes only. Improper use of personal information is an offence under the Data Protection Act.

2. Approvals - NVQ's, BTEC's, Essential Skills Wales and Functional Skills.

i **This section explains how to gain Approval on Edexcel Online.**

This part of the user guide makes the following assumptions:

- You have been given an EOL login.
- You have administration rights to gain Approval for Edexcel programmes.
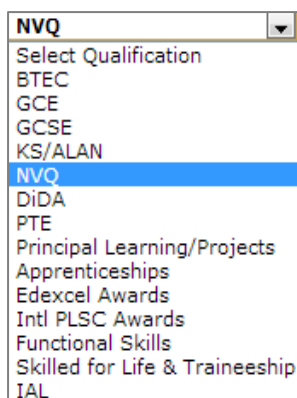
Step 1

On the left hand side menu, click the drop down box **Select Qualification**.

Step 2

From the menu, select the **Qualification** you wish to gain Approval for.

Step 3

Navigate your way through the menu on the left hand side of the screen and select **Approvals – other centres and High awards** then select **Qualification Approval**.

Step 4

Select the **Qualification Type** from the drop down menu you want to gain approval for (the page will refresh after you have selected this). Essential Skills Wales and Functional Skills are under the Transferable Skills qualification type.

Select the **Sector** for the qualification from the drop down menu you want to gain approval for.

Select **Specific Programme** (If applicable) from the drop down menu you want to gain approval for.

If correct tick box to agree to the **Terms & Conditions** and select **Submit.**

Step 5

A screen will appear confirming you have been auto approved to run the requested programmes.

Step 6

6A.

An email is also sent to your Edexcel Online Mailbox containing an Approval Letter.

Our Ref: AppNVQLetter
Your Ref: Approval.
Centre No:
Email: approvals@edexcel.com

One90 High Holborn
London
WC1V 7BH
www.edexcel.com

06/11/2013

Thank you for your application to offer Edexcel Competency Based qualifications. We are pleased to confirm that the programmes below have now been approved.

Code	Title	Level	Approved To Date	Cert. End Date
Q7000777	ACCOMMODATION SERVICES (LEVEL 1 NVQ CERTIFICATE)	LEVEL 1	31/08/2014	31/08/2015

This approval is given in line with Edexcel's accreditation for these programmes. This means that candidates are required to be registered for and complete the programme by the dates indicated in the table above.

6B.

An email is also sent to your Edexcel Online Mailbox containing an Approval Letter.

Centre No: 999
Customer Service No: 0844 463 2535
Email: approvals@edexcel.com

One90 High Holborn
London
WC1V 7BH
www.edexcel.com

31 October 2013

Application to offer QCF vocational qualifications in APPLIED SCIENCE LEVEL 3.

Thank you for your request to offer the qualifications listed below. I am pleased to confirm that we have approved your application.

Programme Number	Qualification Title
MKL46	EDEXCEL BTEC LEVEL 3 CERT. (= 50% OF NATIONAL AWARD 28-36) APPLIED SCIENCE (QCF)
MKL49	EDEXCEL BTEC LEVEL 3 SUBSIDIARY DIP (WAS NATIONAL AWARD 60+) APPLIED SCIENCE (APPLIED BIOLOGY) (QCF)
MKL50	EDEXCEL BTEC LEVEL 3 SUBSIDIARY DIP (WAS NATIONAL AWARD 60+) APPLIED SCIENCE (APPLIED CHEMISTRY) (QCF)
MKL55	EDEXCEL BTEC LEVEL 3 SUBSIDIARY DIP (WAS NATIONAL AWARD 60+) APPLIED SCIENCE (APPLIED PHYSICS) (QCF)
MKL48	EDEXCEL BTEC LEVEL 3 SUBSIDIARY DIP (WAS NATIONAL AWARD 60+) APPLIED SCIENCE (MEDICAL SCIENCE) (QCF)
MKL47	EDEXCEL BTEC LEVEL 3 SUBSIDIARY DIP (WAS NATIONAL AWARD 60+) APPLIED SCIENCE (QCF)

If your centre does not have auto approval to run this programme the following screen will appear.

You will need to ring your Sales Manager for further details and assistance.

Qualification Approval

Your centre could not be approved for these programme(s)

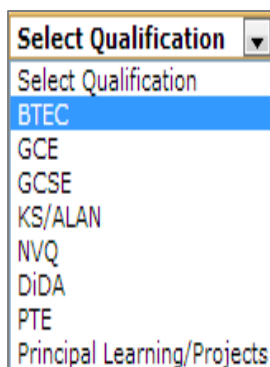Please call us for Guideance or further information

3.   How to view Qualification Approval Lists / Price Lists.

> **i** This part of the guide explains how to view Qualification Approval Lists and prices against a qualification on Edexcel Online.
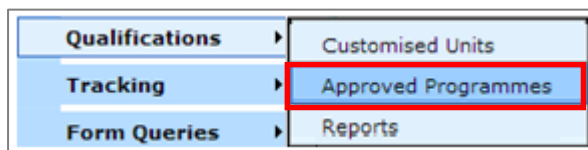
Step 1

On the left hand side menu, click the drop down menu **Select Qualification** and choose the appropriate qualification (example shown below is for BTEC).

Step 2

Navigate your way through the menu on the left hand side of the screen and select **Qualifications** then select **Approved Programmes**.

* NVQ's will state **Approved Awards**.*

Step 3

A list of **Approved Awards / Units** for your centre will appear. It is broken down into **Full Awards** and **Individual Units (approved outside a full award).**

In the Award Title column the price per individual candidate registration is displayed.