Edexcel Online

Approvals - Apprenticeships

For further information visit our support page:

www.pearsonwbl.edexcel.com/our-support

Contents

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. EOL User Guide – Apprenticeships Approvals

> **i** **This section explains how to gain Approval against an Apprenticeship on Edexcel Online.**

This part of the user guide makes the following assumptions:

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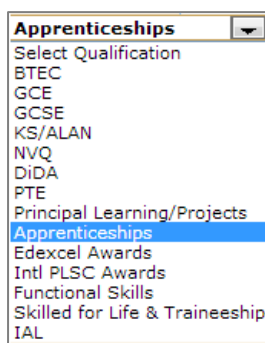- You have administration rights to gain Approval for Edexcel programmes.

Step 1

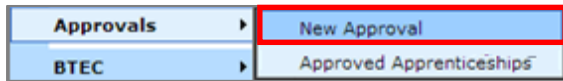On the left hand side menu, click the drop down box **Select Qualification**.

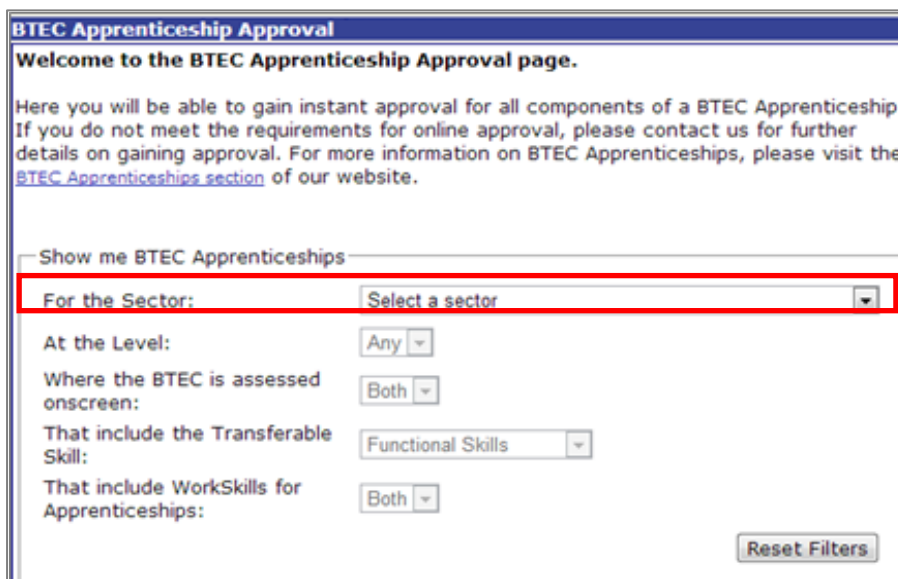
Step 2

From the menu, select the **Apprenticeships** option.

Step 3

Navigate your way through the menu on the left hand side of the screen and select **Approvals** then select **New Approval**.

Step 4

A screen will appear where you can search for the BTEC Apprenticeships you want to gain instant approval for.

Select **For the Sector** drop down menu and locate the sector of the Apprenticeship you want. The system will begin to search for matching BTEC Apprenticeships automatically.

You can further refine your search by selecting additional filters such as at what level the Apprenticeship is for (i.e. Level 2 or Level 3), whether the BTEC is assessed onscreen, whether the Apprenticeship includes a transferrable skill such as Functional Skills and if the Apprenticeship includes WorkSkills.

Matching BTEC Apprenticeships will appear based on your selected filters.

You can select **Reset Filters** to begin the search again.

Step 5

You will see a list of BTEC Apprenticeships based on your search criteria. Select the **Plus Box** icon to expand an Apprenticeship Title to see the components of the Apprenticeship.

Tick the box on the right of the Apprenticeship Title to select the Apprenticeship you want to gain approval for.

Agree to the **Terms & Conditions** by ticking the box and then select **Request Approval**.
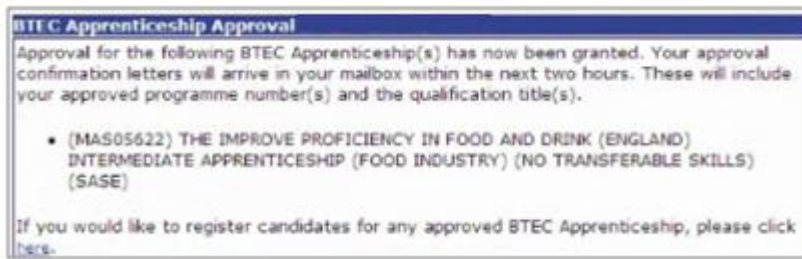
A screen will appear confirming you have been auto approved to run the requested programmes

BTEC Apprenticeship Approval

Approval for the following BTEC Apprenticeship(s) has now been granted. Your approval confirmation letters will arrive in your mailbox within the next two hours. These will include your approved programme number(s) and the qualification title(s).

- (MAS05622) THE IMPROVE PROFICIENCY IN FOOD AND DRINK (ENGLAND) INTERMEDIATE APPRENTICESHIP (FOOD INDUSTRY) (NO TRANSFERABLE SKILLS) (SASE)

If you would like to register candidates for any approved BTEC Apprenticeship, please click here.

Step 6

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

05 November 2013

Thank you for your request to offer the BTEC Apprenticeship listed below. I am pleased to confirm that we have approved your application, and candidates may now be enrolled until the dates shown.

BTEC Apprenticeship Number	BTEC Apprenticeship Title	Registered By	Completed By
MAS05622	THE IMPROVE PROFICIENCY IN FOOD AND DRINK (ENGLAND) INTERMEDIATE APPRENTICESHIP (FOOD INDUSTRY) (NO TRANSFERABLE SKILLS) (SASE)	31 December 2014	31 December 2016

Please note when registering students, you should register them against the BTEC Apprenticeship Number and not the NVQ ('Q' number) Number.

The programme definitions relating to the programmes above can be downloaded via Edexcel Online. Please ensure that copies of the programme definitions are passed to the person responsible for registering learners as they contain important administrative information.

Please also note that certificates for Apprenticeships are available from the relevant Sector Skills Council or Standards Setting Body. Edexcel does not issue certificates for Apprenticeships, but issues the evidence of completion for the components of the BTEC Apprenticeship.

If you are interested in the details of other qualifications or services offered by Edexcel please contact your local Regional Office. If you are unsure of the contact details please call our Customer Service Team on the number at the top of this letter.

If your centre does not have auto approval to run this programme the following screen will appear. You will need to contact your Sales Manager to assist you in the approval request.

BTEC Apprenticeship Approval

We were not able to approve your centre for the following BTEC Apprenticeship(s). Please contact us for guidance or further information.

- (MAS05622) THE IMPROVE PROFICIENCY IN FOOD AND DRINK (ENGLAND) INTERMEDIATE APPRENTICESHIP (FOOD INDUSTRY) (NO TRANSFERABLE SKILLS) (SASE)