

Edexcel Online Approvals Traineeships

**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	3
	About this guide	3
	What are Traineeships?	3
	System requirements	4
2	Approvals Traineeships	5-8

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

What are Traineeships?

Traineeships are part of the same family as Apprenticeships and for 16-19 year olds can also be part of a Study Programme. They are designed for young people who want a job but need employability training, with a high quality work experience placement at the core and work preparation training. The majority will also require further English and/or Maths.

Traineeships are available for young people aged 16-24 and for young people with Learning Difficulty assessment up to the age of 25. The duration of Traineeships will be a maximum of 6 months. The aim of Traineeships from Pearson is to secure young people progression into an Apprenticeship or into a sustainable job as quickly as possible.

Traineeships from Pearson are designed to enable learners to progress rapidly to employment or an Apprenticeship. They are comprised of three components:

- Work placement
- Work preparation training
- English and Maths

Traineeships are credit based and you will find behind each component part there are a variety of accredited units, qualifications and resources. Based on individual requirements your centre can opt to buy the appropriate credit package needed to build a personalised traineeship programme.

The traineeships from Pearson product is powered using the Skilled for Life technology.

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 Traineeships



This section explains how to gain Approval against a Traineeship 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.
- You are currently running BTEC qualifications at Level 2 to gain instant approval via Edexcel Online.

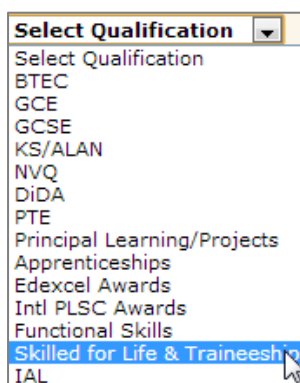
Step 1

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



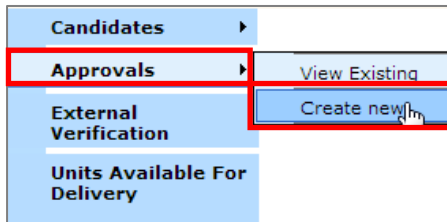
Step 2

From the menu, select **Skilled for Life & Traineeship** option.



Step 3

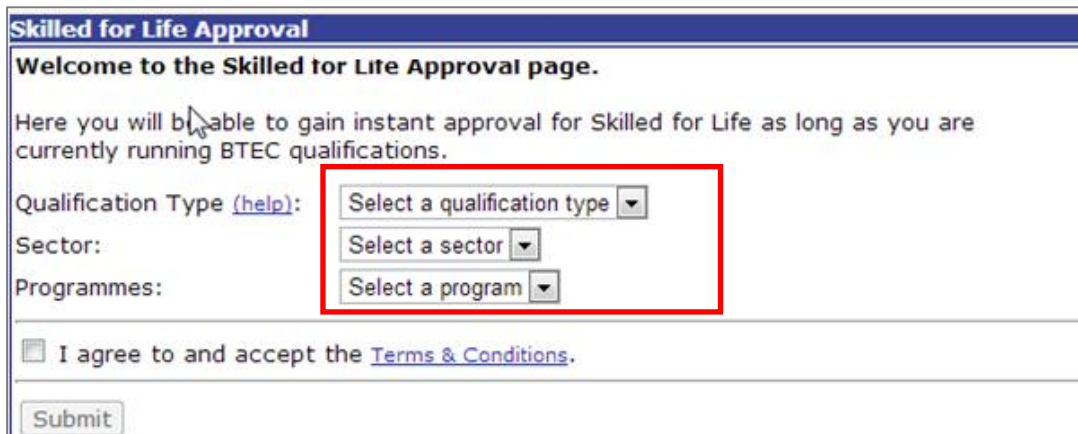
Navigate your way through the menu on the left hand side of the screen and select **Approvals** then select **Create new**.



Step 4

Select the **Qualification Type** from the drop down menu you want to gain approval for.

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



A screenshot of a web form titled 'Skilled for Life Approval'. The form contains the following elements:

- A header bar with the text 'Skilled for Life Approval'.
- A sub-header: 'Welcome to the Skilled for Life Approval page.'
- Introductory text: 'Here you will be able to gain instant approval for Skilled for Life as long as you are currently running BTEC qualifications.'
- Form fields for selection:
 - 'Qualification Type (help):' with a dropdown menu showing 'Select a qualification type'.
 - 'Sector:' with a dropdown menu showing 'Select a sector'.
 - 'Programmes:' with a dropdown menu showing 'Select a program'.
- A checkbox: 'I agree to and accept the [Terms & Conditions](#).'
- A 'Submit' button.

The three dropdown menus are highlighted with a red box.

Once you have selected the Skilled for Life package you want to gain approval for a screen will appear showing the title and level of the programmes.

If correct tick box to agree to terms and conditions and select **Submit**.

Skilled for Life Approval

Welcome to the Skilled for Life Approval page.

Here you will be able to gain instant approval for Skilled for Life as long as you are currently running BTEC qualifications.

Qualification Type [\(help\)](#): SKILLED FOR LIFE

Sector: SKILLED FOR LIFE LEVEL 2/TRAINEESHIP

Programmes in the SKILLED FOR LIFE LEVEL 2/TRAINEESHIP qualification Frameworks Covered

Title	Level
LEVEL 2 SKILLED FOR LIFE (1-3 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (1-3 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (13-24 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (13-24 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (25-36 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (25-36 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (37-48 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (37-48 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (4-6 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (4-6 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (49-56 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (49-56 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (57+ CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (57+ CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (7-12 CREDITS)	SKILLED FOR LIFE
LEVEL 2 SKILLED FOR LIFE (7-12 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINEESHIP (1-3 CREDITS)	SKILLED FOR LIFE
TRAINEESHIP (1-3 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINEESHIP (13-24 CREDITS)	SKILLED FOR LIFE
TRAINEESHIP (13-24 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINEESHIP (25-36 CREDITS)	SKILLED FOR LIFE
TRAINEESHIP (25-36 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINEESHIP (37-48 CREDITS)	SKILLED FOR LIFE
TRAINEESHIP (37-48 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINEESHIP (4-6 CREDITS)	SKILLED FOR LIFE
TRAINEESHIP (4-6 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINEESHIP (49-56 CREDITS)	SKILLED FOR LIFE
TRAINEESHIP (49-56 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINEESHIP (57+ CREDITS)	SKILLED FOR LIFE
TRAINEESHIP (57+ CREDITS) (INC SELFSMART)	SKILLED FOR LIFE
TRAINEESHIP (7-12 CREDITS)	SKILLED FOR LIFE
TRAINEESHIP (7-12 CREDITS) (INC SELFSMART)	SKILLED FOR LIFE

I agree to and accept the [Terms & Conditions](#).

Submit

Step 5

A screen will appear confirming you have been auto approved to run the requested programmes. An email is also sent to your Edexcel Online Mailbox containing a confirmation report.

Qualification Approval

Congratulations, you have been approved to run the requested programme(s). An approval letter will be sent to your [Edexcel Online mailbox](#) to confirm and give further guidance.

Programme definitions can be requested by selecting Qualifications and then Reports on the left-hand side of this screen.

For information on Professional Development and Training please click [here](#).

To view the programmes you have approval for please click [here](#).

The Confirmation Report will also contain an Approval Letter that can be kept for your own records.

23 April 2013

Dear

Application to offer QCF vocational qualifications in SKILLED FOR LIFE.

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
HPT36	SKILLED FOR LIFE SKILLED FOR LIFE (1-3 CREDITS)

Traineeships will now be approved along with Level 2 Skilled for Life allowing you to choose which product you require when registering candidates.

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

You will need to ring the Account Services Team for further details and assistance.

Qualification Approval

Your centre could not be approved for these programme(s).
Please [call us](#) for guidance or further information.