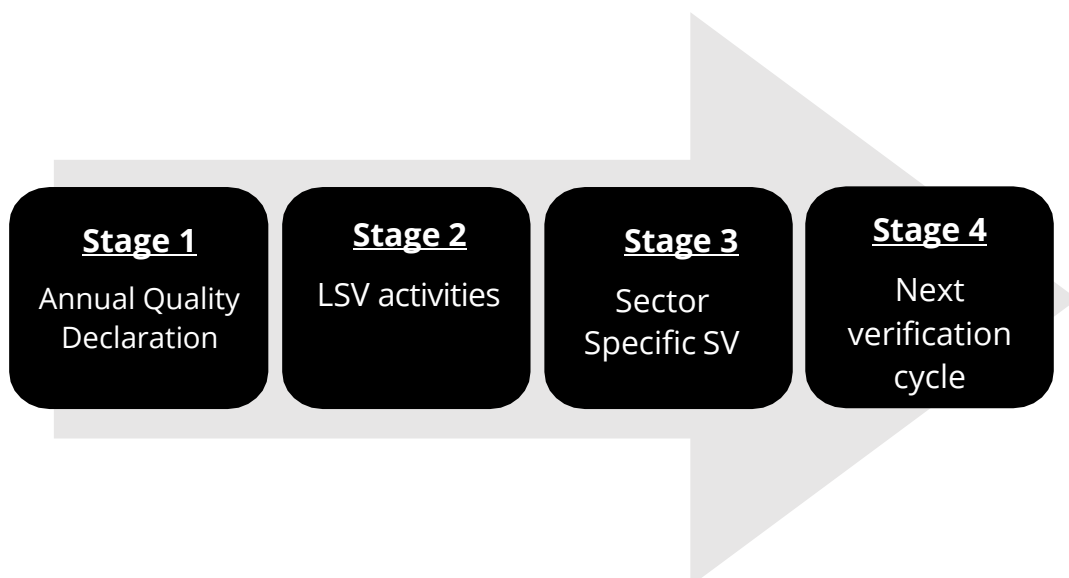


How does the WBL Quality Assurance Model Work?

September 2022

How does the Work-Based Learning Quality Assurance model work?

The Work-Based Learning Quality Assurance model is a four-stage process:



Stage 1: Annual Quality Declaration

Centres complete the new Annual Quality Declaration (AQD) which can be accessed via the link: [Annual Quality Declaration](#).

The purpose of the Annual Quality Declaration (AQD) is for Quality Nominees and Heads of Centres to confirm that all policies and procedures required for the delivery of Pearson's 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 delivering Pearson's vocational qualifications.

As part of the AQD you will select the 'Work-based Learning' group of qualifications

and complete the Centre Self-Assessment for the programme or group of programmes you deliver and plan to deliver. It allows you to be as critical as you want of your delivery and quality assurance systems. **Please complete the AQD by 11 November 2022**, ahead of your Lead Standards Verifier (LSV) activities.

Stage 2: A (remote) visit from our Lead Standards Verifier

For Centre offering only BTECs that are part of the Work based learning suite, you will not be allocated a Lead SV. Instead, we will focus on sector standards verification.

For centres offering competency-based qualifications, Pearson will allocate your LSV in October; they will introduce themselves, and ask that you to complete your online AQD, which includes a self-assessments per programme. The LSV will be able to access this form online prior to the visit, allowing them to plan and tailor their activities to your needs.

Your first LSV activity should take place before December, but this will depend on your centres needs. They will mainly be reviewing your management systems across all programme areas, with a view to removing any duplication and reduce your administrative burden.

A key activity will be to plan the rest of your sector specific standards verification activities with your LSV. You should work with your LSV to identify when sector specific sampling should take place to support timely certification for your learners. If you have a programme release (Direct Claims Status) make sure you alert your LSV if this is due to expire.

After the remote visit you will be provided with a report outlining their findings. This will include good practice, and any actions to help improve programme delivery or your quality assurance systems.

Their aim is to identify any potential 'risks to valid certification' ahead of claims, therefore unless significant concerns are evident, the findings should be used to prepare for your standards verification activities later in the year. This means, if any 'potential or actual risks' are identified in one of your programme areas, you will be able to mitigate these ahead of your sector specific standards verification activities, reducing delays to certification and learner progression.

Stage 3: Sector specific Standards Verifications

Your sector specific SV will review programme releases (Direct Claims Status) annually as normal. SV allocations are released around the same time as LSVs (October) to support you with all year-round verification if needed.

Once you have been allocated an LSV, your sector specific verification will be set to 'one' (remote) visit. This, however, is subject to the type of programme, volume of registrations, number of assessors and cohorts, and your centre needs. Your LSV will work with you and your sector specific SVs throughout the year and provide them with sufficient information regarding your management systems.

As a result, your sector specific SV will focus more on sampling standards and supporting you with sector specific issues.

Once your sector specific SV has completed standards verification, they will be responsible for releasing your programmes for certification as usual.

Stage 4: Next Verification Cycle

LSVs will then use the outcomes of your standards verification to complete a final report and provide recommendations for your verification cycle for the following year.

Please note for sectors such as Security, Emergency care and Construction, these will still be subject a minimum of two (remote) visits*. However, we will endeavour to ensure your LSV is also your SV for one of those sectors.

*Verification activities will remain remote for 2022-2023. However, there may be exceptional circumstances which require a face-to-face visit to ensure the integrity of qualifications are maintained. These circumstances will be subject to risk.

Three-way partnerships

The WBL Quality Assurance model has been designed as a three-way partnership between you, your SV and Pearson. This means that during the year, and the standards verification process, you will be supported throughout, and continued communication should ensure that we can work together to quality assure certification ahead of claims, as opposed to checking certification claims annually.

Please visit our [Work-based Learning quality assurance webpage](#) for further detail.

Applying flexibilities

Whilst we have reduced the number of annual verification activities in the first instance, the approach we have taken is to work closer with you, allowing us to have better visibility of any potential risks. The exact number of verification activities and frequency of activities remain subject to risk.

At the end of each verification cycle; we will have a clearer understanding of 'risks' at your centre. This will allow us to amend the number of verification activities and tailor sampling to your programme needs. Where applicable, on releasing their final report your LSV will provide Pearson with their recommendations for next year's verification cycle. This may include recommendations to change sampling frequencies.