

**Edexcel**  
**How to Locate Specifications**

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information  
visit our  
support page:**

[www.pearsonwbl.edexcel.com/our-support](http://www.pearsonwbl.edexcel.com/our-support)

# Contents



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# 1. Introduction

## About this guide

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 the 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 use 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.

## 2. Apprenticeships

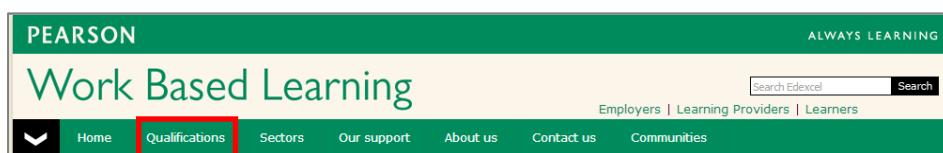


This section explains how to find the specification for Apprenticeships.

### Step 1

Enter the following URL into your address bar <http://pearsonwbl.edexcel.com>

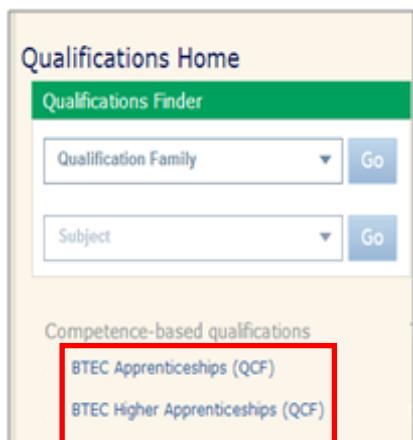
Select **Qualifications**.



The screenshot shows the Pearson Work Based Learning homepage. The top navigation bar includes links for Home, Qualifications (which is highlighted with a red box), Sectors, Our support, About us, Contact us, and Communities. The 'Qualifications' link is located in the second position from the left. The main content area features the 'PEARSON' logo, the 'Work Based Learning' title, and a search bar with 'Search Edexcel' and 'Search' buttons. Below the search bar are links for Employers, Learning Providers, and Learners.

### Step 2

From the screen below, select the Apprenticeship level required.



The screenshot shows the 'Qualifications Home' page. The 'Qualifications Finder' section contains two dropdown menus: 'Qualification Family' and 'Subject', each with a 'Go' button. Below these is a section titled 'Competence-based qualifications' containing two links: 'BTEC Apprenticeships (QCF)' and 'BTEC Higher Apprenticeships (QCF)'. The 'BTEC Apprenticeships (QCF)' link is highlighted with a red box.

## Step 3

Select the required apprenticeship from **Apprenticeship Sectors**.

Apprenticeship Sectors	
Apprenticeships are tailored to individual sectors. Choose your sector to see our frameworks and latest news.	
<ul style="list-style-type: none"><li>▶ Accountancy and Finance</li><li>▶ Automotive</li><li>▶ Business Skills</li><li>▶ Children and Young People</li><li>▶ Cleaning and Facilities Management</li><li>▶ Construction</li><li>▶ Creative Industries</li><li>▶ Customer Service and Contact Centre Operations</li><li>▶ Engineering, Processing and Manufacturing</li></ul>	

## Step 4

Select the pathway required

We offer the following BTEC Apprenticeships in Finance:	
<ul style="list-style-type: none"><li>⊕ Payroll pathway</li></ul>	
<b>Accounting</b>	
<ul style="list-style-type: none"><li>⊕ Accounting pathway</li></ul>	
<b>Providing Financial Services</b>	
<ul style="list-style-type: none"><li>⊕ General Insurance pathway</li><li>⊕ Retail Banking pathway</li></ul>	

## Step 5

Select the component required.

<ul style="list-style-type: none"><li>⊕ Payroll pathway</li></ul>
<b>Combined:</b>
<ul style="list-style-type: none"><li>• Edexcel Level 2 Certificate in Payroll for Apprentices (QCF)</li></ul>
<b>Transferable Skills:</b>
<ul style="list-style-type: none"><li>• Functional Skills Mathematics at Level 1</li><li>• Functional Skills English at Level 1</li><li>• Functional Skills ICT at Level 1</li></ul>
<b>Employee Rights and Responsibilities:</b>
<ul style="list-style-type: none"><li>• Employee Rights and Responsibilities must be delivered through the Financial Skills Partnership ERR Workbook</li></ul>
<b>Personal Learning and Thinking Skills:</b>
<ul style="list-style-type: none"><li>• Personal Learning and Thinking Skills are mapped to the qualification within the Apprenticeship. See the Personal Learning and Thinking Skills mapping document</li></ul>
<b>OPTIONAL:</b>
<ul style="list-style-type: none"><li>• Edexcel BTEC Level 2 Award in WorkSkills for Apprenticeships (QCF)</li></ul>

## Step 6

Select **Specifications**.

NVQ and competence-based qualifications (QCF) | Payroll

Please see below for the new QCF-accredited specifications in Payroll, which attest to learners' occupational competence in the sector. They can be taken as standalone qualifications and also as part of an apprenticeship.





**Documents**

**Specifications** 

**Register your interest**  
Complete our online form 

## Step 7

Select **Download**.

**Documents**

**Specifications**

**Level 2 Certificate in Payroll (QCF)**

 PDF (704.8 KB)  

### 3. Standalone qualifications



**This section explains how to find the specification for Standalone Qualifications.**

#### Step 1

Enter the following URL into your search engine <http://pearsonwbl.edexcel.com>

Select **Qualifications**.

PEARSON

ALWAYS LEARNING

Work Based Learning

Search Edexcel

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#### Step 2

From the screen below, select the desired **Qualification**.

BTEC (QCF)

BTEC Firsts from 2010

● BTEC Nationals from 2010

● BTEC Higher Nationals from 2010

● BTEC Professional Qualifications

● BTEC Specialist Qualifications

#### Step 3

Select the subject required.

Subjects

► 3D Design (L1)

► 3D Design (L2)

► 3D Design (L3)

► Achieving Excellence in Skills (Performance Excellence) (L2, L3)

► Activity Provision in Social Care (L2, L3)

► Advanced Forgework Skills (L3)

► Apparel, Footwear, Leather and Textiles (L2, L3 and L4)

► Assisting and Moving in Social Care (L2, L3)

► Automotive (L2, L3)

## Step 4

Select **Specification**.



Once you have selected Specification a drop down will appear, select **Download**.

