

Edexcel

How to Locate Specifications

**For further
information
visit our
support page:**

www.pearsonwbl.edexcel.com/our-support

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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 Windows 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

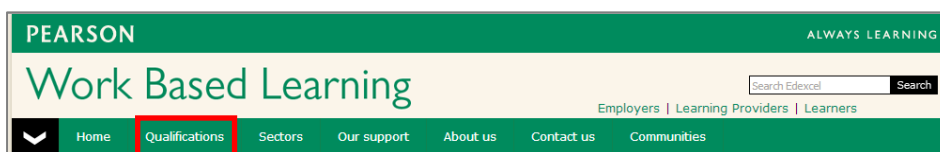


This section explains how to find the specification for Apprenticeships.

Step 1

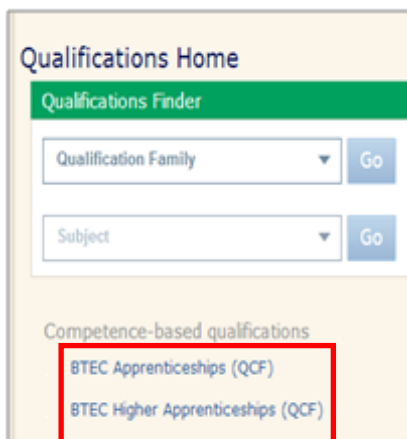
Enter the following URL into your address bar <http://pearsonwbl.edexcel.com>

Select **Qualifications**.



Step 2

From the screen below, select the Apprenticeship level required.



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.

- ▶ **Accountancy and Finance**
- ▶ Automotive
- ▶ Business Skills
- ▶ Children and Young People
- ▶ Cleaning and Facilities Management
- ▶ Construction
- ▶ Creative Industries
- ▶ Customer Service and Contact Centre Operations
- ▶ Engineering, Processing and Manufacturing

Step 4

Select the pathway required

We offer the following BTEC Apprenticeships in Finance:

- ▶ **Payroll pathway**

Accounting

- ▶ **Accounting pathway**

Providing Financial Services

- ▶ **General Insurance pathway**
- ▶ **Retail Banking pathway**

Step 5

Select the component required.

▶ **Payroll pathway**

Combined:

- **Edexcel Level 2 Certificate in Payroll for Apprentices (QCF)**

Transferable Skills:

- Functional Skills Mathematics at Level 1
- Functional Skills English at Level 1
- Functional Skills ICT at Level 1

Employee Rights and Responsibilities:

- Employee Rights and Responsibilities must be delivered through the Financial Skills Partnership ERR Workbook

Personal Learning and Thinking Skills:

- Personal Learning and Thinking Skills are mapped to the qualification within the Apprenticeship. See the Personal Learning and Thinking Skills mapping document

OPTIONAL:

- Edexcel BTEC Level 2 Award in WorkSkills for Apprenticeships (QCF)

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.

 [Payroll – SASE Updates](#)

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) [Download](#)

3. Standalone qualifications

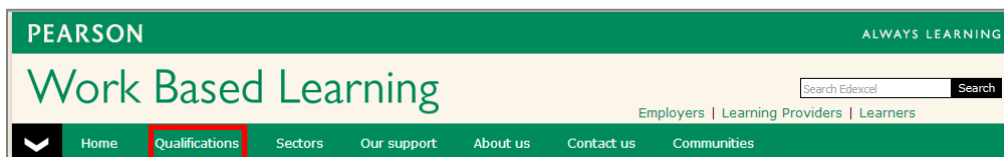


This section explains how to find the specification for Standalone Qualifications.

Step 1

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

Select **Qualifications**.



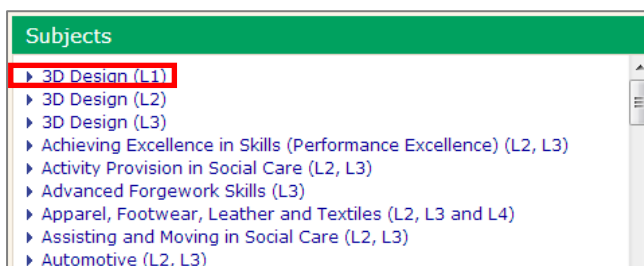
Step 2

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



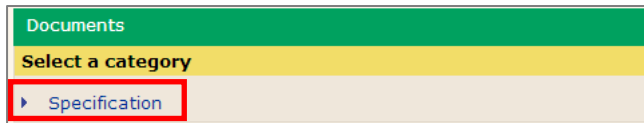
Step 3

Select the subject required.



Step 4

Select **Specification**.



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

