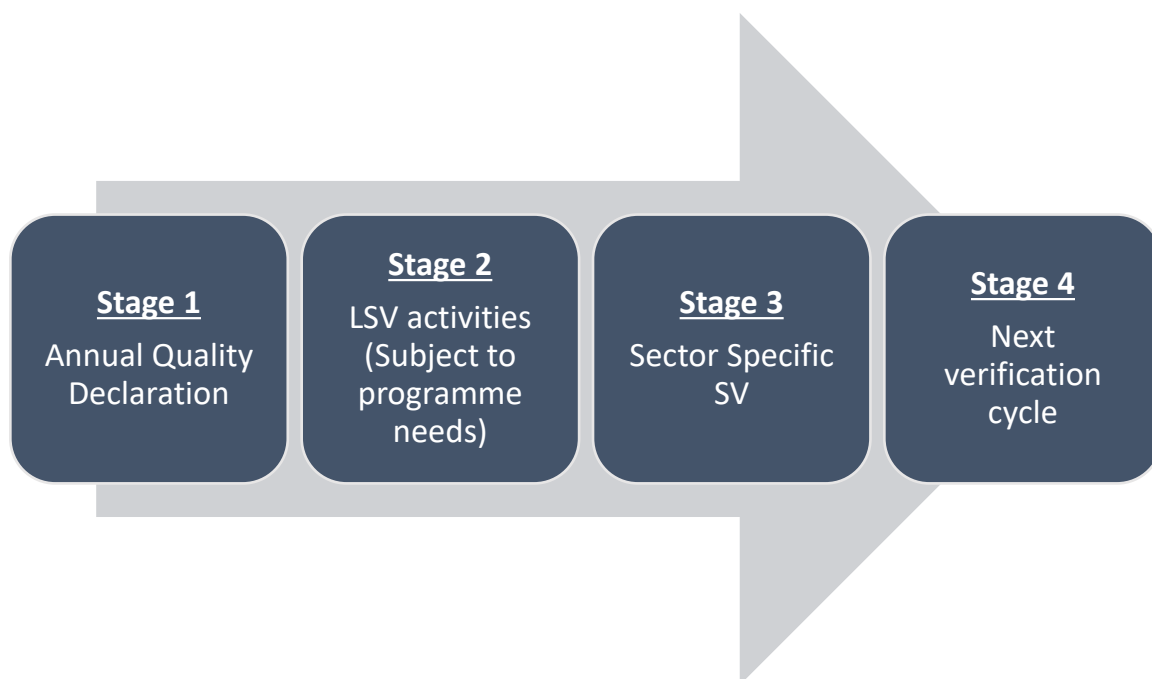


# How does the Work-Based Learning Quality Assurance model work?

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. It is also the first stage of the quality assurance process and allows Pearson to understand the type of support you may need at the start of the year. For example, as these programmes are on demand, by telling Pearson when you expect to certificate, ensures we provide the support you need to ensure no delays to certification.

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 November annually** ahead of your Lead Standards Verifier (LSV) activities.

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.

## **Stage 2: A visit from our Lead Standards Verifier (subject to programme needs)**

For centres delivering BTECs that are part of the Work based learning suite, and 'green' sectors, you will not be allocated a Lead SV. Instead, we will focus on sector standards verification.

For all other programmes, Pearson will allocate your LSV between October – November. The LSV 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 visit should take place before December, but this will depend on your centre's 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 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 be a mix of face to face and remote for 2023-2024. 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.

## Sectors not in scope for LSV

To minimise the administrative burden and maximise other risk management control measures, we have removed the following qualifications from the Lead Standards Verification model.

Centres will still receive a minimum of one standards verification interactions (one visit, and one remote subject to risk) and we reserve the right to increase sampling based on risk indicators (such as a change in verification outcomes or intelligence which pertains to risk of safe certification).

Sector Group	Qualification Titles
159 - FOUNDATION DIP ART & DESIGN	Pearson BTEC Level 3 Foundation Diploma in Art,

	Design and Media Practice Pearson BTEC Level 4 Foundation Diploma in Art, Design and Media Practice
205 - MARKETING	Pearson BTEC Level 3 Certificate in Digital Marketing Business Principles Pearson BTEC Level 3 Certificate in Marketing Principles
214 - ADMINISTRATION (NVQ)	Pearson BTEC Level 1 Award in Principles of Business Administration Pearson BTEC Level 1 Certificate in Principles of Business Administration Pearson BTEC Level 2 Award in Principles of Business Administration Pearson BTEC Level 2 Certificate in Principles of Business Administration Pearson BTEC Level 2 Diploma in Business Administration Pearson BTEC Level 3 Award in Business Processes Pearson BTEC Level 3 Certificate for Business Administrators Pearson BTEC Level 3 Diploma for Business Administrators Pearson BTEC Level 3 Diploma in Business Administration
215 - CALL HANDLING (NVQ)	Pearson BTEC Level 1 Award in Principles of Customer Service Pearson BTEC Level 1 Certificate in Principles of Customer Service Pearson BTEC Level 2 Certificate for Customer Service Practitioners Pearson BTEC Level 2 Certificate in Principles of Customer Service Pearson BTEC Level 2 Diploma for Customer Service Practitioners Pearson BTEC Level 2 Diploma in Customer Service Pearson BTEC Level 3 Certificate for Customer Service Specialists Pearson BTEC Level 3 Certificate in Principles of Customer Service Pearson BTEC Level 3 Diploma for Customer Service Specialists Pearson BTEC Level 3 Diploma in Customer Service
302 - INFORMATION TECHNOLOGY (NVQ)	Pearson BTEC Level 2 Diploma in Professional

	<p>Competence for IT and Telecoms Professionals</p> <p>Pearson BTEC Level 3 Diploma in Professional Competence for IT and Telecoms Professionals</p> <p>Pearson BTEC Level 4 Diploma in Professional Competence for IT and Telecoms Professionals</p>
318 - IT USERS (ITQ) QCF	<p>Pearson BTEC Level 2 Award for IT Users (ITQ)</p> <p>Pearson BTEC Level 2 Certificate for IT Users (ITQ)</p>
350 - TEAM LEADING (SVQ)	<p>Pearson BTEC Level 2 Award in Principles of Team Leading</p> <p>Pearson BTEC Level 2 Certificate in Principles of Team Leading</p> <p>Pearson BTEC Level 2 Diploma in Team Leading</p> <p>Pearson BTEC Level 3 Diploma for Managers</p> <p>Pearson BTEC Level 3 Diploma in Management</p>
599 - LEVEL 1 INTRODUCTORY (GRADED)	<p>Pearson BTEC Level 1 Introductory Award in Applied Science</p> <p>Pearson BTEC Level 1 Introductory Award in Art and Design</p> <p>Pearson BTEC Level 1 Introductory Award in Business</p> <p>Pearson BTEC Level 1 Introductory Award in Caring for Children Under Five</p> <p>Pearson BTEC Level 1 Introductory Award in Construction</p> <p>Pearson BTEC Level 1 Introductory Award in Digital Media</p> <p>Pearson BTEC Level 1 Introductory Award in Engineering</p> <p>Pearson BTEC Level 1 Introductory Award in Hair and Beauty</p> <p>Pearson BTEC Level 1 Introductory Award in Health and Social Care</p> <p>Pearson BTEC Level 1 Introductory Award in Hospitality and Tourism</p> <p>Pearson BTEC Level 1 Introductory Award in Information Technology</p> <p>Pearson BTEC Level 1 Introductory Award in Land-Based Studies</p> <p>Pearson BTEC Level 1 Introductory Award in Performing Arts</p> <p>Pearson BTEC Level 1 Introductory Award in Public Services</p> <p>Pearson BTEC Level 1 Introductory Award in Sport</p> <p>Pearson BTEC Level 1 Introductory Award in</p>

	<p>Transport and Vehicle</p> <p>Pearson BTEC Level 1 Introductory Award in Vocational Studies</p> <p>Pearson BTEC Level 1 Introductory Certificate in Applied Science</p> <p>Pearson BTEC Level 1 Introductory Certificate in Art and Design</p> <p>Pearson BTEC Level 1 Introductory Certificate in Business</p> <p>Pearson BTEC Level 1 Introductory Certificate in Caring for Children Under Five</p> <p>Pearson BTEC Level 1 Introductory Certificate in Construction</p> <p>Pearson BTEC Level 1 Introductory Certificate in Digital Media</p> <p>Pearson BTEC Level 1 Introductory Certificate in Engineering</p> <p>Pearson BTEC Level 1 Introductory Certificate in Hair and Beauty</p> <p>Pearson BTEC Level 1 Introductory Certificate in Health and Social Care</p> <p>Pearson BTEC Level 1 Introductory Certificate in Hospitality and Tourism</p> <p>Pearson BTEC Level 1 Introductory Certificate in Information Technology</p> <p>Pearson BTEC Level 1 Introductory Certificate in Land-based Studies</p> <p>Pearson BTEC Level 1 Introductory Certificate in Performing Arts</p> <p>Pearson BTEC Level 1 Introductory Certificate in Public Services</p> <p>Pearson BTEC Level 1 Introductory Certificate in Sport</p> <p>Pearson BTEC Level 1 Introductory Certificate in Transport and Vehicle</p> <p>Pearson BTEC Level 1 Introductory Certificate in Vocational Studies</p> <p>Pearson BTEC Level 1 Introductory Diploma in Applied Science</p> <p>Pearson BTEC Level 1 Introductory Diploma in Art and Design</p> <p>Pearson BTEC Level 1 Introductory Diploma in Business</p> <p>Pearson BTEC Level 1 Introductory Diploma in Caring for Children Under Five</p> <p>Pearson BTEC Level 1 Introductory Diploma in Construction</p>
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	<p>Pearson BTEC Level 1 Introductory Diploma in Digital Media</p> <p>Pearson BTEC Level 1 Introductory Diploma in Engineering</p> <p>Pearson BTEC Level 1 Introductory Diploma in Hair and Beauty</p> <p>Pearson BTEC Level 1 Introductory Diploma in Health and Social Care</p> <p>Pearson BTEC Level 1 Introductory Diploma in Hospitality and Tourism</p> <p>Pearson BTEC Level 1 Introductory Diploma in Information Technology</p> <p>Pearson BTEC Level 1 Introductory Diploma in Land-based Studies</p> <p>Pearson BTEC Level 1 Introductory Diploma in Performing Arts</p> <p>Pearson BTEC Level 1 Introductory Diploma in Public Services</p> <p>Pearson BTEC Level 1 Introductory Diploma in Sport</p> <p>Pearson BTEC Level 1 Introductory Diploma in Vocational Studies</p>
664 - SPORTS EXCELLENCE (NVQ)	Pearson BTEC Level 3 Diploma in Sporting Excellence
858 - ENTRY TO VOC STUDY E3 (RQF)	<p>Pearson BTEC Entry Level 1 Award in Pre-Vocational Study</p> <p>Pearson BTEC Entry Level 1 Certificate in Pre-Vocational Study</p> <p>Pearson BTEC Entry Level 1 Extended Certificate in Pre-Vocational Study</p> <p>Pearson BTEC Entry Level 1 Subsidiary Award in Pre-Vocational Study</p> <p>Pearson BTEC Entry Level 2 Award in Pre-Vocational Study</p> <p>Pearson BTEC Entry Level 2 Certificate in Pre-Vocational Study</p> <p>Pearson BTEC Entry Level 2 Extended Certificate in Pre-Vocational Study</p> <p>Pearson BTEC Entry Level 2 Subsidiary Award in Pre-Vocational Study</p> <p>Pearson BTEC Level Entry 3 Award in Entry to Vocational Study</p> <p>Pearson BTEC Level Entry 3 Certificate in Entry to Vocational Study</p> <p>Pearson BTEC Level Entry 3 Extended Certificate in Entry to Vocational Study</p>



	Pearson BTEC Level Entry 3 Subsidiary Award in Entry to Vocational Study
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