



Security SharePoint Centre Guide

2025-26

Introduction to the Pearson Security SharePoint Centre Guide (2025–26)

Welcome to the Pearson Security SharePoint Centre Guide for the 2025–26 academic year. This guide is designed to help centres transition smoothly to the new version of SharePoint, which will serve as the central hub for uploading and managing learner evidence and essential documentation.

Key features of the new SharePoint site include:

- **Streamlined Evidence Uploads:** Centres will receive new account access, allowing for easy uploading of learner evidence. The process remains unchanged from previous years, ensuring continuity and familiarity.
- **Clear File Structure:** The guide provides detailed instructions on how to organise evidence by cohort and learner, with specific naming conventions to support efficient tracking and verification.
- **Retention and Access:** Existing learner evidence will not be transferred to the new site, but the previous SharePoint will remain available in view-only mode for six months to support ongoing sampling and compliance checks.
- **Automatic Policy Transfer:** Policies and documentation from the previous Group B SharePoint site will be automatically moved to the new site, unless updates or re-uploads are specifically requested.
- **Compliance and Support:** Adherence to the outlined processes is essential to avoid malpractice and certification blocks. For further assistance, centres are encouraged to consult the linked Knowledge Base articles or contact Pearson WBL via the customer portal.

This guide is your comprehensive resource for ensuring that all evidence and documentation are managed correctly, supporting both regulatory compliance and the success of your learners.

Learner Evidence

Once the new version of SharePoint goes live, you will receive access to your new account to allow you to upload your learner evidence. The process for uploading learner evidence will remain the same for your centre.

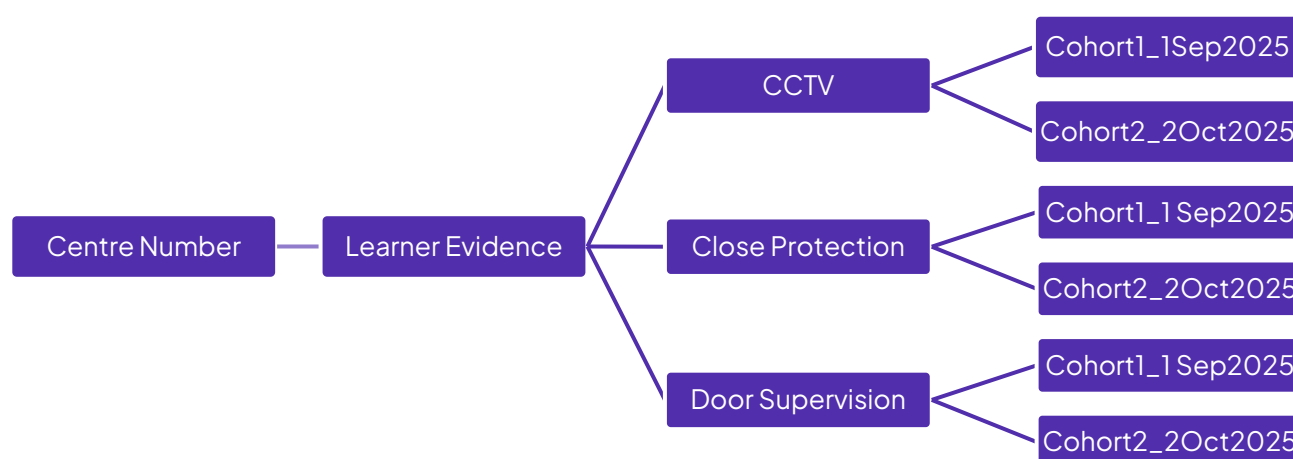
* **Please note:** Your existing Learner evidence will NOT be transferred to the new SharePoint

Please see information on the file structure that should be followed below, please see the table labelled **Course Evidence (uploaded for each cohort)**

This site will function as the new place to upload your learner evidence. The same file structure will still be in place as in previous years:

Within the 'Course Evidence' folder, please create folders for each learner cohort. You will need to create a folder for each cohort of learners as they are registered. Please label each cohort folder by course start date. Example - [Cohort 1_1Sep2025](#)

In each cohort folder, please create a subfolder for each learner and label the folder as '[Name_Registration Number_Coursetitle](#)'.



The current SharePoint will stay active with view only access until all data has been removed after the 6-month policy has come to an end, so please leave all other documentation in the current SharePoint as this is automatically removed after the 6 months retention has run out. This will allow ourselves and our Standards Verifiers to conduct sampling as and when needed.

Policies and documentation

All of your Policies and documentation uploaded to the previous Group B SharePoint site will be automatically transferred to the new site so there will be no need to move over your files unless:

1. We contact you requesting you to upload your latest documents.
2. Your documents need to be updated as per the usual guidelines
3. Your files are not present within the Group B SharePoint

Below is the template of the file structure for more information if you are requested to upload your policies, please see table **Management Systems and Learner Support (uploaded once and updated only as needed)**

As previously communicated to you, failure to comply with this process will constitute as malpractice and result in a certification block being applied.

If you have any queries or need any assistance after reviewing these Knowledge Base articles [Here](#), please contact Pearson WBL via the [customer portal](#).

Course Evidence (uploaded for each cohort)

Type of Evidence		What to upload?	How to label documents?
1	Details of planned courses	A document (could be MS Word, MS Excel etc.) detailing each planned course to be submitted at the start of each month (no later than the 3 rd of the month); this should include <ul style="list-style-type: none"> location details full name of trainer(s) / assessor(s) expected number of learners 	Planned_courses
2	Candidate Tracking Records	Copies of <ul style="list-style-type: none"> registration details/form (including learner contact information) ID documents 	Learner_Registration
3	Portfolios of evidence	Copies of Assessment records for all units, including any product evidence for example logs for CCTV	Evidence_Portfolio
4	Video Evidence	Cohort video evidence appropriately labelled for assessments of all practical units for all learners	Each video should be labelled as below: LearnerName_Course EX12345_DS TopUp
5	E learning/self-study	Copies of <ul style="list-style-type: none"> ACT certificates (where applicable) Completed workbooks for self-study (where applicable) 	Elearning_Selfstudy
6	English language checks for SIA programmes	Copies of completed and marked English Language assessments (pre-requisite to be at L1 or above)	English_lang_assessment
7a	Door Supervisor (DS) + DS Top Up – First Aid/Emergency First Aid Certification	Copies of evidence of current and valid First Aid certificates	DS – FA_Cert_DS DS Top Up – FA_Cert_DSTU
7b	Close Protection (CP) + CP Top Up – First Aid/Emergency First Aid Certification	Copies of evidence of First Aid competence/qualification at L3 or above Copies of evidence used for fast-track Close Protection (if applicable) recorded on Pearson documentation	CP – FAW_EFAW_Cert_CP CP Top Up – FAW_EFAW_Cert_CPTU
8	IQA procedures and records	Copies of <ul style="list-style-type: none"> IV reports including observation reports 	IV_Reports
9	Health & Safety	Copies of <ul style="list-style-type: none"> Risk assessments (where applicable) Learner medical declarations (where applicable) 	Health_Safety
10	Course Registers	Signed daily registers (showing the centre is delivering all SIA programmes to meet minimum days and hours required)	Course_registers

Management Systems and Learner Support (uploaded once and updated only as needed)

Type of Evidence	What to upload?	How to label documents?
Delivery sub-sites/all assessment sites used since last Pearson sample	<p>A document (could be MS Word, MS Excel etc.)</p> <ul style="list-style-type: none"> listing all sites with location detail measurements of training room details of facilities (first aider, first aid equipment/access to water/telephone, stairs) (photos can be provided) <p>*NB You are required to update this information as and when you have approval to deliver at a new site.</p>	Delivery_location_sites_subsites
Timetables, Schemes of Work (SoW)	<p>Copies of</p> <ul style="list-style-type: none"> Timetables SoW 	TT_SOW
Insurance	<p>Copies of insurance documentation that meets current SIA Get Training requirements</p> <p>*NB You are required to update this information as appropriate.</p>	Centre_Insurance
Programme information given to candidates	<p>Copies of Appeals and malpractice policy and information provided to learners (for example joining instructions, induction checklist, safety briefings)</p>	Appeals_Policies
Trainers, Assessors and Internal Verifiers (staff info)	<p>Copies of</p> <ul style="list-style-type: none"> current CVs authenticated certificates/licenses current CPD records ACT certificates <p>*NB You are required to update this information as appropriate.</p>	Staff_CPD_CVs
Standardisation	<p>Copies of</p> <ul style="list-style-type: none"> minutes of standardisation meetings <p>*NB You are required to update this information as appropriate.</p>	Standardisation_minutes