



# Pearson

## Additional sites statement

### Informing Pearson

If you are a centre offering vocational qualifications across multiple sites, whether in the UK or in countries outside of the UK, you will need to tell us about the additional sites you are using. **A serious quality issue** reported on by the Standards Verifier(s) at any site **will impact on certification for learners at all sites**. Centres with the same centre number will generally have the same centre name on certificates, please contact us if this is not appropriate for your centre.

For all sites under your control, you will need to have a single Head of Centre who is accountable for all delivery and quality assurance activities across all sites. Our terms and conditions apply equally to all sites.

The Head of the centre must provide us with information about:

- The process to make accurate registrations of learners at sites where delivery and assessment takes place
- the qualifications and experience of staff
- the physical resources
- the management of quality assurance
- records, information or documents associated with the delivery and assessment at additional sites and allow us, any regulatory body or other relevant officials' access to additional sites, materials, records, and students/learners at additional sites.
- If applicable, your systems for receiving, storage and distribution of secure material/controlled task

### Quality assurance of vocational qualifications at additional sites

In order to quality assure delivery and assessment, we need to know where your learners are based. This is to ensure our standards verifiers can sample adequately from all locations and there is no delay to certification

We will allocate sufficient and appropriate quality assurance resources to ensure rigorous quality assurance at all additional sites. The number of Standards Verifiers allocated and the time required for standards verification will be determined by the;

- number of registrations
- number of sites
- location of sites
- different levels of qualifications being delivered.

Standards Verifiers will sample learners' work from all additional sites. The required standard must be met at all sites. **A serious quality issue** reported on by the Standards Verifier(s) at any site **will impact on certification for learners at all sites**.



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Additional sites include any premises under your control that you will be using primarily for the administration, delivery or assessment of learners. If the additional site is in a different country and physical or human resources are permanently located in that country, you will normally need to apply for a separate centre number. Please contact us to discuss this if necessary.

It is important that you have **approval** from us **before you start registering learners, delivering or assessing** at more than one site. You should contact your Account Manager who will support you in completing a Pearson Change of Details Form.

You do not need to tell us about:

- When you are visiting employer's premises, or
- Specialist facilities that you use (for example premises you might hire on an adhoc basis) or as a one-off.

## Distance Learning and Assessment

If you are delivering programmes using distance learning and assessment, and have not already told Pearson about this, you will need to seek formal approval first. Our Distance Learning and Assessment Policy can be found on our website in the policies section here

If you plan to deliver programmes to learners who are based in another country, you should contact your Account Manager who will support you in completing a Pearson Change of Details Form. Additional sites will then be set up so that you can register your learners against their locations.

## Short Courses

If you are delivering short courses across international borders, but have no permanent resources in country and are bringing portfolios back to the home country for assessment purposes, we will need to know where your learners are based. Please contact your Account Manager to complete a Pearson Change of Details Form. Additional sites will then be set up so that you can register your learners against their locations.

## More Information

UK Centres

For more information please contact [ukapproval@pearson.com](mailto:ukapproval@pearson.com)

International Centres

For more information please contact [internationaleo@pearson.com](mailto:internationaleo@pearson.com)