Who and what is this policy for:

This policy is for centres to use when working with other centres in formal, informal and exceptional Collaborative arrangements to deliver Pearson vocational qualifications. This policy describes the requirements needed to ensure quality assurance and certification can take place.
Pearson Education Ltd – Our Mission and Values

Welcome to Pearson, the world's learning company. We have a simple mission: to help people make more of their lives through learning. Whether it's at home, in the classroom or in the workplace, learning is the key to improving our life chances. We are the UK's largest awarding body and we are regulated by Ofqual (England), SQA Accreditation (Scotland), CCEA Regulation (Northern Ireland) and Qualifications Wales (Wales). We offer academic and vocational qualifications that are globally recognised and benchmarked, with educational excellence rooted in names like Edexcel, BTEC, and LCCI.

Our regulatory policies are integral to our approach and articulate in a consistent way how we meet regulatory requirements. These policies are designed to support centres and learners with the design, delivery and award of Pearson qualifications and services.

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1. **Scope of policy**

1.1 This policy:
- Describes the models of Collaborative (also known as consortium) arrangements that we will approve, for centres working in partnership to deliver BTEC vocational qualifications.
- Describes the process for centres applying to have Collaborative arrangements.
- Describe the role of centres in different types of arrangement

1.2 We can approve Collaborative arrangements between international centres on a case by case basis only. Please contact the team via the Pearson Support Portal.

1.3 If you are unsure of the type of arrangement you have, please contact us for help and advice via the Pearson Support Portal.

1.4 **This policy applies to** centres which deliver vocational qualifications, including regulated BTECs, NVQs, SVQs, and Pearson’s Self-Regulated Framework qualifications. For information and advice about delivering Functional Skills or ESOL qualifications collaboratively, contact our experts for advice via the Pearson Support Portal.

2. **Policy statement**

2.1 Most vocational qualifications are suitable for Collaborative arrangements, however, qualifications that include forms of external assessment may not be suitable, due to the requirements of safe storage at unapproved sites. Please contact us for advice via the Pearson Support Portal.

2.2 It’s important that you have approval from us before you begin delivering programmes so that we can support you and put in place quality assurance mechanisms which will strengthen your Collaborative arrangement. There is a risk that we would not be able to allow certification for learners that have been assessed as part of an unapproved Collaborative arrangement.

2.3 Failure to inform us of a Collaborative arrangement may lead to the removal of your centre approval or a malpractice investigation.

2.4 We monitor all centres involved in a Collaborative arrangement as part of our quality assurance process.

2.5 We reserve the right to withdraw approval, suspend approval or suspend certification if there is unapproved Collaboration, a change of circumstances or there has been a breach of our terms and conditions.

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1 Note that SVQs and SQA Accredited qualifications cannot be offered internationally.
3. What are the different types of Collaborative arrangements?

**Informal Collaborative arrangement**

3.1 **Two or more approved centres**, each with their own centre number and qualification approval, work together to share information, assignments, staff and physical resources. There is no shared assessment and each centre has total ownership of its own quality assurance.

3.2 You do not need approval from us for this arrangement.

**Formal Collaborative arrangements (also known as a Consortium)**

3.3 **Formal Collaborative arrangements should be applied for if two or more approved Pearson centres work together** to deliver, assess and quality assure specific Pearson qualifications.

3.4 **You must apply for approval for this type of arrangement** before you recruit or start to delivery any qualifications under a formal Collaborative arrangement. Formal Collaborative arrangement approvals are made via the Pearson Support Portal.

3.5 In these arrangements, each centre needs to have programme approval to deliver the qualifications, to be considered for a Collaborative arrangement.

3.6 These arrangements are approved on a qualification by qualification basis. You will need to ensure that you have approval for each qualification that you intend to deliver in this way.

3.7 Learners who are being taught and/or assessed as part of a Collaborative arrangement programme are the responsibility of the centre at which they are registered.

3.8 Each centre that registers learners within the arrangement, must ensure that they have oversight of the quality assurance of the qualification(s) that they have registered learners on, in the arrangement.

3.9 **For UK centres**, the centre which receives public funding must register learners and must retain oversight of the quality assurance of the qualifications. **Certificates will show the details of the centre of registration**

3.10 **One centre will act as the Lead Centre for the Collaborative arrangement**. The Lead Centre is responsible for:

- Ensuring that all parties have programme approval and that the Collaborative Arrangements Application Form is completed and submitted to Pearson Approvals via Pearson Support Portal.

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Collaborative and consortium arrangements for the delivery of vocational qualifications policy
Owner Head of Centre Management and Risk
Authorised by Responsible Officer
October 2019 version 4 DCL 1: Public (Unclassified)
Ratified by PUKLT January 2020
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- Co-ordinating the quality assurance for each qualification being delivered and assessed in a formal Collaborative agreement
- Ensuring that a Lead Internal Verifier is registered appropriately, for each qualification delivered within the arrangement
- Monitoring and developing the quality of provision within the Collaborative arrangement. This includes coordinating an annual review of the quality of delivery and/or assessment for each qualification approved across the formal Collaborative arrangement. The records and reviews must be made available to us.
- Communicating any changes in the Collaborative arrangement to Pearson and informing Pearson of any amendments that are required, regarding qualifications or Pearson centres within the arrangement

3.11 The delivery and/or assessment of each qualification that is delivered through a formal Collaborative agreement must meet the learning outcomes and assessment requirements of the qualifications.

3.12 All learners will be managed as a single cohort for the qualification in a Collaborative arrangement. This means that we will allocate a Standards Verifier/External Examiner to each programme or subject, who will sample learners from across the arrangement. Any quality assurance outcomes related to the programme will apply to all centres in the arrangement.

3.13 If a formal Collaborative arrangement is inactive for a two-year period or more, approval may be removed.

Exceptional Collaborative arrangements

3.14 Two or more organisations work to deliver, assess or quality assure specific Pearson qualifications.

3.15 At least one of the organisations in the arrangement must be a Pearson approved centre and the lead organisation will be required to have programme approval.

3.16 You must apply for approval for this type of arrangement. All applications should be sent to the Pearson Support Portal and must be approved by Pearson Centre Management prior to any recruitment or delivery.

3.17 The Lead organisation must have approval to run the qualifications where they wish to enter into this type of arrangement. If they do not have approval, they will need to submit a Pearson Vocational Qualification approval application form.

3.18 The lead organisation will act as the Lead Centre for the exceptional Collaborative arrangement. The Lead Centre is responsible for:

- Ensuring the Collaborative Arrangements Application Form is completed and submitted to Pearson Approvals via the Pearson Support Portal
- a written contract between all participating organisations that will be lodged with us and subject to annual review
- completing ‘due diligence’ checks on all organisations involved in the arrangement, if not Pearson approved
- ensuring the delivery, assessment and quality assurance for each qualification being delivered and assessed meets Pearson requirements
• registering a Lead Internal Verifier for each qualification delivered within the arrangement, as appropriate

• the quality of provision within the arrangement. This includes coordinating an annual review of the quality of delivery and/or assessment for each qualification approved across the exceptional Collaborative arrangement. The records and reviews must be made available to us

• Communicating any changes in the exceptional Collaborative arrangement to Pearson and informing Pearson of any amendments that are required, regarding qualifications or Pearson centres within the arrangement

3.19 The delivery and/or assessment of each qualification that is delivered through the arrangement must meet the learning outcomes and assessment requirements of the qualifications.

3.20 All learners will be managed as a single cohort for the qualification in an exceptional Collaborative arrangement. This means that we will allocate a Standards Verifier/ External Examiner to each subject or programme, who will sample learners from across the arrangement. Any quality assurance outcomes related to the programme will apply to all organisations in the arrangement.

3.21 If an exceptional collaborative arrangement is inactive for a two-year period or more, approval may be removed.

4. What happens if a centre wants to leave an arrangement?

4.1 If any of the centres included in a formal or exceptional arrangement decide to end an agreement, it is important to inform us within ten working days of the arrangement ending, so that we can work together to make sure that the interest of any learner is protected. You must inform us via the Pearson Support Portal

4.2 If a centre or organisation wishes to leave a formal Collaborative arrangement or exceptional collaborative arrangement but continue to offer the qualification independently within the centre or organisation, registrations must be made on the centre approved qualification code and not the formal Collaborative arrangement qualification code. If an organisation is not Pearson approved, they must first apply for Pearson recognition and qualification approval. Details can be found on the Pearson Qualifications website - Becoming a Centre
5. Regulatory references

5.1 UK regulators require all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria. As part of this process, policies that relate to Pearson’s status as an awarding organisation will reference any conditions and criteria that they address.

5.2 This policy addresses the following regulatory criteria and conditions:

<table>
<thead>
<tr>
<th>Ofqual/CCEA Regulation/Qualifications Wales General Conditions of Recognition</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrangements with third parties</td>
<td>Condition C1</td>
</tr>
<tr>
<td>Arrangements with centres</td>
<td>Condition C2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SQA Accreditation Regulatory Principles (2014)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>The awarding body shall ensure that it has the necessary arrangements and resources for the effective delivery; assessment and quality assurance of SQA accredited qualifications.</td>
<td>Principle 10</td>
</tr>
</tbody>
</table>

6. Policy review date

6.1 This policy will be reviewed in January 2021

7. Useful information

7.1 For more information there is a guide on our website: Centre consortia
8. Appendix A – The Formal Collaborative application process flowchart

Step 1:
Complete and submit the application form. You can discuss your needs and get expert advice with our Vocational Quality Advisors by contacting us via the Pearson Support Portal (https://support.pearson.com/uk/s/)

Step 2:
Your Vocational Quality Advisor will help you complete the Collaborative Arrangements Application Form

Step 3:
Submit your completed forms to us via the Pearson Support Portal. Your application will be passed to a Centre Quality Manager to review. You may be contacted if additional detail is required.

Step 4:
Successful applications can start delivering once it has been authorised by the Centre Quality Manager and you have received written authorisation from Approvals

Step 5:
If your application is unsuccessful we will:
- support you to address any issues that need to be resolved
- discuss any further actions that need to be taken that may require specific approval from the Head Of Centre Management.
## 9. Appendix B: FAQs

<table>
<thead>
<tr>
<th>Question</th>
<th>Informal collaboration</th>
<th>Collaborative arrangements</th>
<th>Exceptional Collaborative arrangement</th>
</tr>
</thead>
<tbody>
<tr>
<td>How many centres are involved?</td>
<td>2 or more approved centres</td>
<td>2 or more approved centres</td>
<td>2 or more centres (at least one of which must be an Approved Pearson centre)</td>
</tr>
<tr>
<td>Who has responsibility for registration and certification of learners?</td>
<td>Each centre registers their own learners</td>
<td>Each centre registers their own learners</td>
<td>Lead Centre</td>
</tr>
<tr>
<td>Who is undertaking the assessment?</td>
<td>Each centre is responsible for assessment of their own learners</td>
<td>Centre delivering the qualification</td>
<td>Lead Centre/ or any party within the arrangement</td>
</tr>
<tr>
<td>Who is responsible for the learners?</td>
<td>The registering centre</td>
<td>The registering centre</td>
<td>The Lead Centre</td>
</tr>
<tr>
<td>Who is responsible for quality assuring assessment?</td>
<td>The registering centre</td>
<td>The lead centre and all centres that are delivering</td>
<td>Lead Centre</td>
</tr>
<tr>
<td>Is Pearson approval required for the arrangement?</td>
<td>No</td>
<td>Yes</td>
<td>Yes - with written agreement between all parties</td>
</tr>
<tr>
<td>Who should have programme approval for the qualification they are applying for?</td>
<td>All centres involved</td>
<td>All centres involved</td>
<td>The Lead Centre</td>
</tr>
<tr>
<td>How will my EOL account reflect the arrangement?</td>
<td>Not applicable</td>
<td>Not applicable</td>
<td>Each separate party within the arrangement will be given a sub-site reference under the Lead Centre number</td>
</tr>
<tr>
<td>Higher Nationals only: I have a number cap on my HN programmes, how will the cap(s) work in a Collaborative arrangement?</td>
<td>Each centre must remain within its own HN number cap(s)</td>
<td>Each centre must remain within its own HN number cap(s)</td>
<td>The Lead centre must ensure that it remains within its own HN number cap(s), which will include all HN students registered within the agreement</td>
</tr>
</tbody>
</table>