



Pearson

## National vocational qualifications delivered overseas policy

Quality Services and Governance

### Who and what is this policy for:

This policy is for centres who want to deliver Pearson Edexcel National Vocational Qualifications (NVQs) and competence qualifications outside of England, Wales and Northern Ireland.

This policy details how to apply for approval, how standards verification will work and language requirements that must be met.

Pearson Edexcel accredited Scottish Vocational Qualifications (SVQs) are excluded from being delivered outside the United Kingdom and they are outside the scope of this policy.

# 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

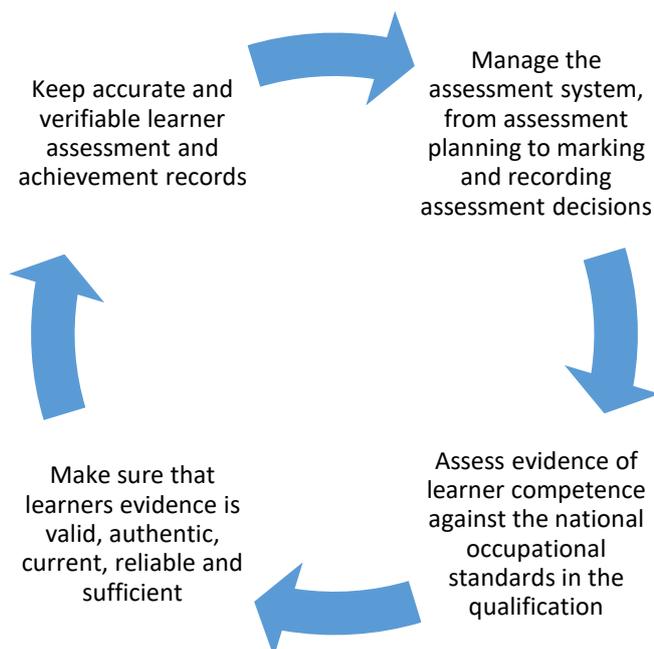
- 1.1 This policy applies to National Vocational Qualifications and to competence qualifications regulated within the Regulated Qualifications Framework being delivered outside of England, Wales and Northern Ireland. For ease, we will refer to both NVQs and competence based qualifications as NVQs in this document.
- 1.2 Scottish Vocational Qualifications (SVQs) cannot be delivered outside of the United Kingdom.

# 2. Policy statement

- 2.1 You must apply to us if you want to offer our NVQs outside of England, Wales and Northern Ireland, and you will need to make sure each site you are using has centre approval. To apply, please contact your Account Manager.
- 2.2 We recommend that you also read our [Quality Assurance Handbook for SVQs, NVQs and competence based qualifications](#) alongside this policy. All our quality assurance activities and requirements are the same no matter where our NVQs are offered.
- 2.3 There is a risk that if you do not follow the requirements for offering NVQs the UK qualifications regulators may take appropriate action if practices could bring the education and training system of England, Wales and Northern Ireland into disrepute.

## Internal assessment requirements

### 2.4 Your assessors must:



- 2.5 Your assessors must be both occupationally competent and suitably qualified to do their role. It's important that you provide appropriate training and development opportunities to make sure that they are suitably qualified and maintain their continuing professional development.
- 2.6 The assessment and internal quality assurance processes must follow the requirements in the [Quality Assurance Handbook for SVQs, NVQs and competence based qualifications](#).

## Internal quality assurance requirements

- 2.7 You must have clear, written internal quality assurance and standardisation procedures to confirm:
- The accuracy and consistency of assessment decisions between assessors at your centre.
  - That assessors are consistent in their interpretation and application of the national occupational standards in the award.
- 2.8 You must appoint internal verifiers who are responsible for defining a sampling strategy based on the management of risk factors and for regularly sampling evidence of assessment decisions made by all assessors across all aspects of NVQ assessment.
- 2.9 Internal verifiers must be both occupationally competent and suitably qualified to perform their role. Internal verification carried out by an unqualified internal verifier must be countersigned by a qualified internal verifier who is occupationally competent. It is important that you provide training and development opportunities to make sure that internal verifiers are suitably qualified and maintain their continuing professional development.

## Standards verification

- 2.10 To fulfil our regulatory requirements, we need you to support external verification by allowing us access to sites, people and records.
- 2.11 We provide our Standards Verifiers with guides on sampling assessment and internal verification decisions as well as learner and assessment records. The guides include information about what is involved in the sampling strategy. For example, the inspection of evidence, meeting with internal verifiers, assessors and learners so that the Standards Verifier can check that the process of assessment, as well as the standards being used to judge a learner's competence, meet national standards.
- 2.12 You'll have a minimum of two standards verification visits a year (a total of two days every year) from an International Standards Verifier who will review assessment, centre management systems, learner/staff resources. The exact number and length of visits reflects your centre's performance, taking account of the:
- Number of assessment sites.
  - Number and output of learners.
  - Number and turnover of assessors.
  - Number and turnover of internal verifiers.

## Assessment in languages other than English

- 2.13 In some cases, we will support the internal assessment of learners in languages other than English, Welsh or Irish, unless otherwise barred by the qualification specification. The regulatory conditions allow this where one of the primary objectives of the qualification is to support a role in the workplace, and **proficiency in English, Welsh or Irish is not required for the role supported by the qualification. This could include instances where these qualifications are delivered overseas for people who will not be employed in the UK.** Where this is the case, the language of delivery and/or assessment is recorded on the learner certificate. Please read our [Use of Languages in Qualifications Policy](#) for further information.

## Cost of quality assurance

- 2.14 You'll need to pay the cost of the visits required for conducting the centre and qualifications approvals processes. You will also need to pay for the costs of Standards Verification visits to

offer our NVQs outside England, Wales and Northern Ireland. Your Account Manager can provide the details of these costs.

- 2.15** Verification and reporting will always be conducted by Pearson in English. For verification, you must pay for and provide a translator. Any person providing translation services for you, for the translation of assessment materials should have no conflict of interest, in other words, that the translator has no vested interest in the outcome of the assessment decision they are translating. You are responsible for making sure that the person you contract to provide translation services is appropriately qualified or has a minimum of three years translation experience. Translators and centres will need to sign a declaration. You will need to keep a copy of the declaration and have it available for the Standards Verifier when verification is conducted or for any other audit purposes.

## 3. Regulatory references

- 3.1** 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.
- 3.2** This policy addresses the following regulatory criteria and conditions:

Ofqual/CCEA Regulation/Qualifications Wales General Conditions of Recognition	
Arrangements with third parties	C1
Arrangements with centres	C2
Setting and delivering the assessment	G2

## 4. Policy review date

- 4.1** October 2019

## 5. Useful contacts

- 5.1** If you are an Edexcel or BTEC centre, call the number below to speak to your account specialist or email us and we'll respond to you within two days.
- T: 012 0477 0696
  - E: [pqs.internationaleo@pearson.com](mailto:pqs.internationaleo@pearson.com)

## 6. Other useful documents

- [Use of Languages in Qualifications Policy](#)
- [Distance Assessment and Learning Policy](#)
- [Quality Assurance Handbook for NVQs/SVQs and competence based qualifications](#)