



Pearson

Pearson Training for Regulated Qualifications Events Policy

Pearson Qualification Services

Version 3.2 / June 2017

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Who and what is this policy for:

This policy is for:

- Pearson employees;
- Assessment Associates;
- Verifiers or examiners;
- Freelance staff;
- Contractors;
- Home workers; and
- Agency workers.

And others who are involved in training events for regulated qualifications.

This policy is about the development, set up and delivery of regulated qualifications training events.

This includes:

- programme design;
- content creation;
- training delivery;
- marketing;
- sales; and
- other activities connected with Training for Regulated Qualifications events.

This policy has also been put in place to help our customers understand how we protect the security, integrity and confidentiality of our regulated qualifications by ensuring effective governance is in place and regulations are met.

Pearson Training for Regulated Qualifications Events Policy

Owner: Head of Training from Pearson

Authorised by Responsible Officer

June 2017 version 3.2 DCL 1: Public (Unclassified)

Ratified by PUKLT August 2017

Pearson Education Ltd – Our Mission and Values

Welcome to Pearson, the world's leading 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 Accreditation (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.

1. Policy statement

- 1.1** We are committed to protecting the security and integrity of our qualifications and confidentiality of assessments. Our training events are delivered in accordance with regulatory requirements and are designed to ensure fair and equal access to appropriate support information.
- 1.2** Anyone who has access to confidential assessment material for a qualification is not permitted to deliver or be present at training events on that qualification. A video or audio recording of such a person may be used at training events only if a documented audit trail exists showing that we have checked the videos to ensure there is no inappropriate content.
- 1.3** Qualifications training event recordings are monitored by Pearson Qualification Services.
- 1.4** Anyone delivering training events for regulated qualifications must complete training and sign a contract before delivering the training.
- 1.5** All training event material is quality checked and approved before it can be used. Only authorised material can be used at our training events.
- 1.6** Any training content that relates to qualifications used during a centre-based training event or consultancy session must use exactly the same material used in an equivalent event on the National Programme. That portion of the event content must be an exact copy of the relevant content in a National Programme event.
- 1.7** All training for regulated qualifications event materials are published on qualifications.pearson.com after the course series has finished.
- 1.8** Our Training from Pearson team are notified of any issues arising from training events.
- 1.9** Where parts of both free and paid-for training events focus on our published resources, we will make clear to anyone at an event that these sections are optional. We will make it easy to opt out, for example by putting the sections close to a lunch break or the end of the day, and make clear that no extra information relating to the qualification or assessment will be provided during those sessions.
- 1.10** We will investigate any potential or actual breaches to this policy immediately including any conflict of interest.

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2. Responsibilities of Pearson staff

Pearson Managers

- 2.1** Managers involved in the development, design and delivery of training for regulated qualifications must:
- Communicate this Policy to their team annually.
 - Ensure that the regulatory standards and safeguards relating to quality in training events are identified and are followed.
 - Review procedures annually to ensure confidentiality of assessment is protected.
 - Check that records showing access to secure assessment materials are regularly updated.

Individual Pearson employees

- 2.2** Individuals must ensure that:
- They understand and follow this policy.
 - They follow all Pearson policies relevant to training (see p.6 Other Pearson regulatory policies relating to training).

Assessment Associates (Trainers and Writers)

- 2.3** To ensure that no conflicts of interests arise all Pearson Assessment Associates must:
- ensure they have not had access to secure assessment materials in the qualification for which they are delivering training;
 - sign contracts before event delivery;
 - complete mandatory training before event delivery and follow the given instructions and guidance related to delivering events; and
 - inform us if, since the issuing of their contract, they have seen or may see live assessment materials relating to a qualification for which they may later deliver training
- 2.4** Assessment Associates must not:
- Express personal opinion or comment on any Pearson specification or assessment.
 - Express personal opinion or comment on other exam boards and their assessment and specifications.
 - Express personal opinion or comment on the government or on education policy.
 - Suggest that certain topics will be assessed.
 - Suggest short cuts or ways to reduce the content of the specification that must be taught.
 - Comment on the suitability of a particular specification for students of different abilities.
 - Comment on live candidate work or the content of secure assessment.
 - Use materials that have not been authorised by us.
 - Add slides to the presentation without this being approved by us.
 - Give advice beyond that contained in the published specification or in the public domain.

- Recommend their own resources or only Pearson published resources.
- Deliver training without recording the entire event.
- Speculate on which questions, or types of questions, may appear in an exam.
- Have seen live assessment material in the subject and qualification for which they are delivering.
- Deliver related training events for any other organisation in qualifications for which they have had access to confidential material.

Monitoring and escalation

- 2.5** Training from Pearson UK will monitor compliance to this policy, and will escalate any allegations relating to a specified training event to the Business Improvement and Regulation division who will conduct the initial investigation.

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 particular conditions and criteria that they address.
- 3.2** This policy addresses the following regulatory criteria and conditions:

<u>Ofqual/CCEA Accreditation/Qualifications Wales General Conditions of Recognition</u>	
Maintaining confidentiality of assessment materials, including the conduct of specified training events.	G4
<u>SQA Accreditation Regulatory Principles (2014)</u>	
The awarding body shall have clearly defined and effective governance arrangements	1

4. Policy review date

- 4.1** June 2018

5. Useful contacts

- 5.1** For more information on Pearson qualifications and services, please contact us here: <https://qualifications.pearson.com/en/support/training-from-pearson-uk/contact-us.html>

6. Other regulatory policies relating to training

- [Pearson Conflict of Interest Policy](#)
- [The endorsement of resources supporting Pearson qualifications policy](#)
- [Marketing opportunities for third party publishers of endorsed resources policy](#)
- Ensuring Regulatory Standards and Guidance

http://qualifications.pearson.com/content/dam/pdf/Support/Training/Ensuring_Standards_Regulatory_Compliance.pdf