

# Pearson training for qualifications events policy

## Document summary

This policy is for Pearson employees, Assessment Associates, Verifiers or Examiners, Freelance staff, contractors, home workers, agency workers and others who are involved in training events for qualifications.

This policy is about the development, set up and delivery of qualifications training events. This includes programme design, content creation, training delivery, marketing, sales, other activities connected with training for qualification training events.

The policy is in place to help our customers understand how we protect the security, integrity, and confidentiality of our qualifications by ensuring effective governance is in place, regulations are met and best practice is adhered to.

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# Pearson Education Ltd – our mission and values

Our purpose is simple: to help people realize the life they imagine through learning. We believe that every learning opportunity is a chance for a personal breakthrough. That's why our c. 18,000 Pearson employees are committed to creating vibrant and enriching learning experiences designed for real-life impact. We are the world's lifelong learning company, serving customers in nearly 200 countries with digital content, assessments, qualifications, and data. For us, learning isn't just what we do. It's who we are. Visit us at [pearsonplc.com](https://www.pearsonplc.com).

We are regulated by the UK qualifications regulators Ofqual (England), CCEA Regulation (Northern Ireland) and Qualifications Wales (Wales). Our regulatory policies are integral to our approach and articulate how we meet regulatory requirements. These policies are designed to support centres and students and set out clearly our approach to 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 line with regulatory requirements and are designed to ensure fair and equal access to appropriate support information.
- 1.2 Anyone with 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. This is to ensure that there is no risk that the security and integrity of our qualifications and confidentiality of assessments is compromised.
- 1.3 Qualifications training event recordings are monitored by Product Management and the relevant Professional Development Team.
- 1.4 Anyone delivering training events for qualifications must complete and pass training (Information for Delivery of Training – IFDOT) and sign a contract before delivering the training.
- 1.5 All training event materials are quality checked and approved before they can be used. Only authorised material can be used at our training events. To ensure accessibility, those registered to attend an event may request receipt of training materials in advance.
- 1.6 Any training content that relates to qualifications used during a centre-based training event or consultancy session must use identical material used in an equivalent event on the Public Programme. That portion of the event content must be an exact copy of the relevant content in a Public Programme event. This is to maintain fairness and equality across all schools and centres.
- 1.7 All training for regulated qualifications event materials is published on our website after the course series has finished.
- 1.8 Our Training from Pearson team is notified by trainers, Product Management or Professional Development Teams 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 towards 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.

- 1.11 A review of scheduled events takes place each week. Delegate numbers are reviewed, and decisions are made about whether to proceed, postpone, or cancel events.

## 2. Responsibilities of Pearson staff

### Pearson managers

- 2.1 Managers involved in the development, design, and delivery of training for 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 confidential 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.5 Other Pearson regulatory policies relating to training).

### Associates (trainers)

- 2.3 To ensure that no conflicts of interests arise all Pearson Associates must:
- Ensure they do not deliver training for a qualification for which they have had access to confidential assessment materials.
  - Sign contracts before event delivery.
  - Complete mandatory training before event delivery and follow the given instructions and guidance related to delivering events.
  - Inform us if, since the issuing of their contract, they have seen or may see confidential assessment materials relating to a qualification for which they may later deliver training.

- 2.4 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 confidential assessment.
- Use materials that have not been authorised by us.
- Add slides to or change the content of the presentation without approval from either Product Management or Training from Pearson.
- 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 for Face-to-Face events only.
- Speculate on which questions, or types of questions, may appear in an exam.
- Have seen confidential 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 Pearson material.

## Monitoring and escalation

- 2.5 Training from Pearson monitor compliance to this policy and escalate any allegations relating to a specified training event to the Regulations Team 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 and guides 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:

| Qualification regulator or relevant governing body | Regulatory rule or guidance document                                   | Regulatory condition or criteria |
|--|--|----------------------------------|
| Ofqual   | <a href="#">General Conditions of Recognition</a>                      | G4                               |
| CCEA Regulation                                    | <a href="#">General Conditions of Recognition</a>                      | G4                               |
| Qualifications Wales                               | <a href="#">Qualification Wales Standard Conditions of recognition</a> | G4                               |

## 4. Review date

4.1 This policy will be reviewed in May 2026.

## 5. Contact us

5.1 For more information on Pearson qualifications and services, please contact us [here](#).

## 6. Other regulatory policies related to training

- [Pearson Conflict of Interest policy](#)
- [Endorsed resources for Pearson qualifications policy](#)

# 7. Version control

| Version | Changes   | Date                       |
|---------|---|----------------------------|
| 4       | Policy title updated. Title amended to remove word “regulated”. New title is “Pearson training for qualifications events policy”  | 27 <sup>th</sup> June 2025 |
| 4       | Who and what is this policy for updated: Removed “regulated” x3. Added “and best practice is adhered to”  | 27 <sup>th</sup> June 2025 |
| 4       | 1.2 Added “This is to ensure that there is no risk that the security and integrity of our qualifications and confidentiality of assessments is compromised.”  | 27 <sup>th</sup> June 2025 |
| 4       | 1.3 & 1.8 Updated “PD” to “Professional Development”  | 27 <sup>th</sup> June 2025 |
| 4       | 1.4 Removed “regulated”<br>Added “must complete and pass”   | 27 <sup>th</sup> June 2025 |
| 4       | 1.6 Added “This is to maintain fairness and equality across all schools and centres.”   | 27 <sup>th</sup> June 2025 |
| 4       | 2.1 Removed “regulated”   | 27 <sup>th</sup> June 2025 |
| 4       | 2.1 Replaced “secure” with Ofqual wording “confidential”  | 27 <sup>th</sup> June 2025 |
| 4       | 2.3 Amended “Ensure they have not had access to secure assessment materials in the qualification for which they are delivering training.” to “Ensure they do not deliver training for a qualification for which they have had access to confidential assessment materials.” | 27 <sup>th</sup> June 2025 |
| 4       | 2.3 Replaced “live” with “confidential”   | 27 <sup>th</sup> June 2025 |
| 4       | 2.4 Replaced “secure” with “confidential”<br>Replaced “live” with “confidential”  | 27 <sup>th</sup> June 2025 |

| Version | Changes   | Date                       |
|---------|---|----------------------------|
| 4       | 6 Removed link to “Ensuring Regulatory Standards and Guidance” policy, because it has been replaced with this policy on our website:<br><a href="https://qualifications.pearson.com/en/support/training-from-pearson-uk.html">https://qualifications.pearson.com/en/support/training-from-pearson-uk.html</a> | 27 <sup>th</sup> June 2025 |