

Providing qualifications information to publishers policy

Document summary

This policy is for Pearson employees who develop qualifications and publishers who are interested in developing resources for our qualifications. The policy outlines our approach to providing publishers with information about new qualifications approved for development and existing qualifications that are being reviewed.

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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 scope

- 1.1 It is essential that all publishers who wish to develop resources for use with our qualifications have timely access to information about the new qualifications Pearson approves for development and any changes to existing qualifications where they have already had a resource endorsed by Pearson for that qualification.
- 1.2 This policy applies to all publishers who wish to receive information about our new qualifications and all publishers who have an endorsed resource for an existing qualification. Publishers will usually require information about our new qualifications because they are considering developing a resource to support the teaching and learning of those qualifications. They may also be considering submitting those resources for endorsement, using our publications endorsement process, but there is no requirement to submit resources for endorsement.
- 1.3 A third-party publisher that wishes to access information about our new qualifications must have a Non-Disclosure Agreement (NDA) in place with us. The Publisher Relations Team issues NDAs and maintains a log of publishers who have NDAs in place.

2. Policy statement

- 2.1 This policy outlines our approach to giving fair access to all publishers to information about new qualifications approved for development, and existing qualifications that are amended, where a publisher already has a resource endorsed for that qualification.
- 2.2 This policy:
 - identifies the information that must be shared with publishers;
 - identifies the information that can be shared with publishers (but does not have to be shared) and
 - clarifies the roles and responsibilities of our staff in different parts of the organisation in relation to providing information to publishers.

3. How we share information with publishers

- 3.1 Any publisher can request to be added to the circulation list for information on new qualifications. Publishers can request to be added to this list by contacting publisher.relations@pearson.com.
- 3.2 Information on existing qualifications (e.g. specification amendments) will be provided to those publishers who already have a resource endorsed for that qualification at the time the specification changes. The Pearson Product Managers will update relevant publishers about new qualifications that are approved for development. They do this directly, ensuring they copy in endorsement@pearson.com. When a new suite of national qualifications is being developed (for example A levels, BTEC Nationals, Higher Nationals and Higher Technical Qualifications) the Publisher Relations team and our key representatives in our product development departments may organise briefing activity for all interested Pearson and third-party publishers to communicate more about the plans. Publishers who express interest will be given information after qualification approval (this will be the version approved by a regulatory body for recognition).
- 3.3 Publishers who have expressed interest in a qualification/suite of qualifications may ask for updates on progress and content before the qualification has been finally approved but they should be made aware that until final approval is confirmed, plans may change. Where a publisher requests this information, it can be (but does not have to be) provided, with the appropriate caveat. Where progress information is shared with a publisher in response to a request it does not need to be sent to other publishers unless they also request it. However, if another publisher subsequently requests the same information, it must be shared with them.
- 3.4 Pearson Product Managers will provide updates to publishers and the information provided should be copied to endorsement@pearson.com. The guidance in section 5 below clarifies what information must be shared and what information can be shared with publishers. The Publisher Relations team monitors queries and responses sent via the endorsement@pearson.com email inbox, to ensure that information is shared equally with all relevant publishers i.e. those publishers who have expressed an interest in that subject area to the publisher relation team and those publishers who have previously had a resource endorsed for that qualification or similar qualifications (e.g. previous versions of a qualification at the same level in that subject area). We require a Non-Disclosure Agreement to be in place with all publishers prior to sharing information with them.
- 3.5 As well as information about new qualifications, Publishers are also provided with communications about updates to specifications of existing qualifications. These

updates are sent by the Product Manager/Subject Advisor to publishers of endorsed resources for the respective qualification.

- 3.6 For some qualifications, there may be information which is commercially sensitive. This information is withheld until it is agreed that it can be shared equally with all publishers, both third-party and Pearson. If it is not possible to withhold this information from Pearson publishers, they may not act upon it until it has been shared with all publishers who have registered their interest.
- 3.7 As well as information provided by the relevant product team, publishers can request information from the publisher relations team about the uptake of a specific qualification e.g. approved centres and candidate registration data to help them to determine the size of the market for a resource. The publisher relations team will provide this information, wherever possible and in compliance with data privacy legislation.

4. Who is responsible, accountable and informed in this process?

r(Responsible) **a**(Accountable) **c**(Consulted) **i**(Informed)

	General and Vocational Qualifications Product Management	Publisher Relations Team	Publishers (third-party or Pearson)
Briefing publishers about new qualifications that are to be developed	r a		i
Updating draft specification and Sample Assessment Materials online after submission to the appropriate regulatory body	r , a		i
Monitoring the exchange of information with publishers via the endorsement@pearson.com inbox		r , a	

Contracting and briefing authors and ensuring they do not contract Pearson examiner who have had sight of confidential assessment material for the qualification the resource is intended to support



5. Guidance on information to share with publishers

- 5.1 The Product Manager decides when it is appropriate to share information with publishers and can either share it directly with them and copy in endorsement@pearson.com (having first checked with the publisher relations team that they have the full list of interested publishers and that a non-disclosure agreement is in place with all third-party publishers), or they can provide the information to the publisher relations team for onward sharing with all relevant publishers. The intention is that information that can be shared is shared with all publishers at the same time.
- 5.2 5.2.1-5.2.2 below outline the type of information that **must** be shared and information that **can** be shared with the relevant publishers:
- 5.2.1 **Must be shared** (we expect that this information will be shared as a matter of routine with all relevant publishers at the same time. The product team should aim to share this information promptly):
- The final qualification specification once signed off with the relevant regulators.
 - Updated/amended qualification specifications once signed off by the relevant regulators.
 - Sample assessment materials and mark schemes (final documents).
 - Information that a new qualification/suite of qualifications has been signed off for development by Pearson.

- Data on actual number of approved centres and registration numbers (in response to specific request from publishers to the publisher relations team. Only information that can be shared in a data privacy compliant way will be shared).

5.2.2 **Can be shared** (does not have to be shared, but if it is shared with one publisher, upon request, it should be shared with all relevant publishers, upon request. If it is proactively provided to one publisher (i.e. it is sent to them even though they have not specifically requested it, then it should also be offered to other relevant publishers):

- Draft qualification specifications, prior to final sign off by the relevant regulators, with a caveat that the information could change prior to final sign off.
- Other draft documents that a publisher requests e.g. draft sample assessment materials, schemes of work, mark schemes.
- Market research related to a specific qualification, conducted by the product team.
- Details of centres/centre representatives who have consented to being contacted by publishers for further research purposes.
- Data on the forecasted number of centres/learners for a new qualification.

6. Regulatory references

6.1 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.

6.2 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	General Conditions of Recognition	A4.7; C3; G4
CCEA Regulation	General Conditions of Recognition	A4.7; C3; G4

Qualification regulator or relevant governing body	Regulatory rule or guidance document	Regulatory condition or criteria
Qualifications Wales	Qualification Wales Standard Conditions of recognition	A4.7; C3; G4

7. Policy review date

7.1 This policy will be reviewed in September 2026.

8. Useful contacts

8.1 For more information, please contact the Publisher Relations Team (publisher.relations@pearson.com).

9. Version control

Version	Changes	Date
3.9	Dates updated throughout	September 2025