



Pearson

Guidance to assist in the completion of the Pearson Vocational Provider Approval Application for T Level Technical Qualifications

Introduction

This guidance is designed to assist you with completing the **Pearson Vocational Provider Approval Application for T Level Technical Qualifications**. The guidance refers to each section of the form.

The approval process

Providers **NEW** to Pearson, seeking approval to deliver the Pearson T Level Technical Qualifications are required to complete a Vocational Provider Approval Application Form.

We may be able to Fast Track applications where the Providers are working with other Awarding Organisations on T Levels.

For this document we are presuming Providers are new to Pearson and have not previously offered T Level Technical Qualifications before

1. Applications will be reviewed by a member of our UK approval team who will conduct an initial review and contact the Provider to confirm receipt.
2. A Subject Matter Expert (SME) will be contracted by Pearson to conduct a full review of your application; they will contact you to arrange a visit. They will be required to meet with key members of staff, review evidence and inspect your premises.
3. If the SME requires more information regarding your application they will contact you direct. Please ensure that your responses are clear and jargon free.
4. Upon completion of the visit the SME will have **5 working days** to update a feedback form and return to our UK approval team.

Application Form

Section 1 : Introduction

Section 2 : Provider Details

Address

- Postcodes – Postcodes must be full and validated by the Royal Mail (Excluding the Republic of Ireland).
- PO Box address's/numbers are unacceptable. BFPO (British Forces Post Office) are however accepted.
- Telephone Number Mobile Phone Numbers – We are unable to accept mobile phone numbers. The telephone number under this section is for the main site, not an individual, therefore a landline number is required.

Address Type

Registered Business – address is used for the sole purpose of the organisations business needs.

Residential Address – these can be accepted – however extensive evidence is required to support the organisations application regarding resources, secure storage, facilities and any evidence of any 3rd party (if applicable) agreements for any resource. Providers applying for an externally assessed qualification need to prove they can fully support the live assessment delivery before approval can be granted.

Tell us about the nature of your business

This should include if you're subject to any Educational Inspections, when they last took place and the outcome.

Provider Contact Details

Please tell us about the people in your centre who will be responsible for the delivery and management of the Technical Qualification.

You must provide the details of the people who undertake the following roles in your centre:

Head of Centre – the personal who has overall accountability for the delivery of Pearson qualifications within the centre – this must be the person who is signing the agreement within Section 6 of the Form.

Quality Nominee – the person who has overall responsibility for quality assurance within the centre.

Examinations Officer – the person responsible for learner administration.

Applicant – the person within the centre submitting the application and who will be the first point of contact should we need to contact you about the application.

Additional Sites

If the centre has any additional "Sub Sites" where delivery of the, T Level Technical Qualifications are to take place, details of this must be included within the application.

Financial Details

This is where we require your Credit Reference Details to be completed.

Section 3 : Technical Qualification (TQ)

Please tell us which Technical Qualification and which of the Occupational Specialisms you would like to deliver at your centre.

Ensure that you inform us of any centre approval for T Level Technical Qualification delivery with any other Awarding Organisations.

Provide details of the delivery staff proposed for delivery of the qualifications being applied for. Please be aware that for each member of delivery staff detailed within your application we will require a completed Pearson Professional Profile/CV which will be reviewed as part of the approval process.

Section 4 : Provider Qualification Approval Criteria

You have a continuing obligation to ensure that at all times during the term of your approval you meet all of Pearson's Provider Approval Criteria.

You must inform Pearson if any of the answers to the questions below change.

Failure to do so may result in withdrawal of Provider Approval.

Please confirm that evidence for each TQ Approval Criteria is available for inspection by answering **YES/NO** to each statement and providing details of confirmation if required (this is a requirement for each TQ applied for).

Provider Management Systems	Suggested Evidence
The Provider's aims, policies and procedures in relation to the TQ are supported by senior management and understood by the delivery and assessment teams, all accountabilities are clearly defined	Could include, though not limited to: Company structure, Companies House Certificate, Organisation Chart, Working Instructions, Internal Policy, Centre/Staff Handbooks, Review Meeting Minutes, Meeting Schedules, Centre Strategy Documents, Recruitment Plan, Internal Assessment Policy, Learner Feedback, Centre Staff/Learner Handbook
There are procedures in place to ensure effective communication systems between all levels of staff and in all directions (including placements and staff who work remotely), and appropriate time is allocated for team meetings and standardisation activities for all staff involved in the TQ	
Systems are in place to monitor and evaluate the effectiveness of all qualification delivery and assessment staff and to make changes when required	

Policies and procedures – there are published Provider devised policies and procedures for:	Suggested Evidence
Learner recruitment, registration and certification	All Policies and Procedures (Left) should be in place, guidance can be found on the Pearson Website,
Special considerations and reasonable adjustments	

Equal opportunities	<p>please also refer to useful links which can be found at the end of this guide.</p>
Learner/staff malpractice and/or maladministration	
Appeals (published and available to all learners)	
Complaints	
Risk assessment and Health and Safety (including public liability cover)	
Conflict of interest	
Learner support (to include individual development needs)	
Provider Contingency and Adverse Effects (to include withdrawal of centre approval status and protection of the learner interest in the case of such a withdrawal)	
GDPR	
Safeguarding	
There is a process in place to notify us of any changes in relation to the delivery or assessment of the Technical Qualification (TQ) which may affect the centre's ability to meet our approval criteria e.g. changes to delivery staff	

Physical and Human resources	Suggested Evidence
Provider has all/and or full access to the required resources as identified within the specification for those qualifications/units the centre will be delivering (e.g. IT equipment/materials/library), and is fully committed to review regularly, maintain agreements/contracts and to replace them as required, and to ensure that learners have full access	<p>According to specifications, to be seen on visit or through photographic evidence</p> <p>Pearson Professional Profiles</p> <p>Records of CPD and allocation of time</p> <p>Evidence of Placements</p>
There are sufficient competent and knowledgeable staff involved in the delivery of the Technical Qualification (TQ) to meet the demand	
Systems are in place to ensure there is ongoing and appropriate continued professional development (CPD) provision for staff involved in the delivery of the Technical Qualification (TQ)	
Resources for assessment in the workplace or in a realistic working environment as specified by the standards setting body/specification are robust and made available	
All work placement policies and procedures are in place which includes the quality assurance of placements, initial safety check and monitoring of the learner's workplace and additional placement procedures	
Assessment and Delivery	Suggested Evidence
There is a planned programme of delivery available for the Technical Qualification (TQ) which meets our guidelines	<p>Delivery Plans/Schemes of Work</p> <p>Individual Learning Plan</p>
Learners' development needs will be matched against the requirements of the Technical Qualification (TQ) and an agreed individual assessment plan established	

Learner Support	Suggested Evidence
The Provider will provide a learner handbook which contains accurate centre and qualification information	Could include, though not limited to: Centre Strategy, Learner Enrolment documentation, learner handbook, meeting schedules and minutes, statements, learner review process, equipment adaption guidance
Learners are advised of any technical needs for the mode of study and the support they can expect to receive from the Provider	

Provider records & Systems	Suggested Evidence
There are administrative systems in place to ensure the ongoing tracking of learner progress, achievement, accumulation and transfer of credits and, where necessary the recording of exemptions	Could include, though not limited to: Centre Registration and Certification claim process, assessment policy/process, Learner Records, Staff responsibilities and access, Secure Storage and Distribution Policy, Data Protection Policy, user access (email account monitoring)
The Provider will securely store accurate, up to date learner details and assessment records in compliance with Data Protection Acts	

Registration	Suggested Evidence
There are systems in place to ensure the accurate and timely registration of learners in accordance with Pearson's published policies and timelines	Could include, though not limited to: Recruitment and registration policy/process, IT systems, tracking, are the centre aware of timelines, late registration penalties and where to find information on Pearson Qualification Website

5. Secure live assessment and administration

We need to ensure Providers applying to deliver T Level Technical Qualification have had a JCQ inspection. If a Provider intends to offer a qualification that has a form of secure assessment, an inspection may be required during the Provider Approval process.

Secure live assessment and administration	Suggested Evidence
The Provider will comply fully with the requirements for external assessment as set out for each qualification	Centre Declaration
There is a clearly identified and specific examinations and invigilation policy that meets Pearson/JCQ requirements	Copy of Invigilation Policy
Rooms used for testing are appropriate and meet Pearson and JCQ requirements	Review Rooms, Information Provided within the application
Procedures and facilities that meet Pearson/JCQ requirements are in place to ensure the safe storage and distribution/collection of assessment/test papers before and after assessment has taken place	Policy/Process for the distribution of live assessment How Centre Intend to confirm learner attendance
There are systems and procedures in place to confirm learner identification and to record student attendance during tests	What systems are in place to monitor email/account access
Systems are in place to ensure only authorised members of staff have access to the secure EOL and onscreen test environment	

6. Authorisation to be completed by the Head of Centre

This section is where the nominated person at the centre with appropriate authority confirms the application has been endorsed, no material has been plagiarised and they understand the role and responsibilities of becoming a Pearson Centre.

The Person signs to formally agree to go through the Pearson Provider Approval Process.