



Pearson

T Level Technical Qualification Delivery Approval Application Form

1. Introduction

This application form is for use by **Existing Providers Only** and will allow you to apply for approval to deliver the T Level Technical Qualifications.

Once you have completed this form, please return it to: ukapproval@pearson.com

Applications will be reviewed by a member of our UK approval team who will conduct an initial review and contact you to confirm receipt. They will become the main point of contact for your application.

The Technical Qualification you apply for will be fully reviewed by a subject specialist (briefer). The briefer will review the staff involved in the delivery, resources, assessment and verification materials.

If the briefer requires more information regarding your application they will contact you directly.

Please ensure your responses are clear and jargon free and that you cc the UK Approval team in to your replies at ukapproval@pearson.com

2. Provider details

Centre name		Centre number	
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2. 2 Provider Contact details

Name of Person responsible for Technical Qualifications (TQ) within the centre	
Contact phone	
Contact Email	

3. Technical Qualification (TQ)

Technical Qualifications (TQ) Requested for Approval, Please provide QAN number	QAN	TECHNICAL QUALIFICATION
Method of delivery	Choose an item.	
Location of learners	Choose an item.	
Estimated registrations (Year 1)		

Do you have Provider or Technical Qualifications (TQ) approval with another Awarding Organisation for T Levels?	Choose an item.
If YES, which Awarding Organisation is this with?	

3. 1 Technical Qualification Delivery Staff Details

Qualification delivery staff details		
Name	Role	CV or Pearson Profile (attached)
	Choose an item.	

**** Please Note that a completed Pearson Professional Profile and/or CV must be submitted for any delivery staff detailed above ****

4. TQ approval criteria

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	Y/N
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	
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:	Y/N
Learner recruitment, registration and certification	
Special considerations and reasonable adjustments	
Equal opportunities	
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	Y/N
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	
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	
Please provide details of resources in place (including any third-party agreements)	
Assessment and Delivery	Y/N
There is a planned programme of delivery available for the Technical Qualification (TQ) which meets our guidelines	

Learners' development needs will be matched against the requirements of the Technical Qualification (TQ) and an agreed individual assessment plan established	
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Learner Support	Y/N
The Provider will provide a learner handbook which contains accurate centre and qualification information	
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	Y/N
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	
The Provider will securely store accurate, up to date learner details and assessment records in compliance with Data Protection Acts	

Registration	Y/N
There are systems in place to ensure the accurate and timely registration of learners in accordance with Pearson's published policies and timelines	
Provider records & systems	Y/N
The Provider will securely store accurate, up to date learner details and assessment records in compliance with Data Protection Acts	
Additional Information	

5. Secure live assessment and administration

Are you JCQ Inspected?		Date of last visit.	
Do you currently deliver GCSE, IGCSE or A Level?		If yes, please provide the name of the Awarding Organisation	

Secure live assessment and administration	Y/N
The Provider will comply fully with the requirements for external assessment as set out for each qualification	
There is a clearly identified and specific examinations and invigilation policy that meets Pearson/JCQ requirements	
Rooms used for testing are appropriate and meet Pearson and JCQ requirements	
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	
There are systems and procedures in place to confirm learner identification and to record student attendance during tests	
Systems are in place to ensure only authorised members of staff have access to the secure EOL and onscreen test environment	
Please provide more details below, such as location, contingencies etc.	

6. Authorisation to proceed to be completed by the Head of Centre

I understand the responsibilities of a Pearson recognised Provider delivering Pearson Qualifications and have reviewed the application, endorse and agree that no material supporting this qualification approval has been plagiarised. I confirm that any material supporting this application that is the intellectual property of another person or organisation is used with the express permission of that person or organisation.	
*Signature of Head of Centre	
Print name	
Position within organisation	
Date of submission	

*****Your email address will be accepted as confirmation of your agreement *****