



# Pearson

## Pearson Vocational Provider Approval Application for T Level Technical Qualifications

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### 1. Introduction

This application form should be completed by any Provider **NEW** to delivering Pearson Vocational Qualifications. Your application will allow you to apply to become an approved Pearson Vocational Provider for the delivery of T Level Technical Qualifications.

Please refer to the “**Guidance to assist in the completion of the: Pearson Vocational Provider Approval Application for T Level Technical Qualifications**”, this will support you in completing this application form. By completing this form, you are confirming that you have read and understood the content of the guidance notes.

### The approval process

1. Once you have completed the application form, please return it to [UKapproval@pearson.com](mailto:UKapproval@pearson.com)
2. Your application 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 also become the main point of contact for your application.
3. 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.
4. If the SME requires more information regarding your application they will contact you direct. Please ensure that your responses are clear and jargon free.

### Please note, the following:

- This application should only be completed electronically.
- We aim to arrange a visit within 10 working days of receiving your application, please bear in mind that key members of staff must be available at the time of the visit.
- You will be notified of our initial decision within 7 working days of the approval visit.
- If your application remains open for 3 months, or if you are unable to resolve Pearson’s request for more information after 2 attempts, your application will be formally closed.
- Pearson retains the right to refuse any approval application without giving reasons as to its decision.

## 2. Provider Details

Centre Name		Centre Number	
Centre Address		Website Address	
Please confirm the nature of your business			
Are you subject to any Educational Inspections?		Date of Last Inspection	
Grade/Outcome of Last Inspection		Address Type	Choose an item.

### 2.2 Provider Contact Details

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

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 will undertake the following roles in your centre:

- Head of Centre – the person who has overall accountability for the delivery of Pearson qualifications within the centre – person signing agreement per application (Vocational Provider and Technical Qualification).
- Quality Nominee – the person who has overall responsibility for quality assurance.
- Examinations Officer – the person responsible for learner administration.
- Applicant – the person submitting the application and the first point of contact should we need to contact you about the application.

Name	Role	Email Address	Phone Number

Please note that you have an ongoing obligation to request approval to Pearson in writing of any additional locations used during the term of your centre approval. Failure to do so may result in withdrawal of centre approval.

#### Additional Site Information

Address Type	Choose an item.	Address	
Address Type	Choose an item.	Address	
Address Type	Choose an item.	Address	

Do you intend to work with other centres and/or organisations?	
If yes, please give further details below including the name and address of such centre(s)/organisation(s), whether they have centre/qualification approval with another Awarding Organisation, and the nature of the proposed co-operation with the other centre/organisation.	
Name of centre/organisation	Centre number
Please supply any additional information below:	

Has Centre Recognition ever been declined or withdrawn by Pearson or another Awarding Organisation?	
Has the Centre had sanctions applied by Pearson or another Awarding Organisation?	
Has the Head of Centre, Key Management or Key Members of the assessment team (see guidance document for definitions of these roles) worked at a centre where centre/qualification approval has been declined or withdrawn by Pearson or another Awarding Organisation within the last 5 years?	

If you have selected 'Yes and or declined/withdrawn' to any of the above please supply the name of the Awarding Organisation and give the dates when this occurred. Please supply addition information for the reasons for refusal/removal/application of sanctions

Name of Awarding Organisation		Date of refusal/removal	
Please supply additional information below:			

## 2.3 Finance Details / Credit Reference Details

Registered Company Name & Office Address (If different from Section 1)

Provider/Organisation Name	
Address 1	
Address 2	
Address 3	
Town	
County	
Post Code	
Telephone Number	

Finance Contact Name		Email Address	
Telephone Number		Fax Number	
Amount of credit applied for (£)			

Following a ruling from HM Revenue & Customs, Pearson is required to charge and account for VAT on its sales of qualifications unless it has evidence from its customers that they have “eligible body” status in which case sales to those customers will qualify for exemption from VAT. In accordance with that ruling Pearson requests that organisations applying for Pearson’s provider approval confirm their “eligible body” status in order to ensure that VAT is properly charged where appropriate. To help you complete the form the definition of an ‘eligible body’ is provided below and further information is available in the HM Revenue & Customs VAT Notice 701/30. Failure to respond will result in VAT being charged and so we ask for your cooperation to ensure that VAT is not charged unnecessarily.

Nature of your business	Y/N
School, university, sixth form college, tertiary college or further education college or other centrally funded higher or further education institution (defined as such under the Education Acts) or the governing body of one of these institutions We are not an eligible body but we are a commercial provider that contracts or sub-contracts to provide education or vocational training under one of the government’s approved schemes and our services are ultimately funded by the Education Funding Agency (EFA), the Skills Funding Agency (SFA), local authorities in England (working together with EFA), the Welsh Government, Skills Development Scotland; and the Training and Employment Agency in Northern Ireland and also includes approved schemes that are paid for using funds derived from the European Social Fund, training administered by further education colleges and funded by any of the bodies listed above, the training of workplace assessors in connection with National Vocational Qualifications; and training aimed at providing additional skills for use in the workplace (for example, to Health and Safety and First Aid Officers).	
Commercial provider of tuition in English as a foreign language	
We are not an eligible body but we are providing in-house training to our employees	
Other	

Registered office No.		VAT Registration No.	
Charity No.			

### 3. Technical Qualification (TQ)

Technical Qualifications (TQ) Requested for Approval, Please provide QAN number	<b>QAN</b>		<b>TECHNICAL QUALIFICATION</b>	
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.	
	Choose an item.	
	Choose an item.	
	Choose an item.	
	Choose an item.	
	Choose an item.	

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

## 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).

<b>Provider Management Systems</b>	<b>Y/N</b>
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	

<b>Policies and procedures</b> – there are published Provider devised policies and procedures for:	<b>Y/N</b>
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	

<b>Physical and Human resources</b>	<b>Y/N</b>
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	
<b>Please provide details of resources in place (including any third-party agreements)</b>	
<b>Assessment and Delivery</b>	<b>Y/N</b>
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	
<b>Learner Support</b>	<b>Y/N</b>
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	
<b>Provider records &amp; Systems</b>	<b>Y/N</b>
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	

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

## 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	

<b>Secure live assessment and administration</b>	<b>Y/N</b>
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 \*\*\*\*\***