

Dear Colleague,

Contractual Arrangement for EDI Quality Advisers in 2013/14

As a result of the continued integration of the EDI qualifications provision into Pearson, we are writing to update you about our future plans and arrangements for the EDI Quality Advisers allocated to you and your programmes. While these changes are largely for contractual reasons, we felt it important to inform you, so you are aware of the new arrangements.

Role titles

The role / title 'EDI Quality Adviser' will now change to '**Standards Verifier**'. The job title, we believe reflects a more accurate description of their role and will be used consistently throughout all future communications, meetings and future introductions.

Changes to how visits will be scheduled

Pearson contracts Standards Verifiers for an eleven-month period, with a one-month break in each year. It is important that you are aware of this break in contract, so that you can plan for your annual external quality assurance activity, in advance, with your Standards Verifier.

Your Standards Verifier has already been informed which month they will be out of contract (July or August 2013) therefore; they will contact you shortly to discuss your requirements and to arrange visits, in advance with you to ensure there is minimum disruption(s) during these times.

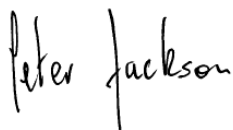
To ensure we provide continuity of cover to you right across this period, we are staggering the breaks, with half the Standards Verifiers breaking in July and the remaining in August.

If it is critical to your business that your Standards Verifier carries out programme sampling during their break in contract, please ensure you tell us as soon as possible and we will endeavour to make provision available to help. Please contact your allocated Standards Verifier, in the first instance.

We would like to thank you for your understanding in working within these arrangements.

If you require any further clarification, please contact your allocated Standards Verifier, email BTECDelivery@Pearson.com or visit our website at www.pearsonwbl.com/edi-faq

Yours sincerely,



Peter M.N. Jackson

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