

# Pearson Vocational Centre Approval Handbook



# Pearson Vocational Centre Approval Handbook

We have designed this Pearson Vocational Centre Approval Handbook to support UK vocational centres who want to be approved to work with Pearson. This guide takes you through applying to be a Pearson vocational centre, covering how to fill in the form and providing detailed guidance on the approval process.

If you want to become a centre offering only general qualifications with Pearson, please [visit our website](#).

If you're based outside the UK and want to become an international Pearson centre, please [complete our expression of interest form](#).

Before continuing with your application, you should know that by submitting a new centre approval application to us, you agree for Pearson to conduct a credit check and due diligence check, using external sources where necessary.

If you are successful with your application, you will be charged a £1,000 approval fee.

There is an annual minimum spend requirement of £5000 for all Pearson approved UK colleges and work-based learning vocational centres. Spend is calculated to include all purchases made between 1 September and 31 August net of VAT.

## Within this centre approval handbook, you will find:

1. **Approval process:** an outline of our approval process and what to expect throughout your centre approval journey. **5**
2. **JCQ approval process:** more information about JCQ approval and what is required to complete the process. **8**
3. **Completing the Centre Approval Application Form:** guidance and key points to support your application. **9**
4. **Centre recognition criteria:** ensure you read and fully understand all criteria within this section to enable you to confirm within your application. **13**
5. **Additional qualification requirements** **16**

*Please only consult this section if you are applying to offer the following qualifications:*

- **Pearson BTEC Level 2 Diploma in Sports Industry Skills (Instructing Exercise in a Gym Environment) (603/6135/9)** **18**

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- **Pearson BTEC Level 1/Level 2 First Award (120 GLH) NQF Children’s Play, Learning and Development (600/6814/0)** **16**

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- **Pearson BTEC Level 3 National Extended Certificate (360) RQF Children’s Play, Learning and Development (601/7569/2)** **16**

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- **Pearson BTEC Level 3 National Foundation Diploma (540) RQF Children’s Play, Learning and Development (601/7570/9)** **16**

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- **Pearson BTEC Level 3 National Diploma (720) RQF Children’s Play, Learning and Development [Early Years Educator] (601/7571/0)** **16**

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- **Pearson BTEC Level 3 National Extended Diploma (1080) RQF Children’s Play, Learning and Development [Early Years Educator] (601/7572/2)** **16**

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- **Pearson BTEC Level 2 Technical Diploma (360 GLH) Children’s Play, Learning and Development [Early Years Practitioner] (603/0509/5)** **16**

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- **Pearson BTEC Level 2 Certificate in the Principles and Practice for Pharmacy Support Staff (603/6166/9)** **21**

• Pearson BTEC Level 2 Certificate in the Principles and Practice for Pharmacy Support Staff (Apprenticeship) (603/6167/0)	21
• Pearson BTEC Level 3 Diploma in the Principles and Practice for Pharmacy Technicians (603/5160/3)	21
• BTEC Level 3 Diploma in the Principles and Practice for Pharmacy Technicians (integrated apprenticeships) (603/6304/6)	21
• Pearson BTEC Level 3 National Extended Certificate in Sport and Fitness (603/4925/6)	25
• Pearson BTEC Level 3 National Foundation Diploma in Sport and Fitness (603/4927/X)	25
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# 1. Approval process

You should use the Vocational Pearson Centre Approval Handbook alongside the approval form you have received from us.

1. **Once we receive your application, we'll review the form to determine whether we can proceed with the approval process**, and we'll provide confirmation of this decision to you. If we cannot proceed with your application, we'll explain why and you will need to reread the handbook, make any necessary changes and resubmit your application.
2. We will then carry out a number of organisational checks. This stage of the process may include finance checks, obtaining a credit report from Dun & Bradstreet as well as checks on your Companies House registration if appropriate, and your most recent Ofsted report or JCQ inspection report if applicable.

*Pearson only accepts approval applications from companies that have been incorporated for 12 months or longer.*

3. Once we've completed these checks, we will contact you with a progress update and explain the next steps for your application; this is dependent on the qualifications you are applying to offer.

We will confirm if your application requires a desktop review or a centre visit and whether JCQ approval will be required.

At this stage, we will request any additional documentation needed from your centre to aid the progression of your application – this could include:

- professional profiles setting out the qualifications and experience held by your assessors
- information about your centre's physical resources
- a completed JCQ approval form, if required.

4. Once we have received any additional information, a Pearson approval specialist will conduct a full review of your application. We will arrange a desktop review or centre visit at this point if required.

In the case of a centre visit, the subject specialist conducting the visit may request further supporting evidence before the visit, but generally evidence will be viewed on the day.

## What happens during a desktop review?

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Each qualification that you apply for will be reviewed by a subject specialist.

The subject specialist will review the staff involved in the delivery, resources, assessment and verification of the qualifications and the assessment materials where appropriate. The subject specialist may contact you to confirm additional information whilst completing this review.

## What happens during a centre visit?

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Depending on the qualification(s) that you apply for, a centre visit may be required.

We aim to arrange a visit within 10 working days of the Pearson approval specialist receiving your completed application. Key staff members must be available at the time of your visit.

Within these centre visits, the subject specialist will visit your site in person in order to:

- Check secure storage meets JCQ requirements if applicable
- Meet with the applicant and examinations staff
- Check your centre has all the necessary equipment to teach the course(s) on your application
- Check all necessary policies are in place
- Assess ability and understanding for internal verification processes and review internal verification documents.

Once the subject specialist has completed the desktop review or centre visit, you may be contacted requesting any further evidence that may be required for you to meet the approval requirements, with suggested timeframes for a response. When you respond, please be clear on how you addressed the reviewer's concerns.

If you are unable to resolve any concerns to the subject specialist's satisfaction within two attempts, or your application remains open for three months, your application will be formally closed.

5. Following the desktop review or centre visit, the subject specialist will complete a detailed report and send this to your appointed Pearson approval specialist.

You will be notified of our final approval decision within 7 working days of the approval visit. If you are granted Pearson approval, your centre will be provided with all necessary approval documentation and guidance on how to get set up with Pearson.

If you have applied to deliver Pearson BTEC Higher National qualifications or BTEC Security qualifications, we may apply a cap on registrations. You will be notified of this within the approval letter.

Centres requiring reapproval to deliver Pearson Higher National qualifications will be contacted by Pearson and will need to complete a declaration.

**From the date we receive your documents:**

We will contact you within 2 working days to confirm if your application has been completed correctly and can be accepted.

You will receive a further communication from us within 5 working days of your application being accepted. Within this communication, we will confirm the next steps for your application and let you know if we require any further information or documentation from you to progress your application.

The overall target time for processing your approval application will depend on the qualifications you are applying to offer, and will also depend on how quickly you are able to respond where we need to request additional information from you.

If your centre requires a desktop review, our target time for completion is 10 working days.

If your centre requires a physical visit to progress your application, our target time for completion is 20 working days.

Throughout the process a Pearson Approvals Specialist will keep you updated on the progress of your application.

## 2. JCQ approval process

Your centre will require a JCQ inspection if you are offering BTEC qualifications (BTEC Firsts, BTEC Technicals, BTEC Nationals, BTEC Tech Awards) or T Levels with timetabled external assessments, or if you also offer general qualifications and have not yet received a JCQ inspection.

If you are applying to offer any of the above qualifications, you should complete the [JCQ Are You Ready checklist](#) and submit that with your application form.

Once we have completed our initial organisational checks and confirmed that JCQ approval is required, we will provide you with a copy of the JCQ Centre Approval Form to complete.

Once we have received the completed form, Pearson will contact JCQ to request an inspection on your behalf.

You will then be contacted by a JCQ representative who will arrange a suitable date to visit and inspect your centre premises.

If you apply to become an approved centre less than five months before the entry deadline for your centre's first exam series, this may impact your ability to make entries if an inspection cannot take place in time.

[Find out more about JCQ inspections on the JCQ website.](#)



## 3. Completing the Pearson Centre Approval Application Form

This information will guide you through the requirements of the approval application form.

Use the drop-down options to select answers to questions and complete the required free text spaces.

Please ensure that information is clear, jargon-free and accurate.

We will only be able to accept applications electronically. We cannot accept handwritten or scanned applications.

### Section 1: Your organization

#### Centre and contact details

We use this section to confirm your centre details.

#### Addresses

We require confirmation of your address type:

- **Registered business:** the address provided is used for the sole purpose of the organisation's business needs.
- **Private residential:** we can accept private residential addresses, however extensive evidence is required to support your application regarding resources, secure storage, facilities and evidence of any third-party agreements for resources (if applicable). If you are applying for an externally assessed qualification, you must prove you can fully support live assessment delivery before approval can be granted.

When confirming your address please ensure it meets the following criteria:

- Postcodes must be in full and validated by the Royal Mail (excluding the Republic of Ireland).
- PO Box numbers are not accepted, except for BFPO (British Forces Post Office).

You have an ongoing obligation to request approval from 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.

## Telephone number

We are unable to accept mobile phone numbers. The telephone number is for the main site, not an individual, therefore it must be a landline phone number.

## Centre contacts

- **Applicant:** the person submitting and the first point of contact for the application.
- **Examinations Officer:** the person responsible for learner administration.
- **Quality Nominee:** the person with overall responsibility for quality assurance.
- **Head of Centre:** the person with overall responsibility and accountability for the delivery of Pearson Qualifications at the centre and the person signing the agreement on the application (centre and qualification). This cannot be the same as the Examinations Officer.

The email addresses for each of these contacts must be from the official centre domain. We do not accept public domain email addresses from free-to-use service providers such as Hotmail, Gmail or Yahoo. We do not accept general queries mailboxes such as *info@* or *enquiry@*.

It is your centre's responsibility to monitor and ensure only authorised staff have access to generic and/or named email accounts, including the sending and receiving of emails involved in the support and delivery of Pearson qualifications.

## Financial and VAT details

Following a ruling from HM Revenue & Customs, we are required to charge and account for VAT on our sales of qualifications unless we have evidence from our customers that they have "eligible body" status, in which case sales to those customers will qualify for exemption from VAT.

Please confirm the contact details for receipt of electronic copies of invoices and statements, and any finance-related queries.

## Section 2: Qualification delivery

Complete this section to confirm which qualifications you want to deliver through Pearson. All sections within each qualification section need to be completed, including the qualification number (QAN). You can find this number on each qualification's specification page on our website.

[See all our qualifications.](#)

All delivery staff you confirm in this section will need a professional profile completed and available for submission when requested; we do not accept CVs.

All UK qualifications must be taught and assessed in English. If you wish to deliver in any other language, please contact Pearson before completing the application form.

A maximum of 6 qualifications can be applied for when becoming a Pearson-approved centre.

## Distance programme delivery

This only applies if you intend to deliver any of the qualifications listed within this application entirely via distance learning.

You will need to attach the distance learning assessment policy and its included self-assessment form.

[Download the distance learning and assessment policy.](#)

## Working with third parties to deliver qualifications

This only applies if you are intending to make the registrations at your centre and contract with another provider to complete all delivery and assessment, please [read our policy for further guidance](#).

## Paper-based assessment requirements

If you are intending to deliver paper-based assessments for the following qualifications, and are not JCQ approved, Pearson will inspect your centre for the below secure storage requirements prior to approving your application:

- Functional Skills – both Entry Level and Levels 1 & 2
- Essential Skills Wales (ESW) and Northern Ireland (ESNI)
- English Speaking Other Languages (ESOL)
- BTEC Security
- Essential Digital Skills Qualifications (EDSQ)

## Secure storage requirements

All centres must ensure that the room they will use for storing secure materials complies with JCQ requirements:

- The room must be made of solid construction (brick or concrete, for example) and must solely be used for storing examination papers. It should not contain archive material and electrical equipment.
- There must be no direct access from the secure storage room to external areas of the building.
- If the room has ceiling tiles, centres must confirm the ceiling is of solid construction behind the tiles.

- The secure room door needs to be solid wood or solid metal with heavy duty hinges. You must provide information about the type of lock(s) that are fitted i.e., 5-lever mortice lock, electronic keypad, or coded lock.
- Materials must be stored in a strong non-portable metal safe or cabinet. You must tell us the types of lock(s) that are fitted i.e., key operated or electronic keypad, and whether the secure storage is bolted to the wall or floor.
- If you use wardrobe-style metal cabinets, an external locking bar will need to be fitted across the entire width of the cabinet. The external locking bar must be bolted to the wall.
- If you use a metal filing cabinet, an external locking bar will need to be fitted across the entire length. The external locking bar must be bolted to the floor and wall.
- You can use a small safe, if it has the capacity to hold up to three weeks of question papers and any other confidential materials. Small safes must be bolted to the wall or floor.
- You must confirm whether the room has any windows. If the room is on the ground floor, any window(s) must have metal bars fitted across them.
- Please also include information about the location of your secure storage room, such as a description, diagram or floor plan within your approval application.

## 4. Pearson centre recognition criteria

As an approved Pearson centre, you have a continuing obligation to ensure that, at all times during the term of your approval as a centre by Pearson, you meet all centre recognition criteria.

Please read this section carefully and ensure that your centre can meet the criteria. You will be asked to confirm this on the application form.

You must inform Pearson if any of the answers to the questions below change, as this may affect your approval status.

### Centre management and resources

- There is a dedicated role with appropriate authority and responsibility for the management and delivery of Pearson products.
- Senior management will allocate appropriate time and resources to support qualification delivery/review.
- Systems are in place to monitor and evaluate the effectiveness of all qualification delivery and assessment staff and to make changes when required.
- There are effective communications systems in place to keep all staff up to date with centre/Pearson's policies and procedures.
- The centre is committed to employ, train and support a sufficient number of appropriately qualified staff to ensure appropriate management, delivery, assessment and quality assurance.
- Systems are in place to ensure ongoing staff development and updating, including for staff involved in the delivery of qualifications listed within this application.
- Resources for assessment in the workplace or in a realistic working environment are available where required.
- Centre is fully committed to review regularly, maintain agreements/contracts and to replace them as required and to ensure that learners have full access to all required resources.

### Policies and procedures

There are published centre-devised policies and procedures for the following:

- internal verification
- assessment (also to cover the ongoing qualification/resource review)
- learner recruitment, registration and certification
- recognition of prior learning (RPL), including exemptions
- 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)
- centre contingency and adverse effects (to include withdrawal of centre approval status and protection of the learner interest in the case of such withdrawal).

## Registration and learner support

- The centre will provide a learner handbook which contains accurate centre and qualification information.
- There is an appropriate system to enable feedback to learners following assessment.
- Unit certification is explained in qualification documentation and guidance is available to learners.
- Learners are advised of any technical needs for the mode of study and the support they can expect to receive from the centre.
- The centre will recognise learners' previous achievements to enable credit transfers and exemptions where applicable.
- There are systems in place to ensure the accurate and timely registration of learners in accordance with Pearson's published policies and timelines.
- The centre will verify learner identification during registration and throughout the assessment process.
- The centre is aware of entry restrictions and will ensure learners are recruited with integrity and registered on appropriate qualifications in accordance with individual qualification specifications.
- The centre will provide learners with any safety and programme information, and also any special course requirements related to the qualification prior to registration.
- Routes of progression are identified and made clear to all learners.
- The centre will ensure learners have full access to reference material and publications specified with each qualification.
- There is sufficient access to resources available for learners undertaking the qualification.
- The centre has a healthy and safe working environment for learners undertaking the qualification(s) covered in this application.
- The centre will identify and provide specialist support that some learners may need e.g. equipment adaptation/policy review.

- The centre will deliver the qualification(s) without prejudice or bias to any learner or groups of learners.
- The centre will verify student identification during registration and throughout the assessment process to ensure authenticity.

## Centre records and systems

- 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 centre will securely store accurate, up-to-date learner details and assessment records in compliance with data protection legislation.
- There are systems in place to ensure active learner portfolios/evidence of assessment are kept secure, confidential and comply with data protection acts.
- The centre will securely hold and transmit details of assessment outcomes to Pearson.
- The centre will retain evidence of learner work for a minimum period of twelve (12) weeks following certification of the learner, unless any other specific agreement has been reached in writing with Pearson.
- The centre will securely retain assessment and verification records for each learner for a minimum period of three years following certification.
- Systems are in place to ensure only authorised members of staff have access to Edexcel Online (EOL) and generic email accounts (e.g. *admin@*).
- Centre has full access to all required resources as identified within the specification for those qualifications/units the centre will be delivering (e.g. IT equipment/materials/library).

## Assessment and internal verification (IV)

- An appropriate range of assessment methods will be used.
- Staff involved in the assessment process fully understand internal verification and how to apply the IV process. Verification of assignment briefs and sampling of assessment decisions will be planned, undertaken, recorded and used to enhance future assessment practice.
- Assignment brief(s) for one mandatory internally assessed unit should be available for inspection if required (if using authorised assignment briefs please ensure your adapted version is available).
- Sample IV documents for the assignment brief(s) you have submitted are attached for inspection.
- **NVQ/SVQ only:** Systems are in place to support countersigning arrangements for decisions made by unqualified/working-towards (“WT”) assessors and/or IVs.

## 5. Additional qualification requirements

Due to the specialist nature of some qualifications, we may need you to confirm in your application form some additional requirements. You should review this section if you are looking to gain approval for any of the qualifications listed in this section and confirm on the application for that you agree to the additional requirements.

### 5.1 Children’s Play, Learning and Development (“CPLD”) and Children’s Care, Learning and Development (“CCLD”)

- 
- **Pearson BTEC Level 1/Level 2 First Award (120 GLH) – NQF Children’s Play, Learning and Development (600/6814/0)**
- 
- **Pearson BTEC Level 3 National Extended Certificate (360) RQF Children’s Play, Learning and Development (601/7569/2)**
- 
- **Pearson BTEC Level 3 National Foundation Diploma (540) RQF Children’s Play, Learning and Development (601/7570/9)**
- 
- **Pearson BTEC Level 3 National Diploma (720) RQF Children’s Play, Learning and Development [Early Years Educator] (601/7571/0)**
- 
- **Pearson BTEC Level 3 National Extended Diploma (1080) RQF Children’s Play, Learning and Development [Early Years Educator] (601/7572/2)**
- 
- **Pearson BTEC Level 2 Technical Diploma (360 GLH) Children’s Play, Learning and Development [Early Years Practitioner] (603/0509/5)**
- 

1. All staff teaching and assessing must have experience in the sector for assessment and/or placement monitoring.
2. Centres wishing to offer Edexcel BTEC Level 2 Award and/or Certificate Children’s Play Learning and Development should have at least one suitably qualified and experienced member of staff to oversee the programme.



## Staffing and resource

- Centre is aware of current occupational standards.
- Assessors/internal verifiers hold the relevant qualifications to deliver units/qualifications as stated by either the programme specification or standards-setting body.
- Specialist units to be delivered and assessed by staff qualified in that particular area of work, e.g. child protection.
- Staff have planned continued professional development (“CPD”) to develop and maintain occupational currency.
- BTEC Level 3 National Certificate and Diploma require an additional 750 hours of work experience in three different settings with three different ages ranges.
- BTEC Level 2 First Diploma in CCLD requires an additional 300 hours of work experience.

## Access to placement

- Sufficient placements are available to provide monitored practice, which meets the requirements for ages range and settings as specified in the specification.

## Placement monitoring

- *Unit 11: Reflecting on Own Early Years Practice and Skills for Practice* will be monitored and assessed by a placement supervisor/assessor who is occupationally competent.

All placement supervisors/assessors must hold one of the qualifications below:

- Early years teaching qualification
- Childcare qualification at level 3 plus 2 years current post qualifying experience
- Paediatric nursing or Health Visitor qualification
- Social work qualification with current experience in family/early years.

## Access to babies

- There are opportunities for learners on BTEC Level 2 CCLD and BTEC Level 3 CPLD qualifications to gain experience of working with children from birth to 2 years.

## Additional resources

- Resources specified within the appropriate specification for each unit undertaken will be adequately available to all learners.

## 5.2 Pearson BTEC Level 2 Diploma in Sports Industry Skills (Instructing Exercise in a Gym Environment) (603/6135/9)

The below requirements apply for staff delivering, assessing, and verifying *Unit 3: Preparing Clients for a Gym-based Exercise Programme*, and *Unit 4: Working as a Gym Instructor*.

- 
- **Pearson BTEC Level 2 Diploma in Sports Industry Skills (Instructing Circuit Training) (603/6136/0)**
- 

The below requirements apply for staff delivering, assessing, and verifying *Unit 3: Group Circuit Training*, and *Unit 4: Working as a Group Circuit Instructor*

### Staffing and resource

- Centre is aware of current professional standards (CIMSPA). [Read the full CIMSPA standards](#).
- Centre complies and continues to comply with the internal staffing requirements listed below.
- Centre complies to CIMSPA practical assessment requirements as detailed in the specification.
- Staff have planned continued professional development (“CPD”) to develop and maintain occupational currency.
- Centre has the appropriate facilities to deliver and assess this qualification.

### Staffing requirements

All teachers/tutors, assessor staff must:

- have relevant industry experience.
- have knowledge of and a commitment to the Exercise and Fitness Code of Ethical Practice.
- demonstrate active involvement in a process of industry relevant continued professional development during the last two years.
- possess a fitness instructing-specific qualification.

BTEC unit	Staffing Requirements
<ul style="list-style-type: none"> <li><b>Pearson BTEC Level 2 Diploma in Sports Industry Skills (Instructing Exercise in a Gym Environment) (603/6135/9)</b></li> </ul>	
<i>Unit 3 Preparing Clients for a Gym-based Exercise Programme</i> <i>Unit 4 Working as a Gym Instructor</i>	Level 2 Gym Instructor Qualification, or current membership with CIMSPA as a Gym Instructor
<ul style="list-style-type: none"> <li><b>Pearson BTEC Level 2 Diploma in Sports Industry Skills (Instructing Circuit Training) (603/6136/0)</b></li> </ul>	
<i>Unit 3: Group Circuit Training</i> <i>Unit 4: Working as a Group Circuit Instructor</i>	Level 2 Group Exercise qualification, e.g. Exercise to Music, Aqua Aerobics, Circuits Instructor, or current membership with CIMSPA as a Group Exercise Instructor

## The Teacher/Tutor

Teachers/tutors delivering the following units listed will need to hold or be working towards a teaching qualification. Examples of acceptable qualifications are shown below;

BTEC unit	Teacher/Tutor Requirements
<i>Unit 3: Preparing Clients for a Gym-based Exercise Programme</i> <i>Unit 4: Working as a Gym Instructor</i>	<ul style="list-style-type: none"> <li>Certificate in Education / PGCE</li> <li>Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (QCF) (PTTLS)</li> <li>Level 4 Award in Preparing to Teach in the Lifelong Learning Sector (QCF) (PTTLS)</li> <li>Level 4 Certificate in Teaching in the Lifelong Learning Sector (QCF) (CTTLS)</li> </ul>
<i>Unit 3: Group Circuit Training</i> <i>Unit 4: Working as a Group Circuit Instructor</i>	<ul style="list-style-type: none"> <li>Level 5 Diploma in Teaching in the Lifelong Learning Sector (QCF) (DTTLS)</li> <li>Relevant predecessor NQF tutor qualifications</li> </ul>

## Assessors – In most cases the tutor will also be the assessor.

Assessors must hold or be working towards the following;

BTEC unit	Assessor Requirements
<i>Unit 3: Preparing Clients for a Gym-based Exercise Programme</i> <i>Unit 4: Working as a Gym Instructor</i>	<ul style="list-style-type: none"> <li>• Certificate in Education with assessor related units specifically stated on certificate or</li> <li>• Level 3 Award in Assessing Vocationally Related Achievement (QCF) or</li> <li>• Level 3 Award in Assessing Competence in the Work Environment (QCF) or</li> <li>• Level 3 Certificate in Assessing Vocational Achievement (QCF) or</li> <li>• A1 (previously D32, D33) or</li> <li>• Relevant predecessor NQF assessor qualifications</li> </ul>
<i>Unit 3: Group Circuit Training</i> <i>Unit 4: Working as a Group Circuit Instructor</i>	<ul style="list-style-type: none"> <li>• A1 (previously D32, D33) or</li> <li>• Relevant predecessor NQF assessor qualifications</li> </ul>

## The Internal Quality Assurer

The Internal Quality Assurer must hold or be working towards the following;

BTEC unit	Internal Quality Assurer Requirements
<i>Unit 3: Preparing Clients for a Gym-based Exercise Programme</i> <i>Unit 4: Working as a Gym Instructor</i>	<ul style="list-style-type: none"> <li>• Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF) or</li> <li>• Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF) or</li> <li>• V1 (previously D34) or</li> <li>• Relevant predecessor NQF internal quality assurance qualifications</li> </ul>
<i>Unit 3: Group Circuit Training</i> <i>Unit 4: Working as a Group Circuit Instructor</i>	<p>It is also recommended that the Internal Quality Assurer holds an assessor qualification from the ones listed in the assessor section.</p>

The Internal Quality Assurer cannot have been involved in the process of the delivery or assessment of the learners for the unit that they are internally verifying. Centres may employ external staff to deliver, assess and IV on this qualification if required.

## 5.3 Pharmacy qualifications

Additional requirements stated below are relevant to the following Pharmacy qualifications:

- 
- **603/6166/9 - Pearson BTEC Level 2 Certificate in the Principles and Practice for Pharmacy Support Staff.**
- 
- **603/6167/0 - Pearson BTEC Level 2 Certificate in the Principles and Practice for Pharmacy Support Staff (Apprenticeship)**
- 
- **603/5160/3 - Pearson BTEC Level 3 Diploma in the Principles and Practice for Pharmacy Technicians**
- 
- **603/6304/6 BTEC Level 3 Diploma in the Principles and Practice for Pharmacy Technicians (integrated apprenticeships)**
- 

### Additional requirements

Please refer to the **Assessment Principles** and the **Staff qualification requirements** before completing all the approval documents.

These have been written to meet the [General Pharmaceutical Council \(GPhC\) requirements for Standards for the initial education and training of pharmacy technicians, GPhC requirements for the education and training of pharmacy support staff](#) and Guidance on tutoring and supervising pharmacy professionals in training.

Before you complete your approval application, we would like you to listen to the [recorded webinars for Level 3](#) to gain some insight into this qualification, which may also be helpful for level 2 as the principles remain the same.

### Staffing and resource requirements

- Centre is aware of all the professional standards and requirements for GPhC or the equivalent regulatory body in the country where the qualification is being delivered, such as The Pharmaceutical Society of Northern Ireland.
- Centre complies and continues to comply with the staffing and resource requirements as laid out in the qualification specification.
- Centre has appropriate facilities and resources to deliver and assess the qualification.
- Staff have planned opportunities and maintain their continued professional development (CPD) in line with GPhC registration requirements or the

requirements of the equivalent regulatory body in the country where the qualification is being delivered, such as The Pharmaceutical Society of Northern Ireland.

- Centre has planned to deliver this qualification in one of the following formats:
- Face to face (where delivery, teaching and learning occurs in a face-to-face context, including content, communication and collaborations/interactions between teachers and students)
- Blended (which combines online educational materials and opportunities for collaborations/interaction online with traditional face-to-face classroom-based methods for delivery learning and interactions).
- Distance learning (where delivery, learning, communication and collaboration/interaction occurs remotely without being in regular face-to-face contact with a teacher in the classroom/workplace)

## Staff qualification requirements

### 1 Assessment of competence

- Assessors must:
  - be occupationally competent in the area of practice to which the unit being assessed applies and registered with GPhC or the equivalent regulatory body in the country where the qualification is being delivered such as The Pharmaceutical Society of Northern Ireland.
  - hold or be working towards the appropriate assessor qualification.
  - have credible experience which is clearly demonstrable through continuing learning and development.

### 2 Assessment of knowledge

- As above in section 1.
  - Or have credible qualifications and experience which is clearly demonstrable through continuing learning and development.

### 3 IQA for competence

- Must understand the nature and context of the assessors' work and that of their candidates, and registered with GPhC or the equivalent regulatory body in the country where the qualification is being delivered such as The Pharmaceutical Society of Northern Ireland.
- Have a working knowledge of pharmacy and/or GP dispensing settings, the regulation, legislation and codes of practice for the service (where applicable) at the time any assessment is taking place.

- Occupy a position that gives them authority and resources to co-ordinate the work of assessors, provide authoritative advice, call meetings as appropriate, visit and observe assessments and carry out all the other internal quality assurance roles.
- Have undertaken the appropriate assessor qualification and hold or be working towards an appropriate Internal Quality Assurance qualification.

#### 4 IQA for Knowledge

- As above in section 3
- Or have credible qualifications and experience which is clearly demonstrable through continuing learning and development.
- Occupy a position that gives them authority and resources to coordinate the work of assessors, provide authoritative advice, call meetings as appropriate, and carry out internal quality assurance roles.

#### 5 Sign-off of the qualification

- Must understand the nature and context of the assessors' work and that of their candidates and registered with GPhC or the equivalent regulatory body in the country where the qualification is being delivered such as The Pharmaceutical Society of Northern Ireland.
- Have a working knowledge of pharmacy and/or GP dispensing settings, the regulation, legislation and codes of practice for the service (where applicable) at the time any assessment is taking place.
- Occupy a position that gives them authority and resources to co-ordinate the work of assessors, provide authoritative advice, call meetings as appropriate, visit and observe assessments and carry out all the other internal quality assurance roles.
- Have undertaken the appropriate assessor qualification and hold or be working towards an appropriate Internal Quality Assurance qualification.

## 5.4 Pearson BTEC Level 2 Diploma in Sports Industry Skills (Instructing Circuit Training) (603/6136/0)

*Unit 3: Preparing Clients for a Gym-based Exercise Programme*

*Unit 4: Working as a Gym Instructor*

*Unit 3: Group Circuit Training*

*Unit 4: Working as a Group Circuit Instructor*

## Staffing and resource

- Centre is aware of current professional standards (CIMSPA). CIMSPA standards [here](#).
- Centre complies and continues to comply with the internal staffing requirements listed below
- Centre complies to CIMSPA practical assessment requirements as detailed in the specification
- Staff have planned Continued Professional Development (“CPD”) to develop and maintain occupational currency
- Centre has the appropriate facilities to deliver and assess this qualification.

## Staffing requirements

- Centre staff delivering the units listed will need to hold or be working towards a teaching qualification.
- Level 2 Group Exercise qualification, e.g. Exercise to Music, Aqua Aerobics, Circuits Instructor, or current membership with CIMSPA as a Group Exercise Instructor.

Examples of acceptable qualifications:

## Teacher/tutor requirements

- Certificate in Education / PGCE
- Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (QCF) (PTTLS)
- Level 4 Award in Preparing to Teach in the Lifelong Learning Sector (QCF) (PTTLS)
- Level 4 Certificate in Teaching in the Lifelong Learning Sector (QCF) (CTTLS)
- Level 5 Diploma in Teaching in the Lifelong Learning Sector (QCF) (DTTLS)
- Relevant predecessor NQF tutor qualifications

## Assessor requirements (in most cases the tutor will also be the assessor)

- Certificate in Education with assessor related units specifically stated on certificate or
- Level 3 Award in Assessing Vocationally Related Achievement (QCF) or
- Level 3 Award in Assessing Vocationally Related Achievement (QCF) or
- Level 3 Certificate in Assessing Vocational Achievement (QCF) or
- A1 (previously D32, D33) or
- Relevant predecessor NQF assessor qualifications



## Internal quality assurer requirements

- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF) or
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF) or
- V1 (previously D34) or
- Relevant predecessor NQF internal quality assurance qualifications

It is also recommended that the internal quality assurer holds an assessor qualification from the ones listed in the assessor section.

The internal quality assurer cannot have been involved in the process of the delivery or assessment of the learners for the unit that they are internally verifying. Centres may employ

external staff to deliver, assess and IV on this qualification if required.

## 5.5 BTEC Nationals in Sport

- Pearson BTEC Level 3 National Extended Certificate in Sport and Fitness (603/4925/6)
- Pearson BTEC Level 3 National Foundation Diploma in Sport and Fitness (603/4927/X)
- Pearson BTEC Level 3 National Diploma in Sport, Fitness and Personal Training (603/4928/1)
- Pearson BTEC Level 3 National Extended Diploma in Sport, Fitness and Personal Training (603/4929/3)
- Pearson BTEC Level 3 National Extended Diploma in Sporting Excellence and Performance (603/4924/4)

### Staff requirements

The following requirements must apply for staff delivering, assessing, and verifying units *C2: Fitness Skill Development* and *D2: Personal Trainer Skills Development*.

- Pearson BTEC Level 3 National Extended Certificate in Sport and Fitness (603/4925/6)
- Pearson BTEC Level 3 National Foundation Diploma in Sport and Fitness (603/4927/X)

- Pearson BTEC Level 3 National Diploma in Sport, Fitness and Personal Training (603/4928/1)
- Pearson BTEC Level 3 National Extended Diploma in Sport, Fitness and Personal Training (603/4929/3)

In addition, please use this section of the ANNEX form in conjunction with the Pearson Vocational Qualification form when applying to offer the following qualification and choosing optional unit *C2: Fitness Skills Development*. The following requirements in this qualification apply for Unit *C2: Fitness Skills Development* only.

- **Pearson BTEC Level 3 National Extended Diploma in Sporting Excellence and Performance (603/4924/4)**

### Staffing and resource

- Centre is aware of current occupational standards (REPS and CIMSPA). REPS standards [here](#) and CIMSPA standards [here](#).
  - Read the full CIMSPA standards.
  - Read the full REPS standards.
- Centre complies and continues to comply with the internal staffing requirements listed below.
- Centre complies to CIMSPA practical assessment requirements as detailed in the specification.
- Staff have planned continued professional development (“CPD”) to develop and maintain occupational currency.
- Centre has the appropriate facilities to deliver and assess this qualification.

### Internal staffing and approvals requirements

All Teachers/Tutors, Assessors and Internal Verifier/ Quality Assurance Staff must:

- Possess a Fitness Instructing specific qualification. Please see the table below;

BTEC unit	Staffing Requirements
<i>Unit C2: Fitness Skills Development</i>	Level 2 Gym Instructor Qualification
<i>Unit D2: Personal Trainer Skills Development</i>	Level 3 Personal Training Qualification

- Have relevant industry experience
- Have knowledge of and a commitment to the Exercise and Fitness Code of Ethical Practice.
- Demonstrate active involvement in a process of industry relevant continued professional development during the last two years

- Be knowledgeable of the Active Leisure, Learning and Wellbeing framework of qualifications.

Centre staff must hold or be working towards one of the following:

### **The Teacher/Tutor Requirements**

- Certificate in Education / PGCE
- Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (QCF) (PTTLS)
- Level 4 Award in Preparing to Teach in the Lifelong Learning Sector (QCF) (PTTLS)
- Level 4 Certificate in Teaching in the Lifelong Learning Sector (QCF) (CTTLS)
- Level 5 Diploma in Teaching in the Lifelong Learning Sector (QCF) (DTTLS)
- Relevant predecessor NQF tutor qualifications

### **Assessors Requirements**

In most cases the tutor will also be the assessor.

- Certificate in Education with assessor related units specifically stated on certificate.
- Level 3 Award in Assessing Vocationally Related Achievement (QCF)
- Level 3 Award in Assessing Competence in the Work Environment (QCF)
- Level 3 Certificate in Assessing Vocational Achievement (QCF)
- A1 (previously D32, D33)
- Relevant predecessor NQF assessor qualification

### **The Internal Verifier Requirements**

- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (QCF)
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice (QCF)
- V1 (previously D34)
- Relevant predecessor NQF internal quality assurance qualifications

It is also recommended that the IV holds an assessor qualification from the ones listed in the assessor section.

The IV cannot have been involved in the process of the delivery or assessment of the learners for the unit that they are internally verifying.

Centres may employ external staff to deliver, assess and IV on this qualification if required.

## BTEC Nationals in Sporting Excellence and Performance

The following requirements must apply for learner/cohorts registering onto:

- Pearson BTEC Level 3 National Extended Certificate in Sporting Excellence and Performance (603/4922/0)
- Pearson BTEC Level 3 National Diploma in Sporting Excellence and Performance (603/4923/2)
- Pearson BTEC Level 3 National Extended Diploma in Sporting Excellence and Performance (603/4924/4)

This qualification is intended to be taken by learners who are training with, or affiliated to, a recognised national governing body and/or have contract links with professional sports bodies, where the programme of study involves performance in regular organised competitive sport, with the intended purpose of progression to employment as an elite performer, or in elite performance.

Centres have access to appropriate sports facilities, suitable delivery staff and access to sports-specific coaching staff to deliver a performance programme of this nature. The criteria need to be adhered to and maintained and are subject to be checked annually by standards verifiers. If this is not met, approval and certification may be withdrawn.

Centres who do not meet these requirements should consider a more appropriate qualification for their learners, such as the BTEC Nationals in Sports Coaching and Development, BTEC Nationals in Sport, Fitness and Personal Training, BTEC Nationals in Sport or BTEC Nationals in Sport and Outdoor Activities.

Further guidance for Centre approval to deliver the Pearson BTEC Nationals Sporting Excellence and Performance (2019) qualification, specifically for elite football.

These qualifications are intended to be taken by learners who are training or competing, at an elite level, in a sport with a recognised National Governing Body and/or have contract links with professional sports bodies, where the programme of study involves performance in regular organised competitive sport, with the intended purpose of progression to employment as an elite performer, or in elite performance.

### Female Football:

Centres applying for qualification approval to deliver this to 'elite' female footballers must demonstrate that learners are performing at an elite level. It is expected that learners who are going to register onto this programme will already be registered at a regional talent club (RTC). In the context of female football, it is expected that the learners will be working towards the Diploma in Sporting Excellence (DiSE) programme in affiliation with an RTC. Additionally, learners may be registered on the SEP apprenticeship and deemed currently to be elite performers, in accordance with Pearson's qualification approval criteria.

## Male Football:

Centres applying for approval to offer this qualification to 'elite' male footballers must be delivering the qualification alongside the Sporting Excellence Professional Apprenticeship (SEP). Pearson recognises this apprenticeship standard to be the elite pathway for male footballers. This applies to learners within football academy programmes or individual learners with intended career progression in football. Learners who are not registered on the SEP apprenticeship would therefore not be deemed currently to be elite performers, in accordance with Pearson's qualification approval criteria.

### **NOTE**

Football provision in home nations (e.g., N.I. and Scotland) that sit outside of the guidance are to be reviewed on a case-by-case basis applying the overarching guidance.

### **Qualification eligibility**

1. Centre is aware of and complies with criteria for learner/cohort eligibility.
2. Centre is aware that each additional/future cohort must fulfil eligibility criteria to be registered
3. Proposed cohort detail and rationale for fulfilling eligibility criteria, including Sport(s) applied for supplied with application form.

## 5.6 BTEC Security Qualifications

For any BTEC Security qualifications your centre wish to offer, we will contact you within 2 working days to provide the additional forms you require.

# 6. Approval application checklist

Please use this checklist to ensure that you have completed all the required information on the approval application form.

Approval Application Section	Completed
I have fully read and understood the Pearson Vocational Centre Approval Handbook.	<input type="checkbox"/>
I have read through all approval criteria and can confirm that my centre can meet these.	<input type="checkbox"/>
I have fully considered whether JCQ approval is required for my centre. If this is required, I have completed the 'Are you ready' checklist and attached it with my application documents.	<input type="checkbox"/>
I have considered all the additional qualification requirements and can confirm that these are in place.	<input type="checkbox"/>
Assignment material/supporting documentation is available for inspection.	<input type="checkbox"/>
Internal verification (IV) material/supporting documentation is available for inspection.	<input type="checkbox"/>
Application form: centre details, contacts and qualification section completed fully	<input type="checkbox"/>
Application form: financial & VAT details completed fully	<input type="checkbox"/>
Application form: a minimum number of assessor and/or internal verifiers have been identified for the qualification(s) applied for and confirmed.	<input type="checkbox"/>
Application form: my centre's Head, Principal or Chief Executive has signed Pearson terms and conditions.	<input type="checkbox"/>
Appendix A Distance Learning Quality Self-Assessment (DLSA)	<input type="checkbox"/>