## Pearson Assured Application and Report

1. Before completing this form, please read the Pearson Assured Policy, the Pearson Assured Handbook and Section 5 of this application form. By completing this form, you are confirming that you have read and understood the content of the Policy and the Handbook.
2. This form should only be completed electronically.
3. Your Pearson representative will be able to assist you to complete the form.   
   **Please do not complete this form without first talking to your Pearson representative.**
4. The basis for Pearson Assured status is as set out in this form. The form will ask you to provide information about each of the quality measures.
5. A Pearson Quality Advisor will be contracted to visit your organisation. There will be an annual quality review visit. A different Quality Advisor will be contracted to make annual quality review visits.
6. The outcome of the review will be either:
   1. A recommendation that Pearson Assured status is given
   2. A recommendation that Pearson Assured status is not given
7. The outcomes in (6) above are subject to final sign off by the Centre Quality Manager (UK)
8. If Pearson Assured status is not awarded, a further application can be made after 12 months have passed from the date of the original application. This new application will confirm that essential actions have been addressed and evidence will be available that change has been implemented
9. By completing this form you recognise that the Pearson representative has no authority to change, remove or add to the standards applicable to Pearson Assured.
10. Please note that you have an ongoing obligation to inform Pearson in writing of any changes to your organisation that will impact on Pearson Assured status. If you start to deliver education / training programmes at additional sites, you must notify Pearson. Failure to do so may result in withdrawal of the Pearson Assured status.
11. The Quality Adviser will submit this form to:

* UK based organisations: [ukvqapproval@pearson.com](mailto:ukvqapproval@pearson.com)
* International organisations: [internationalvqapproval@pearson.com](mailto:internationalvqapproval@pearson.com)

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| Has your organisation been actively delivering education / training programmes for at least 18 months? |  |
| If you have answered **No**, please refer to the policy for confirmation that Pearson Assured cannot yet be considered for your organisation. | |
| **Your attention is drawn to the important information below:** | |
| If **any** of the Quality Objectives are not met, Pearson Assured **cannot** be awarded. | |
| The Quality Advisor who visits you will make a recommendation only. This recommendation will be subject to final sign off by the Centre Quality Manager (UK). | |

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| **Please only list the education / training programmes for which you want to claim certificates of completion** | | | |
| Title | Brief description  (please state the aim and purpose of the education / training programme) | Forecast number of learners / trainees year 1 | ***Please confirm that you wish to claim completion certificates*** |
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| **For Pearson use only -Titles Signed off by:** | | | |
| Name |  | | |
| Role |  | Approved |  |
| Email signature to sign off |  | Date |  |
| **If sign off cannot be given, first escalation to:** | | | |
| Name |  | | |
| Role |  | Approved |  |
| Email signature to sign off |  | Date |  |
| **If sign off cannot be given, second escalation to:** | | | |
| Name |  | | |
| Role |  | Approved |  |
| Email signature to sign off |  | Date |  |
| **If titles not approved, date letter sent:** | | |  |

**Section 1: Organisation Details**

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| --- | --- | --- | --- | --- | --- |
| **Organisation Name** |  | | | | |
| National Centre Number (if applicable) |  | | | | |
| Date of application |  | | | | |
| Address Line 1 |  | | | | |
| Address Line 2 |  | | | | |
| Town |  | | | | |
| County |  | | | | |
| Post Code |  | | Country |  | |
| Telephone No |  | | Website |  | |
| Fax No |  | | Email |  | |
| Are you, or will you, deliver education / training programmes at any site other than at the above address? | | | |  | |
| **If ‘Yes’ you will need to inform Pearson of these locations. Please give information about other locations below.** | | | | | |
| **Additional site 1** |  | | | | |
| National Centre Number (if applicable) |  | | | | |
| Address Line 1 |  | | | | |
| Address Line 2 |  | | | | |
| Town |  | | | | |
| County |  | | | | |
| Post Code |  | | Country |  | |
| Telephone No |  | | Website |  | |
| Fax No |  | | Email |  | |
| **Additional site 2** |  | | | | |
| National Centre Number (if applicable) |  | | | | |
| Address Line 1 |  | | | | |
| Address Line 2 |  | | | | |
| Town |  | | | | |
| County |  | | | | |
| Post Code |  | Country | | |  |
| Telephone No |  | Website | | |  |
| Fax No |  | Email | | |  |
| **If you intend to deliver your education / training programmes at more locations, please attach details.** | | | | | |

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| Please tell us the type of your business |  | Ofsted inspected? |  |
| Recognised / Accredited centre? |  | Recognised / Accredited by |  |

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| Do you have centre / qualification approval with another Awarding Organisation? | |  |
| If ‘Yes’ please supply the name of the Awarding Organisation | |  |
| **Name of the person submitting this form** |  | |
| Position with the organisation |  | |
| Email address |  | |
| Phone number |  | |
| **The name of the person with overall responsibility for quality assurance** |  | |
| Email address |  | |
| Phone number |  | |
| **Head of Organisation** |  | |
| Email address |  | |
| Phone number |  | |
| Do you intend to work with other organisations? | |  |
| **If Yes, please give further details about the other organisations below.** | | |
| **Organisation 1** | | |
| Name of organisation |  | |
| Address |  | |
| Nature of relationship with other organisation |  | |
| **Organisation 2** | | |
| Name of organisation |  | |
| Address |  | |
| Nature of relationship with other organisation |  | |
| **If you propose to work with more than two organisations, please attach details.** | | |
| To whom do you deliver your education / training programmes? e.g. to a particular type of organisation; to people who work in a particular industry? |  | |
| Do you recruit distance learners? |  | |
| If ‘Yes’, where are the learners / trainees located? |  | |
| Has your organisation been subject to any quality or maladministration investigations by Pearson or any other awarding organisation? |  | |

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| **FOR QUALITY ADVISOR USE ONLY** |
| **Please provide general information about the organisation** |
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**Section 2: Organisation Objectives**

**Managing the Organisation: Organisation Structure**

**Quality objective O.1**

There are functional responsibilities that are clearly defined.

**Quality measures**

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| **You have:** | | |
| **O.1.1** | **been delivering education/training programme(s) for at least 18 months.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **O.1.2** | **a clear organisation structure with an appropriate span of control and with defined roles and responsibilities which reflects a culture of quality assurance.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **O.1.3** | **job descriptions that are up to date, clearly describe duties, and each job occupies its own position on the organisation chart.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **O.1.4** | **clear lines of communication that are built into the organisation structure.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **O.1.5** | **given delegated authority to staff to plan and manage the quality of the delivery of the education / training programmes at the main site and (if used) across all delivery sites.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
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| **FOR QUALITY ADVISOR USE ONLY** | | |
| **Comments by the Quality Advisor on the quality of evidence seen** | | |
|  | | |
| **Organisation has provided evidence confirming:** | | |
| All quality measures are in place and effective | *Quality objective met* |  |
| All quality measures are in place but there are areas for improvement | *Quality objective met* |  |
| There is insufficient evidence that quality measures exist | *Quality objective* ***not*** *met* |  |

**Managing the Organisation: Staff Resources (Roles and Team Working)**

**Quality objective O.2**

The development, marketing, delivery and assessment (if carried out) of education / training programmes are carried out by a team that is:

* of a sufficient size
* appropriately qualified and trained
* given sufficient time to fulfil all aspects of a role

**Quality measures**

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| **You have:** | | |
| **O.2.1** | **regularly monitored staff provision and maintained adequate numbers of appropriately qualified and competent staff.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **O.2.2** | **an effective staff recruitment, selection and training processes** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **O.2.3** | **identified individuals with overarching organisational responsibility for management of:**   * **quality** * **the design and production of education / training programmes.** * **marketing** * **recruitment of staff** * **enrolment of learners/trainees** * **delivery** * **assessment (where appropriate)** * **tracking of learner / trainee achievement** * **administration of controlled assessments (where appropriate)** * **claiming and distribution of certificates (if appropriate).** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **O.2.4** | **inducted new staff involved with education / training programmes in:**   * **local educational policies, procedures and regulations** * **management structures and accountabilities** * **assessment methodology (if assessment is performed)** * **regulatory and awarding organisation requirements.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **O.2.5** | **given sufficient time for the activities which staff are expected to carry out, including time for formal, minuted meetings to discuss teaching, assessment, quality activities and strategies.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **O.2.6** | **evaluated staff induction and staff development to ensure that:**   * **there is equal access to opportunities for all staff** * **induction and staff development remain fit for purpose** * **they are delivered against required outcomes.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
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| **FOR QUALITY ADVISOR USE ONLY** | | |
| **Comments by the Quality Advisor on the quality of evidence seen** | | |
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| **Organisation has provided evidence confirming:** | | |
| All quality measures are in place and effective | *Quality objective met* |  |
| All quality measures are in place but there are areas for improvement | *Quality objective met* |  |
| There is insufficient evidence that quality measures exist | *Quality objective* ***not*** *met* |  |

**Managing the Organisation: Physical Resources**

**Quality objective O.3**

There is adequate provision of physical resources that will:

* support all staff and all education / training
* appropriately improve or support education / training
* ensure health and safety

**Quality measures**

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| **You have:** | | |
| **O.3.1** | **sufficient resources to deliver the education / training programmes.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **O.3.2** | **regularly monitored all resources to ensure they are fit for purpose and safe to use.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
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| **O.3.3** | **considered the impact on resources of developing new education / training programmes.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
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| **FOR QUALITY ADVISOR USE ONLY** | | |
| **Comments by the Quality Advisor on the quality of evidence seen** | | |
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| **Organisation has provided evidence confirming:** | | |
| All quality measures are in place and effective | *Quality objective met* |  |
| All quality measures are in place but there are areas for improvement | *Quality objective met* |  |
| There is insufficient evidence that quality measures exist | *Quality objective* ***not*** *met* |  |

**Managing the Organisation: Administrative Systems**

**Quality Objective O.4**

Administrative processes and procedures must ensure that all records and processes are:

* accurate
* up to date
* auditable
* safe and secure
* communicated to appropriate people or organisations

**Quality measures**

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| **You have:** | | |
| **O.4.1** | **accurate and up to date records which allow individual learners to be identified accurately.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **O.4.2** | **stored records safely and securely with a defined retention policy.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **O.4.3** | **audit processes in place to check the accuracy of enrolment, registration, assessment and certificate claim records (if appropriate).** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **O.4.4** | **allocated ownership of documents to named individuals who are responsible for document management and document review.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
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| **FOR QUALITY ADVISOR USE ONLY** | | |
| **Comments by the Quality Advisor on the quality of evidence seen** | | |
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| **Organisation has provided evidence confirming:** | | |
| All quality measures are in place and effective | *Quality objective met* |  |
| All quality measures are in place but there are areas for improvement | *Quality objective met* |  |
| There is insufficient evidence that quality measures exist | *Quality objective* ***not*** *met* |  |

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| **FOR QUALITY ADVISOR USE ONLY** | |
| **Conclusion: Organisation objectives. Please state whether this section is to the required standard for Pearson Assured status to be awarded. If not please give reasons.** | |
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| All Quality objectives met? |  |
| Essential Actions |  |
| Recommendations |  |

**Section 3: Learning / Training Objectives**

**Managing Learning / Training: Design of education / training programmes**

**Quality objective L.1**

Quality systems and processes are in place to:

* assess the viability of new education / training programmes
* approve and sign off new education / training programmes
* design effective education / training programmes

**Quality measures**

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| **You have:** | | |
| **L.1.1** | **seen the need for education / training programme(s) and gathered information to assess the viability of these programmes** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **L.1.2** | **effective processes in place to allow discussion and design of proposed education / training programmes by appropriately qualified people** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **L.1.3** | **a formalised review, evaluation and sign off of any new education / training programme** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **L.1.4** | **(if appropriate) a process for determining and designing the appropriate assessment method** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
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| **FOR QUALITY ADVISOR USE ONLY** | | |
| **Comments by the Quality Advisor on the quality of evidence seen** | | |
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| **Organisation has provided evidence confirming:** | | |
| All quality measures are in place and effective | *Quality objective met* |  |
| All quality measures are in place but there are areas for improvement | *Quality objective met* |  |

**Managing Learning / Training: Maintaining and Improving Quality**

**Quality objective L.2**

Quality systems and processes are in place, agreed by senior management and are:

* communicated to internal and external customers
* staff and learners / trainees receive appropriate training
* monitored to ensure that they are embedded in the operation of the organisation
* regularly reviewed, improved and updated

**Quality measures**

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| **You have:** | | |
| **L.2.1** | **quality systems and processes which are:**   * **supported by policies** * **supported by senior management** * **appropriate to the size of the organisation** * **appropriate for the education / training programme requirements** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **L.2.2** | **ensured that there is a process for review and evaluation that collects the views of customers, staff, learners /trainees and informs an embedded quality cycle.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **L.2.3** | **demonstrated that the outcomes of the review process:**   * **inform change** * **drive continuous improvement** * **ensure that all learning and training remains effective and fit for purpose** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **L.2.4** | **internal audits which are carried out as part of quality improvement to ensure that education/training programmes are being delivered (and assessed) to a high standard.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
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| **FOR QUALITY ADVISOR USE ONLY** | | |
| **Comments by the Quality Advisor on the quality of evidence seen** | | |
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| **Organisation has provided evidence confirming:** | | |
| All quality measures are in place and effective | *Quality objective met* |  |
| All quality measures are in place but there are areas for improvement | *Quality objective met* |  |
| There is insufficient evidence that quality measures exist | *Quality objective* ***not*** *met* |  |

**Managing Learning / Training: Learner / Trainee Recruitment**

**Quality Objective L.3**

Learners / trainees are recruited with integrity onto appropriate education / training programmes that will:

* meet their needs
* enable and facilitate learning, training and achievement
* enable progression where this is the intention

**Quality measures**

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| **You have:** | | |
| **L.3.1** | **marketing and advertising materials that provide relevant information, is consistent and does not mislead learners / trainees.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **L.3.2** | **awareness of the Pearson brand and marketing guidelines and know how to use the Pearson logo and references to Pearson Assured in marketing material.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **L.3.3** | **published entry and selection criteria for your learners/ trainees which have resulted in recruitment with integrity.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **L.3.4** | **carried out comprehensive learner/trainee induction/orientation.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **L.3.5** | **informed learners / trainees at the beginning of their education or training programme whether they will or will not, receive a certificate with the Pearson Assured logo.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
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| **FOR QUALITY ADVISOR USE ONLY** | | |
| **Comments by the Quality Advisor on the quality of evidence seen** | | |
|  | | |
| **Organisation has provided evidence confirming:** | | |
| All quality measures are in place and effective | *Quality objective met* |  |
| All quality measures are in place but there are areas for improvement | *Quality objective met* |  |
| There is insufficient evidence that quality measures exist | *Quality objective* ***not*** *met* |  |

**Managing Learning: Malpractice, Appeals and Complaints**

**Quality Objective L.4**

Staff and learner/trainee malpractice, appeals and complaints:

* are clearly defined in appropriate policies and procedures
* investigations are rigorous, free from bias, documented and conducted in line with policy and defined procedures
* outcomes are recorded and communicated to those who need to know

**Quality measures**

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| **You have:** | | |
| **L.4.1** | **policies and procedures for staff malpractice, learner malpractice, appeals and complaints.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **L.4.2** | **informed staff, learners and trainees about:**   * **conditions necessary for an appeal to be lodged** * **what defines staff malpractice** * **what defines learner malpractice** * **the processes for making a complaint or an appeal and investigating alleged staff or learner/trainee malpractice** * **the possible outcomes of complaints, appeals or investigations** * **the consequences of complaints, appeals or investigations** * **methods and routes for escalating issues to appropriate bodies** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **L.4.3** | **demonstrated how the outcomes of complaints, appeals or investigations improve quality.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
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| **FOR QUALITY ADVISOR USE ONLY** | | |
| **Comments by the Quality Advisor on the quality of evidence seen** | | |
|  | | |
| **Organisation has provided evidence confirming:** | | |
| All quality measures are in place and effective | *Quality objective met* |  |
| All quality measures are in place but there are areas for improvement | *Quality objective met* |  |
| There is insufficient evidence that quality measures exist | *Quality objective* ***not*** *met* |  |

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| **FOR QUALITY ADVISOR USE ONLY** | |
| **Conclusion: Learning / Training objectives. Please state whether this section is to the required standard for Pearson Assured status to be awarded. If not please give reasons.** | |
|  | |
| All Quality objectives met? |  |
| Essential Actions |  |
| Recommendations |  |

**Section 4: Assessment Objectives (if applicable)**

**Managing assessment: Assessment Practice**

**Quality objective A1**

Assessment strategy, processes and management underpin an assessment system that:

* is clearly defined and embedded in the operation of the organisation
* is designed to deliver valid and reliable outcomes
* leads to the safe certification of achievement

**Quality measures**

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| **You have:** | | |
| **A.1.1** | **clearly defined procedures for developing assessment methods that will lead to valid and reliable assessment outcomes.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **A.1.2** | **clearly defined assessment or marking procedures.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **A.1.3** | **ensured that assessors/ markers make standardised decisions.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **A.1.4** | **verified the accuracy of marking or assessment decisions.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **A.1.5** | **safe and secure storage systems for assessment materials.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
|  | |  |
| **A.1.6** | **valid invigilation or supervision processes in place.** | |
| Please give examples and say where the Quality Advisor will be able to find the evidence. | | Evidence seen by Quality Advisor? |
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| **FOR QUALITY ADVISOR USE ONLY** | | |
| **Comments by the Quality Advisor on the quality of evidence seen** | | |
|  | | |
| **Organisation has provided evidence confirming:** | | |
| All quality measures are in place and effective | *Quality objective met* |  |
| All quality measures are in place but there are areas for improvement | *Quality objective met* |  |
| There is insufficient evidence that quality measures exist | *Quality objective* ***not*** *met* |  |

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| **FOR QUALITY ADVISOR USE ONLY** | |
| **Conclusion: Assessment objectives. Please state whether this section is to the required standard for Pearson Assured status to be awarded. If not please give reasons.** | |
|  | |
| All Quality objectives met? |  |
| Essential Actions |  |
| Recommendations |  |

**Section 5: Agreement By Principal Or Chief Executive Or Head Of Organisation/ Institution**

**My organisation will:**

1. Co-operate fully with Pearson;
2. Not undertake any activity or advertising that could bring the name of Pearson into disrepute or mislead any third party as to the nature of the association or relationship between my organisation and Pearson;
3. Not hold out to any third party that the Pearson Assured status confers a Pearson qualification on a learner;
4. Meet that branding and marketing guidelines when using the Pearson logo and references to Pearson Assured in marketing materials;
5. Not use Pearson and or JCQ/Ofqual/SQA/QAA and other relevant Standards Setting Body name or logos in relation to the Pearson Assured status;
6. Not deliver any education or training programmes at any other address then those given for the main and satellite sites listed on this form, without prior authorisation from Pearson;
7. Adhere to all of Pearson, JCQ/Ofqual/SQA/QAA and other relevant Standards Setting Body policies and procedures, and terms and conditions for continued use of the Pearson Assured status, as amended from time to time, and whether provided in hard copy or made available on the relevant body's website;
8. Fully indemnify Pearson for all loss, damage, costs and expenses (including legal fees) caused by my organisation’s breach of the policies and procedures referred to in (g) above;
9. Retain a copy of the Pearson Assured application for the validity of the Pearson Assured status once approval has been granted;
10. Fully support Pearson’s monitoring process, including, but not limited to, allowing nominated representatives of Pearson and quality advisers full access to all relevant records;
11. Retain evidence of learner/trainee work, records of assessment and quality assurance for a minimum period of three years following certification of the learner (if appropriate);
12. Deliver education / training programmes in accordance with any relevant Equalities, anti discrimination, Copyright, Freedom of Information Acts and Data Protection laws;
13. Monitor, review and evaluate our operations, policies and procedures and keep auditable records;
14. Monitor the approval period for Pearson Assured and seek re-approval as and when required.

**I confirm:**

1. The organisation has been delivering education / training programmes for at least 18 months;
2. My organisation or key members of the management/assessment team have not previously been involved with a centre which has had centre recognition/qualification approval withdrawn by any Awarding Organisation, nor had sanctions set out in the NVQ Code of Practice 2006 [as updated] applied by Pearson or another Awarding Organisation;
3. No material supporting this application 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;
4. We are fully committed to employ, train and update sufficient number of appropriately qualified staff to ensure appropriate management, delivery, assessment (if conducted) and quality assurance as per education / training programme requirements;
5. Where applicable, the roles, responsibilities, authorities and accountabilities of the assessment team across all sites are clearly defined, allocated and understood;
6. We will promptly make available records, information or documents associated with the delivery/review of the education / training programme(s) and allow Pearson and or Ofqual/SQA/QAA or other relevant officials access to such materials, records, premises and learners/trainees;
7. We will keep confidential the names and contact details of Pearson personnel;
8. When appropriate, information supplied to Pearson for the purposes of registration and certification will be complete, accurate and fully comply with Data Protection and Freedom of Information Acts, learners/trainees will also be informed of their registration and certification status;
9. Where applicable the assessment procedure will be open, fair and free from bias;
10. Pearson will be notified of any changes, which put at risk my organisation’s ability to meet the Pearson Assured quality measures;
11. Pearson will be notified of any changes to my organisation which materially affect the way in which we conduct business, including but not limited to a change in the management or ownership of the organisation, and changes to the sites where Pearson Assured status is granted;
12. If we require further guidance or assistance from Pearson in respect of the provision of Pearson Assured in accordance with our obligations set out in this application form and/or Pearson, JCQ/Ofqual/SQA/QAA and other relevant Standards Setting Body's policies and procedures, and terms and conditions for Pearson Assured, as amended from time to time, we will inform Pearson immediately in writing of the same;
13. My organisation will forward to Pearson a copy of all complaints received, which are not resolved by my organisation within 28 days of receipt, and co-operate with Pearson in respect of any action Pearson needs to take to resolve such matters;
14. If any of the matters I have agreed to on behalf of my organisation, as set out in this Section 5, changes, I will immediately notify Pearson in writing of the same.

**Financial**

1. My organisation will comply with Pearson’s terms and conditions for payment of invoices.
2. I understand that approval of Pearson Assured by Pearson does not imply or guarantee that it will be supported by public funding bodies.
3. I understand that as part of the Pearson Assured process Pearson may undertake a credit check.

**Approval**

1. I understand that Pearson has the right to refuse Pearson Assured approval without giving reasons as to their decision.
2. I understand that there is no right of appeal against Pearson Assured approval decisions.
3. I understand that Pearson Assured status does not confer centre recognition status for the delivery of Pearson qualifications.

**Disputes**

1. I agree that this application, together with the Pearson Assured Guidance for Organisations, and all aspects of the relationship between the applicant and Pearson (together the "Agreement") are governed by and shall be construed in accordance with English law.
2. My organisation submits to the exclusive jurisdiction of the English courts for all purposes relating to and in connection with the Agreement or its subject matter (including its formation, enforceability, validity and interpretation).
3. I agree that if any provision of the Agreement is or becomes, or is declared by any competent court or body to be, illegal, invalid or unenforceable under the law of any jurisdiction this shall not affect or impair the legality, validity or enforceability of the remaining provisions of the Agreement.
4. My organisation will notify Pearson in writing of any issues or concerns it has in respect of Pearson or its representatives promptly, or in any event within 3 months, of becoming aware of such issues, via  [www.edexcel.com/complaintsandfeedback](http://www.edexcel.com/complaintsandfeedback)
5. I agree that, following confirmation of Pearson Assured status if any dispute arises in connection with the Agreement (other than in respect of a decision by Pearson to withdraw Pearson Assured status for reasons set out below), the parties' respective representatives shall meet together as soon as reasonably possible, and in any event within 3 months of the dispute first being notified, and seek to resolve the dispute and agree any necessary action, and if the dispute cannot be settled by such discussions, the dispute shall be referred to mediation before a mutually agreed mediator, or if such mediator cannot be agreed, by a mediator appointed by The Centre for Dispute Resolution (CEDR).
6. I note that nothing in the Agreement limits Pearson’s liability for death or personal injury resulting from Pearson’s negligence or fraud.
7. I agree that Pearson’s aggregate liability in respect of any loss or damage suffered by my organisation and arising out of or in connection with the Agreement, whether in contract, tort (including negligence) or for breach of statutory duty or in any other way, shall not exceed the amount of the fees actually paid to Pearson under the Agreement].
8. I understand that Pearson will not be liable for any loss of profits, business or opportunity, any loss of goodwill or reputation, or any indirect or consequential loss or damage suffered or incurred by my organisation or any third party arising out of or in connection with the Agreement.
9. I understand that this application constitutes the entire agreement and understanding between the parties and supersedes all previous agreements between the parties relating to its subject matter. I acknowledge that, in signing this application, that I do not rely on and shall have no right or remedy in respect of any assurance, statement, warranty or representation made (whether innocently or negligently) of any person, including a Pearson regional representative, but note that nothing in this paragraph excludes Pearson’s liability for fraud.

**Withdrawal of Pearson Assured status**

1. I understand that Pearson reserves the right to withdraw Pearson Assured status if Pearson considers, in its absolute discretion, that:

* my organisation fails to continue to meet the Pearson Assured quality objectives or quality is otherwise not maintained;
* there is any breach of, failure to comply with, Pearson’s policies and procedures or any of the terms and conditions of this Agreement;
* my organisation remains inactive for 2 years or more;
* continued approval would harm or potentially harm Pearson’s reputation;
* any of the matters set out in this application form are or become incorrect and Pearson has not been informed in writing of such a change and/or such a change is not acceptable to Pearson;
* my organisation fails to comply with any of the obligations I have agreed to on behalf of my organisation as set out in this Section 5;
* an insolvency event has occurred, including, but not limited to, circumstances where:
* my organisation suspends, or threatens to suspend, payment of its debts, is unable to pay its debts as they fall due, admits inability to pay its debts or is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986;
* my organisation commences negotiations with its creditors with a view to rescheduling any of its debts, or makes a proposal for or enters into any compromise or arrangement with its creditors;
* a petition is filed, notice is given, a resolution is passed, or an order is made, for or in connection with the winding up of my organisation;
* an application is made to court, or an order is made, for the appointment of an administrator, a notice of intention to appoint an administrator is given, or an administrator is appointed to my organisation; or
* my organisation fails to pay Pearson’s invoices within 30 days of such invoices falling due.

1. I understand that Pearson reserves the right to notify other Awarding Organisations of such actions.

|  |  |
| --- | --- |
| **I agree to the above terms** | |
| Signature of head of organisation  *(email address is acceptable)* |  |
| Print name |  |
| Position within organisation |  |
| Date of submission |  |

**Pearson reserves the right to decline Pearson Assured Approval**

**Section 6: Certificate Logo**

Specification for format of graphics files for logos on certificates:

1. The preferred format for logo graphics files to be sent to Pearson is JPEG, GIF or TIF files with between 300 and 600 dpi.

2. The file should produce a graphic measuring no more than 3cm. If the file produces a larger logo then the certification process will proportionately reduce the logo to a size, which will be encompassed by a 3cm square.

3. Where applicable the graphic should be colour.

4. Any peripheral white space included in the logo will not be ignored when reducing the logo.

**Pearson Use Only**

|  |  |
| --- | --- |
| Authorisation Sales UK/International |  |
| Date |  |

|  |  |  |
| --- | --- | --- |
|  | Date | Initials |
| Request to FCS |  |  |
| Proofs to originator |  |  |
| Proofs agreed |  |  |
| Processed Set live |  |  |

**Fee authorisation** (if applicable and required)

|  |  |
| --- | --- |
| Fee type |  |
| Value (£) |  |
| Initial approval fee |  |
| Registration fee |  |
| Authorisation Sales UK/International |  |
| Date |  |

|  |  |
| --- | --- |
| **Regional/Curriculum Manager’s additional information to support the application** | |
| How long has the organisation been in existence and delivering education / training programmes? |  |
| Please give information about your discussions with this organisation. |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Regional / Curriculum Manager Details** | | | |
| 1. I confirm that I have visited the organisation 2. I confirm that the organisation is fully aware of the Pearson Assured process 3. I confirm that there is no finance block on this centre. | | | |
| Name |  | Date |  |
| Email address |  | Phone number |  |

|  |  |
| --- | --- |
| **FOR USE BY PEARSON QUALITY ADVISOR** | |
| Quality Advisor Name |  |
| AA Number |  |
| Date and time review started |  |
| Date and time review completed |  |
| Names of people met to review the quality measures |  |
| I have seen evidence that the organisation has been delivering education / training programme(s) for 18 months or more. |  |
| Number of sub sites |  |
| Are there any collaborative relationships with other organisations?\* |  |
| Does the organisation operate across international borders?\* |  |
| \* If ‘Yes’ please provide details below | |
|  | |
| **Judgements of Quality Advisor** | |
| O.1 Organisation Structure |  |
| O.2 Staff Resources (Roles and Team Working |  |
| O.3 Physical Resources |  |
| O.4 Administrative Systems |  |
| L.1 Design of education / training programmes |  |
| L.2 Maintaining and Improving Quality |  |
| L.3 Learner / Trainee Recruitment |  |
| L.4 Malpractice, Appeals and Complaints |  |
| A.1 Assessment Practice (If applicable) |  |
| **I recommend that Pearson Assured is:** |  |
| Signature (email address) |  |
| Date |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **PEARSON SIGN OFF** | | | |
| I have reviewed the Quality Advisor report and judge that: | | |  |
| Reasons and any further action | | | |
|  | | | |
| Name |  | Date |  |
| Email address |  | Role |  |