

Guide to assist in the completion of the Pearson International Vocational Centre Recognition Form

(Section 2)

Section 2: Centre recognition

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. You must inform Pearson if any of the answers to the questions below change. Failure to do so may result in withdrawal of Centre Recognition.

Please confirm that evidence for each set of Centre Recognition Criteria will be available at the centre approval visit by entering **YES/NO** to each statement.

Centre management systems		Suggested Evidence
2a	There is a dedicated role with appropriate authority and responsibility for the management and delivery of Pearson's qualifications	<p>Could include though not limited to:</p> <p>Company structure, Company/corporate certificate, organisation chart, working instructions, internal policy, centre/staff handbooks, review meeting minutes, meeting schedules, centre strategy documents, recruitment plan.</p>
<i>Confirmation required.</i>		
2b	Senior management will allocate appropriate time and resources to support qualification delivery/review	
<i>Confirmation required.</i>		
2c	Systems are in place to monitor and evaluate the effectiveness of all qualification delivery and assessment staff and to make changes when required	
<i>Confirmation required.</i>		
2d	There are effective communications systems in place to keep all staff up to date with centre/Pearson's policies and procedures	
<i>Confirmation required.</i>		

Policies and Procedures - there are published Centre devised policies and procedures for:		Suggested Evidence
2e	Internal Verification	All policies and procedures (left) should be in place, guidance can be found on the Pearson website (Policies for centres, learners and employees), please also refer to useful links found at the end of this guide.
	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 a withdrawal)	

Learner support		Suggested Evidence
2f	The centre will identify and provide the specialist support that some learners may need e.g. equipment adaptation/policy review	<p>Could include, though not limited to:</p> <p>Centre strategy (learners targeted, recruitment (age), entry requirement), RPL policy, learner enrolment documentation, learner handbook, meeting schedules and minutes, statements, learner review process.</p>
<i>Confirmation required.</i>		
2g	The centre will recognise learners' previous achievements to enable credit transfers and exemptions where applicable	
<i>Confirmation required.</i>		
2h	The centre will provide a learner handbook which contains accurate centre and qualification information	
<i>Confirmation required.</i>		
2i	There is an appropriate system to enable feedback to learners following assessment	
<i>Confirmation required.</i>		
2j	Unit certification is explained in qualification documentation and guidance is available to learners	
<i>Confirmation required.</i>		
2k	Learners are advised of any technical needs for the mode of study and the support they can expect to receive from the centre	
<i>Confirmation required.</i>		

Registration		Suggested Evidence
2l	The centre is aware of entry restrictions and will ensure learners are recruited and registered on appropriate qualifications in accordance with individual qualification specifications	<p>Could include, though not limited to:</p> <p>Recruitment and registration policy/process, recruitment strategy, review meetings.</p>
<i>Confirmation required.</i>		
2m	There are systems in place to ensure the accurate and timely registration of learners in accordance with Pearson's published policies and timelines	
<i>Confirmation required.</i>		

Learner identity		Suggested Evidence
2n	The centre will verify learner identification during registration	<p>Could include, though not limited to:</p> <p>Method of confirming learner identity (e.g. ID, Passport..etc.), recruitment and registration policy, internal/external assessment policy and plagiarism, invigilation, attendance records.</p> <p>Please provide more information in the box supplied on how you intend to confirm learner identity.</p>
<i>Confirmation required.</i>		
2o	The centre will verify and authenticate learner identification during the assessment process	
<i>Confirmation required.</i>		

Centre records & systems		Suggested Evidence
2p	The centre will securely hold and transmit details of assessment outcomes to Pearson	<p>Could include, though not limited to:</p> <p>Centre registration and certification claim process, assessment policy/process, learner records (assessment/verification/attendance/archive), staff responsibilities and access, secure storage and distribution policy.</p>
<i>Confirmation required.</i>		
2q	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	
<i>Confirmation required.</i>		
2r	Systems are in place to ensure only authorised members of staff have access to Edexcel Online (EOL)	
<i>Confirmation required.</i>		
2s	The centre will retain securely assessment and verification records for each learner for a minimum period of three years following certification	
<i>Confirmation required.</i>		
2t	The centre will securely store accurate, up to date learner details and assessment records in compliance with Data Protection acts	
<i>Confirmation required.</i>		
2u	There are systems in place to ensure active learner portfolios/evidence of assessment are kept secure, confidential and comply with Data Protection acts	
<i>Confirmation required.</i>		

Staff resources		Suggested Evidence
2v	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.	<p>Could include, though not limited to:</p> <p>Centre recruitment policy/process, CPD plans, review meetings, specialist unit delivery.</p>
<i>Confirmation required.</i>		
Physical resources		Suggested Evidence
2w	The centre is fully committed to acquire essential and sufficient equipment, facilities and resources as stated within qualification specifications, for the delivery and testing of Pearson's qualifications (e.g. IT equipment/materials/library); to review regularly, maintain and to replace them as required and to ensure that learners have full access	<p>Could include, though not limited to:</p> <p>Centre policies, assessment feedback and resource review meeting plan, centre strategy, development, 3rd party agreements.</p>
<i>Confirmation required.</i>		

Additional notes

- Please ensure your application is complete before submission
- All parts of the form are complete and accurate to the best of your knowledge
- Declaration signed and dated
- Please ensure ***key** staff are available during the mutually agreed centre visit
- Please ensure documentation/evidence to support your application is available on the day

*** Key staff**

- Head of centre (person with overall accountability for the organisation)
- Quality Nominee
- Examination Officer (person responsible for the registration of learners)
- Key centre management
- Key members of the delivery/assessment team