

Guide to assist in the completion of the Pearson Vocational Qualification Approval Form

(Sections 3 & 4)

Section 3: Qualification approval criteria

You have a continuing obligation to ensure that, at all times during the term of your approval by Pearson, you meet all Qualification Approval Criteria for each qualification you have approval for. 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 and/or Qualification approval.

Please provide evidence for each set of Qualification Approval Criteria. Enter **YES/NO** to each statement (this is a requirement for each qualification applied for) and provide a reference so that the evidence can be located in the additional information that you will send with this application form.

Registration and learner support		Suggested evidence
3.1	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	You have an understanding of potential entry restrictions based on learners' ability (in accordance with equality), location, age. Learners can complete via the centres chosen method of delivery (distant).
<i>Confirmation required</i>		
3.2	Routes of progression are identified and made clear to all learners	Recruitment and registration policy, Learner handbook, Centre produced specification.
<i>Confirmation required</i>		
3.3	Centre will identify and provide specialist support that some learners may need e.g. equipment adaptation/policy review	Equipment adaptation, policy review based on learner/qualification, access to children? Pearson policies available on the website.
<i>Confirmation required</i>		
3.4	The centre will deliver the qualification without prejudice or bias to any learner or groups of learners	Equality and equal opportunities policy.
<i>Confirmation required</i>		

Programme specification (Higher National only)		Suggested evidence
3.5	A centre produced programme specification (see guidance document) for each Higher National programme applied for in this application is attached for inspection	<p style="text-align: center;">HNC/D applications only BTEC Centre Guide to Assessment 2017-18</p>
<p>You will be required to submit with the application a copy of a centre produced programme specification as highlighted in the BTEC Centre Guide to Assessment 2017-18. This should not be the specification available on the Pearson website but your own, taking into account local needs (market and learner), choice of units (combination) available to your learners, aims of the programme, resource and review dates.</p>		

Human resources		Suggested evidence
3.6	Centre is committed to employ, train and support a sufficient number of appropriately qualified staff to ensure appropriate management, delivery, assessment and quality assurance	Recruitment and review policy.
<p><i>Confirmation required that senior management will fully support throughout the delivery of the qualification(s) applied for and subsequently throughout approval.</i></p>		
3.7	Systems are in place to ensure ongoing staff development and updating, including a research and scholarly activity policy for staff involved in the delivery of qualifications listed within this application	CVs, certificates, CPD, centres recruitment policy
<p><i>Confirmation required (also found under section 2 for named individuals).</i></p> <p><i>HNC/D will require evidence of a research policy.</i></p>		
3.8	Trainers/Assessors/Internal Verifiers hold the relevant qualifications to deliver units/qualifications as stated by either the programme specification or standards setting body	Continued Professional Development (CPD) plan, recruitment and review policy, Internal Verifier policy.
<p><i>Confirmation required. This will be reviewed through CVs received as per section 2.</i></p>		

Physical resources		Suggested evidence
3.9	Centre has ALL the required resources as identified within the specification for those qualifications/units the centre will be delivering	Please provide details of all resource you have in place to deliver the qualification(s) applied for. This is to include evidence of any 3 rd party agreements (lease of property, equipment).
<i>You will need to provide evidence that you fully meet the resource requirements as stipulated within the qualification specification and other additional resource which will enable the successful delivery of the programme. If working from a residential address what agreements are in place to support the delivery (venue, equipment hire) and how will this be maintained throughout the validity of the qualification/approval. This is to also include resource required to deliver to the chosen mode of delivery/assessment (distant, live assessment (onscreen/paper)) e.g. safe storage for paper tests and or computers for online.</i>		
3.10	Resources for assessment in the workplace or in a Realistic Working Environment (RWE) as specified by the standards setting body/specification are robust and made available	Please provide details that support RWE delivery. This can include evidence of any 3 rd party agreements (lease of property, equipment).
<i>Where a realistic working environment (RWE) is permitted in the Sector Assessment Strategy/Requirements for NVQs and competence/knowledge qualifications, you must provide conditions the same as normal day-to-day working environment, with a similar range of demands, pressures and requirements for cost-effective working. Similarly, Health and Safety requirements must be fully met and adhered to.</i>		
3.11	There is sufficient access to resources available for learners undertaking the qualification	Evidence that appropriate access is available to all learners, access to books, computers and that they are suitable to the qualification applied for.
<i>Confirmation required</i>		
3.12	The centre has a healthy and safe working environment for learners undertaking the qualification (s) covered in this application	Health and safety, safe working environment will vary from qualification to qualification. Management programme will have a different view to that of an engineering programme. The specification may also have unique requirements surrounding health and safety. Consider: Use of specialist machinery or equipment policy, equipment safety checks (Portable appliance testing (PAT), Public Liability Insurance, first aid, fire safety.
<i>Confirmation required</i>		

Assessment		Suggested evidence
3.13	An appropriate range of assessment methods will be used	How you intend to deliver, use the space (in the application form) to provide details.
<i>Confirmation required</i>		
3.14	<p>New centres :2 assignment briefs are attached;</p> <ul style="list-style-type: none"> one for a core/mandatory unit one for an optional unit <p>Centres already approved to deliver at least one qualification; 1 assignment brief is attached</p>	<p>You will need to supply centre produced assignment(s). This needs to be 2 assignment briefs attached;</p> <ul style="list-style-type: none"> one for a core/mandatory unit one for an optional unit. <p>Select your method via section 2.</p> <p>For NVQs please provide evidence to support assessment, assessment planning, recording (observation, witness testimony) any papers containing questioning.</p>
<p><i>You will be required to submit an assignment brief(s) (if applicable) for each of the qualifications applied for, this unit needs to be one for a core/mandatory unit and another one for an optional unit and should fully support all learning and assessment outcomes. This must not be a copy of sample assessment materials (SAMs) from our website.</i></p> <p><i>For HNC/D you are also need to submit a centre produced programme specification (see 3.5).</i></p> <p><i>For NVQs please provide evidence to support assessment.</i></p>		

Internal verification		Suggested evidence
3.15	The centre will ensure that staff involved in the assessment process fully understand internal verification and that verification of assignment briefs and sampling of assessment decisions will be planned, undertaken, recorded and used to enhance future assessment practice	<p>Internal Verification, assessment, centre policy, identified and qualified Internal Verifier (CV, CPD and certificates, if applicable), Internal Verification assignment brief, Internal Verifier sampling plan.</p> <p>BTEC assessment and verification tools</p>
<p><i>You will be required to submit evidence of internal verification sampling against the core/mandatory unit and the optional unit you have submitted, please refer to 3.14.</i></p> <p><i>For NVQs please supply evidence to support Internal Verification sampling.</i></p>		

Section 4: Programme Delivery

Learners identity		Suggested evidence
4.1	The centre will verify learner identification during registration	Method of confirming learner identity (e.g. ID, Passport..etc.), recruitment and registration policy. Please provide more information in the box supplied on how you intend to confirm learner identity.
<i>Confirmation required – use the box provided (in the application form) to provide more details on how you intend to confirm learner identity.</i>		
4.2	The centre will verify learner identification during the assessment process to ensure authenticity	Method of confirming learner identity (e.g. ID, Passport..etc.) throughout the delivery and assessment process. Also Consider distance and or externally assessed if applicable. Testing and invigilation policy.
<i>Confirmation required – use the box provided (in the application form) to provide more details on how you intend to confirm learner identity.</i>		

Distance programme delivery		Suggested evidence
4.3	The centre will ensure the mode of delivery/assessment for each programme/unit allows distance learning	All units the centre intend to deliver suit this delivery method. Please provide further details of how this will be achieved.
<i>Confirmation required (select 'N/A' if you do not intend to deliver via distance learning)</i>		
4.4	The centre will ensure that there are no in-country restrictions by the regulator or controlling authority which prevent or restrict the delivery of distance learning	If you intend to deliver a qualification overseas or offer it via distance learning you are responsible for ensuring you are authorised to deliver the qualification and to operate in that country and have all the appropriate licenses required to do so.
<i>Confirmation required</i>		

Technical support		Suggested evidence
4.5	Resources are available to sustain the integrity of the central computer infrastructure and there are plans for ongoing maintenance of both hardware and software	Centre policies, resource.
<i>Confirmation required</i>		
4.6	Appropriate backup systems and contingency procedures are established and in place to minimise disruptions caused by any hardware or software failures and to ensure no learner is disadvantaged	Centre policies, resource
<i>Confirmation required</i>		
4.7	The centre will ensure staff involved in the assessment process and learners have access	Centre policies, resource.

	to compatible hardware and software throughout the assessment process	
<i>Confirmation required</i>		
4.8	Staff involved in the assessment process and learners will be advised about the technical needs of the mode of study and the support they can expect to receive from the centre	Centre policies, resource.
<i>Confirmation required</i>		
4.9	Staff involved in the assessment process and learners will receive advice and technical support throughout the length of the programme	Centre policies, resource.
<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
- If operating from a residential address supply information and evidence submitted to support the delivery
- *Minimum number of delivery staff identified to support the qualification applied for:
 - 2 x Assessor/Internal Verifiers – RQF / QCF / SRF/Specialist/Professional/Higher National
 - 3 x Assessor/Internal Verifiers – NVQ

**This is the minimum required and does not take into consideration the targeted number of learners or methods of delivery/assessment.*

- Supporting information/evidence
 - CVs for all staff involved in the delivery of the qualification applied for
 - Assignment brief(s) from a mandatory unit, covering all outcomes
 - Internal Verification documents
 - Centre produced programme specification (HNC/D)
 - List of resource
- Declaration signed and date