

# UK Centres Operating Overseas to Offer BTEC and Other Edexcel Vocational Qualifications

For internal and external use

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Regulation, Standards and Research

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## Our Commitment

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As part of our commitment to quality assurance Edexcel seeks to provide learners with guidance and support to help them achieve their learning and development goals while meeting any regulatory requirements. Our policies are reviewed on an annual basis to ensure that they remain fit for purpose. This policy is for UK centres operating across international borders.

## Scope of policy

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This policy applies to all approved UK centres based in England; Channel Islands; Isle of Man; Wales; Scotland and Northern Ireland, that are seeking to extend delivery of vocational qualifications across international borders to Eire, EU and any other region of the world.

It applies to vocational qualifications awarded by Edexcel, including BTEC qualifications, at all levels and in all sectors.

## Policy Statement

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Edexcel will support a UK centre to operate internationally provided that:

- An appropriate application is submitted to notify Edexcel of the planned provision and approval is granted
- The arrangements are valid for the nature of the qualification and maintain the security and integrity of the qualification
- The centre has appropriate administrative arrangements to provide for learner registration and certification
- The centre has appropriate and sufficient resources for the delivery of teaching, assessment and quality assurance.

Edexcel reserves the right not to grant approval.

UK centre approval requires any centre to inform Edexcel if they intend to offer qualifications to learners who are not resident in the UK.

## Definitions of terms used in the policy document

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**Overseas:** Edexcel organises its international activities in 8 international regions;

- Europe
- Indian Sub-Continent
- Middle East and Caribbean (including North Africa)
- Latin America
- North Asia
- South Asia
- Southern Africa
- Australasia

**International student:** For the purpose of this policy an international student will be deemed to be a student who lives and studies in a country outside England; Channel Islands; Isle of Man; Scotland, Wales or Northern Ireland.

**International centre:** For the purpose of this policy an international centre is an organisation;

- offering qualifications to international students
- approved to offer international only qualifications
- subject to international quality assurance requirements

An international centre can have its head office in the UK.

## Models of Operation

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There are many models of international operation by UK centres. The following scenarios and requirements are illustrative of the types of operation but are not exhaustive. Irrespective of the model, the UK centre is responsible for informing Edexcel of its mode of operation.

### Model 1

An Edexcel approved UK centre sets up and owns an organisation overseas. The overseas organisation operates independently with its own teachers, assessors, internal verifiers and registration/certification processes.

The overseas organisation must, with the endorsement and support of the UK centre, apply for and be granted a unique international centre number for the overseas operation.

It is expected that the UK centre will support the international centre to ensure appropriate;

- delivery
- assessment
- verification
- policies and procedures
- registration and certification

The UK centre and the international centre will be quality assured separately. If quality issues are identified at the international centre, then support to resolve issues will be given by the UK centre.

### Model 2

An Edexcel approved UK centre has a relationship with an international organisation whereby students located overseas, study for part of a qualification in their home country but complete the qualification by travelling to the UK and attending the UK centre.

The international organisation will require its own international centre and qualification approval. Qualifications approved for international delivery may be

regulated by Edexcel and/or Ofqual. The international centre will register the students who will start their studies with that centre.

When the students transfer to the UK for completion of an Ofqual regulated qualification, the registrations must be transferred appropriately to the UK centre number.

The UK centre and the international centre will be quality assured separately.

It is the responsibility of the receiving UK centre to ensure compliance with UK Borders Agency requirements - especially where work placement is required to achieve a BTEC unit.

### Model 3

An Edexcel approved UK centre has students resident overseas and sends their UK teachers, assessors and internal verifiers overseas to deliver, assess and internally verify programmes.

Before students are enrolled or registered, the UK centre must inform Edexcel of its proposed overseas operation. Edexcel requires accurate information about the location of students, staff and the resources to which they have access.

An international centre number will not be required. The location of students will be identified by registering international students against sub-sites of the UK centre number.

### Model 4

An Edexcel approved UK centre enrolls distance learning students, in one or more country overseas. Students compile paper-based or e-portfolios which are sent to the UK for assessment and verification.

No international centre number will be required. A sub site will be set up under the UK centre number against which, distance learning students will be registered. If distance learning is delivered to more than one country, an appropriate number of sub sites will be required.

## Policy Summary

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There are a number of potential models of delivery which fall into two main categories;

1. **A separate international centre number** is used to register overseas students if assessment is undertaken wholly or partially by staff located overseas (please refer to Models 1 and 2 above)
2. **The main UK centre number (or a sub-site)** is used to register overseas students if staff employed in the UK carry out all delivery, assessment and internal verification (please refer to Models 3 and 4 above)

## 1. Use of a separate international centre number

Edexcel requires that;

- The Edexcel Office in the international region is aware of and supports the centre
- International students are registered against the international centre number.
- Use of sub-sites under the international centre number, does not impact on the thoroughness of the international quality assurance methodology.

The international operation will be subject to the international quality assurance model as described in the International Centre Handbook. The quality assurance of the qualification will be conducted appropriate to;

- The nature of the programme delivery
- The location of resources
- The location of internal verification records
- The location of students' portfolios and their achievement records

Qualifications offered by international centres must be approved by Edexcel, and may be regulated by Edexcel as well as Ofqual.

## 2. Use of a UK centre number (or sub-site)

Approval from Edexcel for a UK centre to offer qualifications overseas, will result in the creation of sub-sites under the UK centre number. The number of sub-sites will correspond to the number of countries in which the UK centre seeks to operate.

International students will be registered against the sub-site appropriate to their country of residence.

The international operation will be Ofqual regulated and will be included with UK operations. Both will be subject to normal UK quality assurance procedures. (OSCA; External Examination; Quality Review and Development and any other appropriate quality assurance methods applied to UK centres).

If quality assurance issues should arise then both UK and international registrations will be impacted.

## Policy Review Date

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May 2012

## Useful Contacts

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For more information on Edexcel qualifications please contact Edexcel Customer Services: Tel: 0870 240 9800

You can also visit the Edexcel website: [www.edexcel.com](http://www.edexcel.com)