

Edexcel Employer Partnerships

Glossary

Accreditation: The process through which the regulatory authorities confirm that a qualification and the associated specification conform to the regulatory criteria. Accreditation is usually granted for a specific period of time.

Accreditation of prior learning (APL): This process formally recognises a candidate's relevant previous work or other experience, which then can be used towards achievement of a qualification.

Approved centre: An organisation approved to offer one or more qualifications. An approved NVQ centre is deemed to have the appropriate systems and resources to assess and verify identified NVQs. Approved centres currently include private training providers, business units based in FE colleges, employers and Higher Education centres. All centres must have internal procedures to ensure the quality and consistency of assessments.

Assessment: The process of making judgements about the extent to which a candidate's work meets the assessment criteria for a qualification or unit, or part of a unit.

Assessment specification: A description of the methods and processes (and tasks where appropriate) to be used to assess a qualification or unit.

Authentication: 1) Confirmation that work has been produced by the candidate who is submitting it for assessment, and where applicable, has been it produced under the required conditions. 2) Confirmation by an awarding body from its records that a candidate was awarded a qualification that he or she claims to have been awarded.

Awarding Body: An organisation or consortium that awards qualifications. To be eligible to award accredited qualifications, awarding bodies must meet the requirements of the regulatory authorities.

Candidate: A person registered with an awarding body who is undertaking a qualification or unit.

Centre: An organisation or consortium accountable to an awarding body for the assessment arrangements leading to a qualification or units. A centre could, for instance, be an educational institution, training provider or employer who may operate across more than one organisation or site.

Centre approval/ Centre qualification approval: A process through which a centre wishing to offer particular qualifications is confirmed as being able to maintain the required quality and consistency of assessments. They must also comply with other expectations of the relevant awarding body.

Certificate: The record of a candidate's achievement of a unit or qualification issued by the awarding body.

Code of Practice: Principles and practices specified by the regulatory authorities against which awarding body processes and procedures for the assessing and awarding of particular qualification types are designed and evaluated.

Competence: The ability to carry out activities to the standards required.

Content: The coverage of a qualification, programme, module, unit or other component, expressed as the knowledge, understanding, skills or area of competence that is covered.

Direct Claim Status (DCS): An administrative process which enables an established centre to sign off their own certificate claim forms for a qualification without having to wait for the External Moderator/Verifier to visit.

Element (of competence): Each unit in an NVQ is made up of elements. Each element describes an action, behaviour or outcome a candidate has to perform/achieve to demonstrate they are competent in that element.

External assessment: A form of independent assessment where assessment tasks are set and candidates' work is assessed, or where internally set assessment tasks and outcomes are sampled for consistency by the awarding body.

External verifier: An individual appointed by the awarding body to ensure accurate and consistent standards of assessment are applied within a qualification.

Head of centre: A named individual in the centre responsible for the overall quality assurance, management and administration of awards.

Independent assessment: Assessment of candidates' work that is carried out by assessors who do not have a vested interest in the outcome.

Internal assessment: This is when assessment tasks are set and candidates' work is assessed wholly within the candidate's centre. It is subject, where appropriate, to external moderation or verification.

Internal verifier: An individual appointed by the centre to ensure accurate and consistent standards of assessment, both between assessors operating within a centre and between centres offering the same award.

Key Skills: General skills that assist in improving learning and performance regardless of the specific area of study. The regulatory authorities have developed standards for six key skills:

- Application of number
- Communication
- Information technology
- Improving own learning and performance
- Working with others
- Problem solving.

Level: The level at which a qualification or unit is positioned in the National Qualifications Framework.

Monitoring: The review of, and reporting on, the awarding body's quality assurance arrangements by the regulatory authorities or the awarding body.

National Occupational Standards (NOS): Statements that describe the outcomes of competent work in an occupational field. A qualification may be made up of units that are not all regarded as being at the same level. National occupational standards are developed by Sector Skills Councils or approved sector bodies.

NVQ Assessor: The person who assesses a candidate's work.

Qualification: A programme of learning or training which is recognised and for which the successful learner receives certification.

Quality nominee: A person within a centre with overall responsibility for the quality assurance procedures, who acts as a point of contact with Edexcel on quality assurance matters.

Regulatory authorities: Government-designated statutory organisations required to establish national standards for qualifications and secure consistent compliance with them.

Sector body: A body such as a Sector Skills Council (SSC) or Standard Setting Body (SSB) approved by the regulatory authorities as being responsible for formulating and reviewing National Occupational Standards (NOS) of competence for an employment sector.

Standardisation: A process to ensure that the assessment criteria for a qualification, unit or component are applied consistently by assessors, moderators and verifiers.

Ten week rule: Assessment centres are asked to note that N/SVQ candidates must be registered for a minimum of 10 weeks before an award or unit certification can be claimed.

Unit (of a qualification): The smallest part of a qualification that is capable of certification in its own right. Units may be designed as part of a specific qualification or group of qualifications. They may also be designed to be undertaken independently (e.g. to be taken as a stand-alone certification or building up credits towards a qualification).

Validity: The fitness of purpose of an assessment tool or scheme.

Verification: A process of moderation that includes local checking of assessment processes and decisions. Units may be designed as part of a specific qualification or group of qualifications. They may also be designed independently (e.g. to be taken as a stand-alone certification or building up credits towards a qualification). Units may consist of separately assessed components. None of this implies that units must be taught or delivered as discrete entities.

