

Gaining Centre and Qualification Approval for Entry Level to Level 3 NQF BTEC Programmes - Schools and FE Only

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1. Qualifications for which Online approval is available

- BTEC National Diploma (NQF Level 3)
- BTEC National Certificate (NQF Level 3)
- BTEC National Award (NQF Level 3)
- BTEC First Diploma (NQF Level 2)
- BTEC First Certificate (NQF Level 2)
- BTEC Introductory Diploma (NQF Level 1)
- BTEC Introductory Certificate (NQF Level 1)
- BTEC Entry Level Certificates in Life Skills (Entry Level)
- BTEC Entry Level Certificates in Skills for Working Life (Entry Level)
- BTEC specialised Short Courses (NQF Levels 1-3)*

* Please refer to exceptions in section 7

2. An Overview of BTEC Approvals via Edexcel Online

In conjunction with QCA and Edexcel's promise to deliver enhancements in education, the BTEC Approvals service for Entry Level to Level 3 provides a real-time, efficient and reliable service to gain all necessary approvals through an easy to use online system.

- Online approval allows centres to gain Centre and Qualification approval for BTEC Entry level, level 1, 2 and 3 qualifications.
- When approving BTEC National Diplomas, National Certificates, National Award (September 2007 version) and First Diplomas there is also opportunity to add Meeting Local Needs units electronically.

The process is in two parts; namely, Centre Approval and Qualification Approval. For information on Centre Approval for private training providers, private colleges and employer centres please contact the Work Based Learning Team.

The online Approvals process obviates the need to download forms and complete them, as the screens have been designed to guide centre users through each stage. There are links and drop-down boxes to assist with navigation.

There are, in essence, five component parts of the new online BTEC Approval process. These are:

a) Centre Approval stage - for new centres only

- Declaration of Intent

- Approval Home Page
- Centre Approval

Having completed the first stage (Declaration of Intent) centres will be able, from then on, to access Qualification Approvals for individual programmes at the levels appropriate to their initial centre approval status.

b) **Qualification Approval stage** - for centres already approved to offer BTEC qualifications

- Qualification Approval
- Meeting Local Needs

For Help centres can contact Edexcel Customer Services on 0870 240 9800.

3. Accessing EOL (Edexcel Online)

If you require access to the online system please refer to the Edexcel Online section of this manual for further details.

4. Gaining Centre Approval

Private training providers, private colleges and employer centres must contact the Work Based Learning Team:

Telephone: 0844 576 0045
 Fax: 0207 190 5636
 Email: salesupport@edexcel.org.uk

Address: Work Based Learning Team

Edexcel
 One90 High Holborn
 London WC1V 7BH

FE colleges and schools will undertake the centre approval via Edexcel Online in the following stages.

a) Declaration of Intent

For centres without BTEC Centre Approval this is the first formal stage . Please note that centres may have a Cambridge number and be approved to offer general (academic) qualifications, but, because BTEC qualifications are assessed and quality assured internally, there is a requirement that centres have systems and procedures in place to maintain standards. These standards are checked through Edexcel External Verifiers during the course of the programme.

The questions in this area also elicit details of key contacts in the centre and require the Head of Centre to agree to certain specific requirements.

Step 1:

The centre must ensure that they are registered with Edexcel Online. If the centre is not registered, they should call Edexcel Online Support Team on 0870 240 9819 to get started.

Step 2:

The centre navigates to the BTEC section - see top left of centre box - and completes the online Declaration of Intent; this is available through the 'Approvals - Schools & FE' menu (see left-hand navigation). The centre confirms acceptance of the Declaration of Intent.

The screenshot shows a web browser window with a navigation menu on the left and a main content area. The navigation menu includes: Approvals - Schools & FE, Qualifications, Tracking, Form Queries, Results, External Verification, Edexcel OnCourse, Centre Risk Assessment, and Faults. The main content area is titled "NQF BTEC Levels 2 and 3: Approvals for Schools and Colleges" and contains a "DECLARATION OF INTENT" section. The text explains that this is a formal declaration of intent to run NQF BTEC Levels 2/3 at the centre. It includes a link for non-school/college users and a note that completion allows access to approval details and support materials. A mandatory field note is present. The form asks for confirmation of details (Name, Centre, Position, Email) and provides an "Edit My Account" link. It then asks if the user knows the BTEC Co-ordinator/Quality Nominee (QN) for their centre, with radio button options for Yes and No. Next, it asks if the user is authorised to request approval, with radio button options for Yes (Proceed to declaration) and No (Fill in approval Authorised person details below). At the bottom, there is a "Declaration of Intent" section with a text area for an agreement by the head of the centre (e.g., Principal, Head Teacher, Chief Executive or Head of Organisation/Institution).

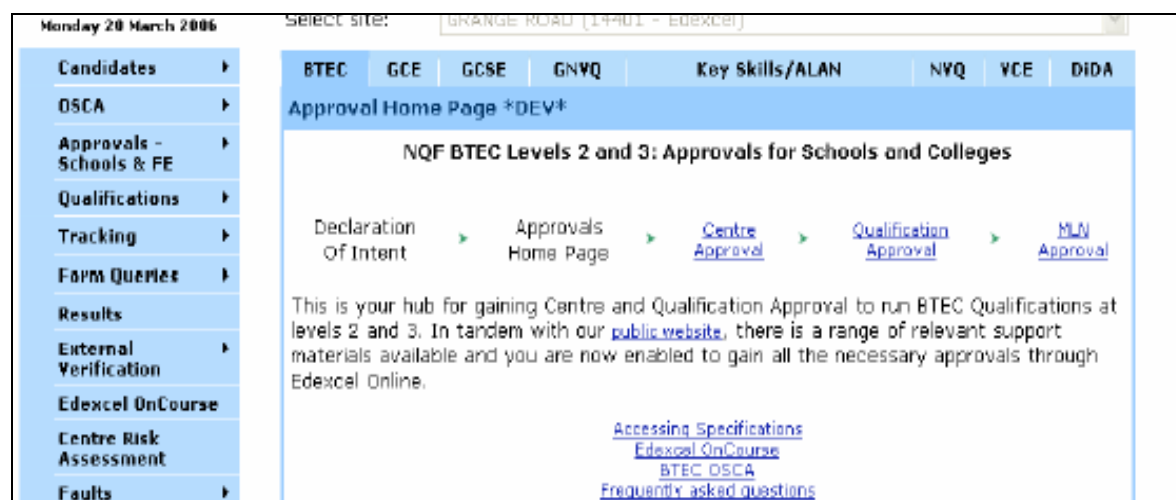
Step 3:

The centre is now ready to explore online guides to gaining Centre and Qualification approval to run BTEC qualifications at Entry level, levels 1, 2 and 3. This range of support materials will help the centre to make those most important decisions.

b) Approvals Home Page

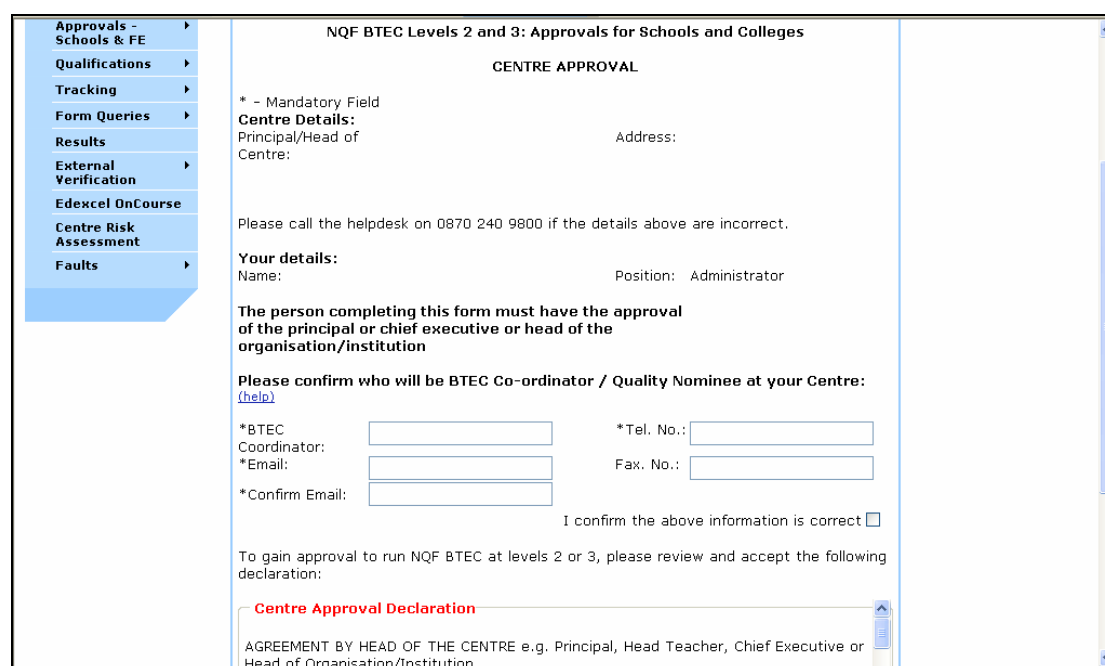
There are links to BTEC Specifications and other material (e.g. BOSCA).

By clicking on Qualification Approval, centres can access the individual qualifications they wish to gain approval for.



c) Centre Approval

The centre user completes the Centre Approval by either selecting 'Centre Approval' from the 'Approvals - Schools & FE' menu or navigating from our Approvals homepage.



5. Gaining Approval for Specific Qualifications

Qualification Selection

The centre is now ready to gain Qualification approval to run Entry level, levels 1, 2 and 3 BTEC qualifications.

Step 1: Qualification Level – using the drop-down box select the Qualification type required; care is needed with the BTEC Short Courses and Levels. The system refreshes itself once a selection has been made.

Step 2: Sector – use the drop-down box. This identifies all the broad Sectors which have accredited qualifications. These may not exactly reflect the title of the specific qualifications being applied for (e.g. Food Science 1-3 is the sector for Nutrition Awareness), but do give a good indication. Please note that the system refreshes itself once a selection has been made.

Please note that for BTEC Introductory Certificate and Diploma in Vocational Studies the sector shown is identified as “MISC”.

Step 3: Specific Programme – again a drop-down box. These provide a choice of QCA accredited specific titles, relating to the level and type of qualification selected under steps 1 and 2. Again, please note that the system refreshes itself once a selection has been made.

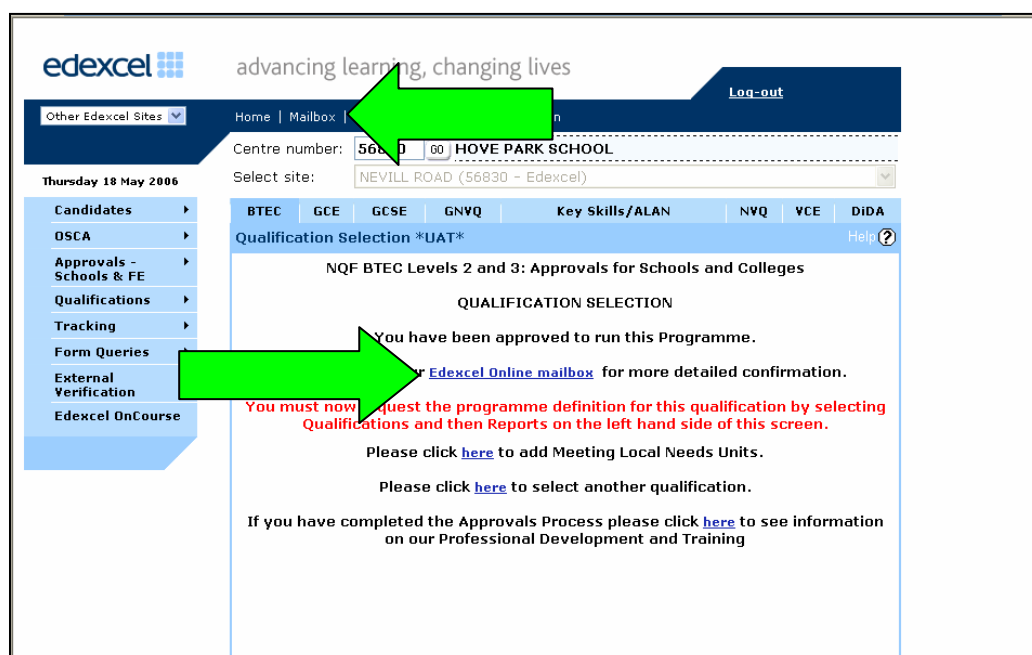
Step 4: Programme Leader information – this is self-explanatory, and refers to the person responsible for coordinating a particular programme.

Step 5: Predicted registrations – the centre predicts potential registrations for this particular programme.

The screenshot shows a web interface for 'Qualification Selection *DEV*'. On the left is a navigation menu with items like 'OSCA', 'Approvals - Schools & FE', 'Qualifications', 'Tracking', 'Form Queries', 'Results', 'External Verification', 'Edexcel OnCourse', 'Centre Risk Assessment', and 'Faults'. The main content area is titled 'NQF BTEC Levels 2 and 3: Approvals for Schools and Colleges' and 'QUALIFICATION SELECTION'. It includes a legend for mandatory fields, a note to use drop-down boxes, and several form fields: '*Qualification Level*', '*Sector*', '*Specific Programme*', '*Programme Leader*', '*Tel. No.*', and '*Email*'. Below these are 'Predicted Registrations' for Year 1 and Year 2. At the bottom is a 'Qualification Approval Declaration' section with a scrollable text area containing a confirmation statement and a list of criteria.

Step 6: Read the Qualification Approval Declaration – centres need to agree to adhere to the criteria by checking the appropriate box before accepting. If the application is successful, the centre will receive onscreen confirmation. A centre will also be able to access an online letter confirming the success of its application in its Edexcel Online

mailbox (as indicated below). Centres can also order a programme definition by going to the *Qualifications* menu and selecting *Reports*.



6. Certain Exceptions to the standard online process

APPROVAL TO OFFER CERTAIN BTEC NQF "NICHE SECTOR" SHORT COURSES AND NATIONALS

If there is no drop-down box this will need to be currently applied for through a BTEC1 form. Please note that programmes being run as a pilot will be excluded from the online service. If in any doubt please contact Customer Services on 0870 240 9800. The niche sector qualifications are as follows:

BTEC Nationals

- Edexcel Level 3 BTEC National Certificate in Pharmacy Services

BTEC Level 3 short courses

- Edexcel Level 3 BTEC Certificate in Children's Care, Learning and Development
- Edexcel Level 3 BTEC Certificate in Close Protection Operations
- Edexcel Level 3 BTEC Certificate in Road Freight Logistics
- Edexcel Level 3 BTEC Award in Providing Financial Advice
- Edexcel Level 3 BTEC Award in Security Keyholding and Alarm Response
- Edexcel Level 3 BTEC Award in the Delivery of Conflict Management Training

BTEC Level 2 short courses

- Edexcel Level 2 BTEC Certificate in Ambulance Care Assistance
- Edexcel Level 2 BTEC Certificate in Children's Care, Learning and Development
- Edexcel Level 2 BTEC Certificate in Early Years Care and Education
- Edexcel Level 2 BTEC Certificate in Transporting Passengers by Bus and Coach
- Edexcel Level 2 BTEC Award in CCTV Operations (Public Space Surveillance)
- Edexcel Level 2 BTEC Award in Contact Centre Skills
- Edexcel Level 2 BTEC Award in Door Supervision
- Edexcel Level 2 BTEC Award in Infection Control
- Edexcel Level 2 BTEC Award in Security Operations
- Edexcel Level 2 BTEC Award in Transporting Passengers by Taxi and Private Hire
- Edexcel Level 2 BTEC Award in Vehicle Immobilisation

BTEC Level 1 short courses

- Edexcel Level 1 BTEC Award in Introduction to Contact Centres

APPROVAL TO OFFER BTEC FIRSTS AND NATIONALS in CHILDREN'S CARE LEARNING AND DEVELOPMENT

Centres wishing to gain approval for these qualifications must complete a full application on [Form BTEC1](#) and [Form BTEC1 – EY Supp](#) because licence to practice is conferred on learners who successfully achieve these qualifications.

- At level 2 (BTEC Firsts), learners are qualified to work in any childcare setting under supervision;

- At level 3 (BTEC Nationals), qualified practitioner status enables holders of this qualification to work in a supervisory capacity in any childcare setting.

We work very closely with the Children's Workforce Development Council (CWDC) when developing our qualifications and we must safeguard the integrity and credibility of these unique BTEC qualifications. Individuals who assess these programmes must have an appreciation of the dynamic nature of the sector; we believe this requires professional experience of the vocational area.

CWDC are currently reviewing the education and training of the early years workforce: www.cwdc.org.uk

7. Adding Units to Meet Local Needs

If seeking approval for:

- BTEC National Diplomas
- BTEC National Certificates
- BTEC National Award (September 2007 standards only) or
- BTEC First Diplomas

there is the option to add Meeting Local Needs units upon completion of the approval of the qualification (please refer to the online guidance documents for further details).

Step 1: Select from list of Approved Programmes – This is the first of two drop-down boxes. This shows the list of Level 2 BTEC First Diploma programmes and Level 3 BTEC National Award, National Certificate and Diploma programmes approved for the centre.

Step 2: Select from list of Approved Units – This lists those Level 2 BTEC First and Level 3 National units already available and approved at the centre, from which to make an electronic selection.

Rules for MLN at Levels 2 and 3

- The flexibility to import standard Edexcel Level 3 BTEC National units from other (2007) BTEC Nationals is limited to the following Edexcel qualifications accredited on the National Qualifications Framework (NQF):
 - BTEC National Diploma 240 Guided Learning Hours (GLH) out of 1080 GLH (e.g. four 60 GLH units or 2/9 of the total qualification)
 - BTEC National Certificate 120 GLH out of 720 GLH (e.g. two 60 GLH units or 1/6 of the total qualification)
 - BTEC National Award 60 GLH out of 360 GLH (e.g. one 60 GLH unit or 1/6 of the total qualification)
- The flexibility to import standard Edexcel Level 2 BTEC First units from other (2006/7) BTEC Firsts is limited BTEC First Diploma 1/6 (normally one unit of 60 GLH) which is accredited on the National Qualifications Framework.
- It is not possible to import units into the following Edexcel BTEC NQF qualifications: Entry Level Certificate, Level 1 BTEC Introductory Certificate or Diploma, Level 2 BTEC First Certificate, or any BTEC specialised short course Award, Certificate or Diploma.

The Meeting Local Needs units and the relevant number of GLH may only be used to substitute for optional specialist units that are not part of the required components course structure.

Meeting Local Need unit ***must not*** be used to substitute those units that are part of the core.

Meeting Local Need units ***must not*** be used to substitute those specialist units that are required components of the course structure e.g. essential specialist units.

You may only import a maximum of 10 Meeting Local Needs units to a single programme, however, the rules above apply.

Candidates ▶

Approvals - Schools & FE ▶

Qualifications ▶

Tracking ▶

Results

External Verification ▶

Centre Risk Assessment

BTEC | GCE | GCSE | GNVQ | Key Skills/ALAN | NVQ | VCE | DIDA

Meeting Local Needs (MLN) - Add Units *DEV*

NQF BTEC Levels 2 and 3: Approvals for Schools and Colleges

Meeting Local Needs (MLN) - Add Units

Information on Meeting Local Needs can be found [here](#). If the units your centre wishes to add are not available for selection in the below process, you will have to [apply directly](#) to Edexcel

*Your Approved Programmes:

*Available Units:

Selected Units

MLN Declaration

AGREEMENT BY HEAD OF THE CENTRE e.g. Principal, Head Teacher, Chief Executive or Head of Organisation/Institution

- Each individual learner on that programme is only allowed to complete 2 Meeting Local Needs units as part of National Certificate and a maximum of 4 Meeting Local Needs units as part of a National Diploma. Each individual learner on a First Diploma can only complete 1 Meeting Local Needs unit.
- The Meeting Local Needs unit may only be used to substitute for optional specialist units that are not part of the required components course structure.
- Meeting Local Needs unit ***must not*** be used to substitute those units that are