

10 Vocational Centre and Qualification Approval

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10 Vocational Centre and Qualification Approval

I Vocational Centre and Qualification Approval

I.1 BTEC approval summary

Before delivering BTEC qualifications for the first time you must gain BTEC centre approval. Approval will be given at centre level, and subsequently for each qualification you wish to offer.

I.2 Centre approvals for work based learning, employers and private training providers

If you are an employer or a private training provider and wish to seek Edexcel centre approval please complete our online Expression of Interest form by visiting www.pearsonwbl.com/eoi.

This initial stage will then be reviewed and when accepted, we will be in contact to discuss your requirements in detail before moving to the approval process and the centre/qualification application forms you will need to complete. Please note, Pearson Work Based Learning reserves the right to decline your Expression of Interest.

If you have a specific qualification, subject or sector query, please use our unique online Ask the Expert service, which is designed to answer your questions quickly and efficiently, please visit www.pearsonwbl.com/asktheexpert.

To contact the Pearson Work Based Learning team directly:

Email: wbl@pearson.com
 Telephone: 0844 576 0045
 Fax: 020 7190 5636

If you are based outside the UK, please contact your nearest Edexcel international office by visiting www.edexcel.com/international.

I.3 Centre approvals for Schools and FE

Gaining Centre Approval

Declaration of Intent

Schools and Colleges of Further Education can gain centre approval, and approval for most BTEC qualifications up to Level 3, through Edexcel Online (www.edexcelonline.com).

Online BTEC centre approval is a two stage process starting with the Declaration of Intent. Here you must declare that the Head of Centre agrees to the requirement that centres have systems and procedures in place to maintain standards.

You also have the opportunity to supply the details of your Quality Nominee. This is a key contact for the delivery and quality assurance of BTEC qualifications - please check our website for further details on this role.

1.4 The Edexcel Online Schools & FE Approvals menu

To complete the declaration of intent navigate to the BTEC tab then the 'Approvals — Schools & FE' menu.

Approvals - Schools & FE

Qualifications

Tracking

Form Queries

Results

External Verification

Edexcel OnCourse

Centre Risk Assessment

Faults

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

DECLARATION OF INTENT

If you are not a school or college please click [here](#)

This declaration represents a formal declaration of your intent to run NQF BTEC Levels 2/3 at your centre. Please fill in the requested details below, and accept the declaration to proceed. Completion of this stage will allow you to access details relating to the full Approval process and a variety of support materials.

* - Mandatory field

Please confirm the following details:

Name: _____ Centre: _____

Position: _____ Email: _____

If the above details are incorrect or incomplete please click on the "Edit My Account" link at the top of this window.

Do you know who would be the BTEC Co-ordinator/Quality Nominee (QN) for your Centre? ([help](#))

Yes

No

Are you authorised to request approval for your centre?([help](#))

Yes - Proceed to declaration

No - Fill in approval Authorised person details below

Declaration of Intent

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

Centre approval

To complete the second stage, centre approval, either select 'Centre Approval' from the 'Approvals — Schools & FE' menu or navigate from the Approvals Home Page.

Approvals - Schools & FE

Qualifications

Tracking

Form Queries

Results

External Verification

Edexcel OnCourse

Centre Risk Assessment

Faults

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

CENTRE APPROVAL

* - Mandatory Field

Centre Details:

Principal/Head of Centre: _____ Address: _____

Please call the helpdesk on 0870 240 9800 if the details above are incorrect.

Your details:

Name: _____ Position: Administrator

The person completing this form must have the approval of the principal or chief executive or head of the organisation/institution

Please confirm who will be BTEC Co-ordinator / Quality Nominee at your Centre: ([help](#))

*BTEC Coordinator: _____ *Tel. No.: _____

*Email: _____ Fax. No.: _____

*Confirm Email: _____

I confirm the above information is correct

To gain approval to run NQF BTEC at levels 2 or 3, please review and accept the following declaration:

Centre Approval Declaration

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

Once the details have been entered, the declaration ticked, and the 'Submit' button selected, the screen will refresh and inform you of your successful centre approval. A letter confirming your centre approval will be sent to your Edexcel Online inbox.

Gaining approval for specific BTEC qualifications

If you are an existing approved BTEC centre, or have just gained centre approval status as above, you will now be able to gain online qualification approval.

Schools and FE colleges may apply online for centre approval and for qualification approval for nationally accredited qualifications from Entry Level to Level 3.

Certain qualifications will not be available for online approval and will require the completion of the BTEC Qualification Approval form. These include Security sector qualifications and some Childrens Care, Learning & Development provisions.

You can only gain online approval for nationally accredited BTEC Higher National qualifications and Specialist Courses at Levels 4-7 where you already hold qualification approval at the same level or higher and where external verification has taken place.

Qualification approval rules

Schools, FE and HE centres can gain online approval for BTEC qualifications up to QCF Level 3. Qualifications from Levels 4- 7 will be made available if you are running BTEC qualifications at those levels and have had successful verification. Level 4- 7 qualifications will be available through the 'Approvals – other Centres and Higher Awards' menu.

Training providers and employer centres will be able to gain online qualification approval up to QCF Level 7 as long as they currently deliver BTEC qualifications at that level and have had successful verification.

If you do not meet these requirements, or if you wish to apply for a programme excluded from online approval, then you will need to complete the BTEC Qualification Approval form.

Online Qualification Approval

Firstly navigate to the 'Qualification Approval' screen within the Approvals menu.

Step 1: Qualification Type. Using the drop-down box select the Qualification type required.

Step 2: Sector. This identifies all the broad sectors which have accredited qualifications. Please note these are not necessarily identical in wording with the title of the specific qualifications being applied for.

Welcome to the qualifications approval page.

Here you will be able to gain instant approval for vocational (BTEC) qualification groupings with approval letters sent to your online mailbox. If you do not meet the requirements for online approval, please contact us for further details on gaining approval.

Qualification Type [\(help\)](#): 
Sector: 

Programmes in the BUSINESS qualification

Title	Level
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I agree to and accept the [Terms & Conditions](#).

Step 3: Read the Terms & Conditions. You must agree to adhere to the criteria by checking the appropriate box before accepting.

Step 4: Confirmation of qualification. After submitting the request your centre will either be given approval for the qualification or advised that the approval criteria have not been met. If the application is successful you will receive onscreen confirmation. You will also be able to access an online letter confirming approval in your Edexcel Online mailbox. In the event that approval is not confirmed and the reason is not clear from the rules detailed above, then please call us on 0844 576 0026.

Adding units to meet local needs (MLN) to approved programmes

Please check qualification specifications for subject specific MLN rulings.

Where MLN is available units can be added through the Meeting Local Needs screen on Edexcel Online.

Before applying to add units, centres should ensure that they understand and are able to abide by the rules for use of MLN units:

- Centres should ensure they make maximum use of the choice available to them within the optional units of the qualification before considering the use of MLN
- Centres are required to ensure that the coherence and purpose of the qualification is retained and to ensure the vocational focus is not diluted
- The request to add unit(s) using MLN should be made before delivery of that unit commences
- The centre must ensure that the rules of combination are met; MLN units cannot replace core units
- Centres must ensure they have the necessary resources to deliver the unit being added.

Consortium approval

If you wish to offer a BTEC programme as part of a consortium the lead centre of the consortium must complete the Consortium Arrangement Approval form and send this in with a copy of the Consortium Contractual Agreement. This must be completed and submitted at least 1 month before you intend to register learners.

Once the consortium application has been agreed a programme number for the whole consortium will be issued to the lead centre. Any registrations made against this programme by any of the member centres of the consortium will be allocated the same Standards Verifier.

NVQ centre and qualification approval

NVQ centre approval

If you wish to start administering NVQ qualifications with Edexcel you will need to complete the NVQ Centre and NVQ Qualification Approval forms. If you are currently administering NVQ qualifications with another Awarding Body a fast track approval process is available.

NVQ qualification approval

If you run NVQ qualifications with Edexcel and have live registrations, live approvals and no sanctions above Level 2 on any provision, you will be able to gain online approval for most of our NVQ range. Please choose the relevant Approval screen under the NVQ tab online and follow on screen prompts.

If you do not meet these requirements, or if the qualification is excluded from online approval, (including Achieving Excellence in Sport and some Care qualifications) you will need to complete the NVQ Qualifications Approval form and supply CVs of the delivery staff.

2 Changes to Centre Details

2.1 Centre and programme closures

Centres are reminded that where there is a planned closure of a centre or programmes, it is a requirement that Edexcel is informed in writing. This communication should include information as to the proposed plan for learners who are registered and active, as well as those who are enrolled but not yet withdrawn. A progression plan will need to be proposed and agreed with the Head of Vocational Assessment.

Records should be kept for three years and, where this is not possible, a plan made of where they will be stored. Records which should be kept are those which allow for an audit trail of the process from registration to certification, including records of assessors and internal verification activities. Retaining records is an obligation for all centres that are approved to offer Edexcel qualifications.

Where there is an unexpected closure it is important that Edexcel is informed in writing as soon as the remedial actions are identified.

2.2 Centre mergers, de-mergers and sub-site additions

Because all vocational details held such as registrations, external verification reports and decisions and approvals are linked to centre numbers it is not possible to merge or de-merge centres during the academic year. This activity will usually take place in August. If you want to make such changes please notify us detailing your requirements at approvals@edexcel.com.

Upon receipt of your request we will contact you to discuss your requirements. It may be possible to make some short term changes, for instance you may wish to change the name of your centre to be in-line with that of the merged centre name before the full merger is initiated in August.

2.3 Centre address and contact details

The Centre Records and Approvals team centrally hold details of your principal/head of centre and examinations officer, including name, telephone number and email address. Changes to these details should be emailed to approvals@edexcel.com. This should be done in addition to ensuring that all contact details held on Edexcel Online for all registered users are updated.

If you wish to change the name or address of your centre this should be notified to us on a letter signed by the head of centre. Please also tell us at which date these details should be changed. If you are running academic qualifications with us your new premises will require an inspection by the JCQ Inspection Service before we are able to amend details.

