

## 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 Centre Approvals

Before delivering BTEC qualifications for the first time you need to gain BTEC centre approval. At the same time as applying for centre approval you will also apply for approval of the first qualification(s) you wish to offer. Once you have centre approval you will need separate approval for each additional qualification you wish to offer. In the first instance you should speak to your local Regional Office which will support you through the application process.

To apply for approval you need to complete the International Centre & Qualification Approval form and send this to your regional office. Along with the form we also need professional profiles of delivery staff and various centre policies and procedures as directed on the form. Implementation training will be offered as part of the approval process to help you start delivering BTEC qualifications.

On receipt of your approval application staff from the regional office will arrange a mutually convenient time to visit your centre and check both your physical resources and centre level policies and procedures. Any points that you need to take action on will be reported back to you at this stage. The application will then be sent to the head office in London to check that the staff identified to deliver the specified qualifications meet all the requirements, as well as ensuring that all centre approval requirements have been met. Any omissions, or points requiring clarification, will be fed back to you in the form of RFIs (Requests for Further Information).

Once all required points have been resolved we will write to you to confirm approval and you will be allocated a 5 digit centre number. We will contact you to arrange the next steps, including setting up an account for Edexcel Online.

All forms and documents should be submitted electronically to Edexcel by email rather than in hard copy.

#### I.2 BTEC Qualification Approvals

If you are an existing approved BTEC centre and you wish to offer additional qualifications, you should contact your regional office. Experienced well established centres with a good verification record may qualify for fast track approval. Your Regional Office will be able to give you further details of this process. Otherwise you will need to complete the International Qualification Approval form.

Send the completed form to your regional office, including professional profiles of delivery staff along with assessment materials as directed. The application will then be sent to the head office in London where we will check that all requirements are met. Any omissions or points requiring clarification will be fed back to you in the form of RFIs (Request for Further Information).

Once all required points have been resolved we will write to you to confirm approval and you will be able to start making registrations through Edexcel Online straight away.

All forms and documents should be submitted electronically to Edexcel by email rather than in hard copy.

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

Please check qualification specifications for subject specific MLN rulings. Where MLN is available you can add units by completing the Meeting Local Needs form which can be found on the Edexcel website. Upon completion, this form should be emailed to [approvals@edexcel.com](mailto:approvals@edexcel.com).

Before applying to add units you should ensure that you understand and are able to abide by the rules for use of MLN units. These rules are as follow:

- 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.

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## 2 Changes to Centre Details

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### 2.1 Centre and programme closures

Where there is a planned closure of your centre, or of some of your programmes of study, you must let Edexcel BTEC Assessment, know in writing. This communication should include information as to the proposed plan for learners who are registered and not yet certificated or withdrawn. A progression plan for these learners will need to be proposed and agreed with the Head of BTEC Assessment.

We require you to keep records 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. You should keep these records for three years and, where this is not possible, make a plan of where they will be stored.

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 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](mailto: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 you should notify us in a letter signed by the Head of Centre. Please also tell us from what date these details should be changed. Please note that if you are running academic qualifications (GCE, GCSE, International GCSE) with us the regional office will need to inspect and approve your new premises before we will be able to amend your details.

