

Head of Department for NVQ Learning
and Development

15 July 2002

Dear Colleague

Revised Edexcel Level 3, 4 & 5 NVQs in Learning and Development

I am writing to let you know about the arrangements for existing centres to offer the revised Edexcel NVQ qualifications within **Learning and Development**. This applies to all new learners registering on programmes from **1 August 2002**. This pack should be read fully before completing the enclosed application forms.

The published guidance and log books, detailed below, will replace all previous Edexcel guidance and log-books and programmes currently approved by Edexcel in this area. A transition map showing the new qualification titles and the appropriate current titles being replaced is included with this letter.

The new qualification titles are also listed in the transition map and within the approval forms attached.

The new publications and their order codes are:

- **N012448** – NVQ Level 3 in Learning and Development – Candidate Guidance & Log Book
- **N012449** – NVQ Level 3 in Direct Training and Support – Candidate Guidance & Log Book
- **N012450** – NVQ Level 4 in Learning and Development – Candidate Guidance & Log Book
- **N012451** – NVQ Level 4 in Management of Learning and Development Provision – Candidate Guidance & Log Book
- **N012452** – NVQ Level 4 in Co-ordination of Learning and Development Provision – Candidate Guidance & Log Book
- **N012453** – NVQ Level 5 in Learning and Development – Candidate Guidance & Log Book
- **N012454** – NVQ Levels 3, 4 & 5 in Learning and Development – Guidance to Centres
- **BA012455** – Levels 3 & 4 Assessor and Verifier Awards – Candidate Guidance & Log Book
- **BA012456** – Levels 3 & 4 Assessor and Verifier Awards – Guidance to Centres

Copies of the publications listed may be obtained from our publications centre (see Guidance and FAQs for the details).

The pack

We want to support our existing Edexcel centres, already approved to offer equivalent programmes within the sector, as they move to these new specifications. To this end we are using our accelerated approval procedure.

The attached pack contains all the forms and information you will need to apply for accelerated approval. This process applies to the qualification structures as shown in the specification and the attached approval forms. In addition, a summary of the key assessment requirements from QCA and the **Employment NTO** for these NVQs is also enclosed (see also the Guidance and FAQs).

This pack consists of:

- NVQ Accelerated Approval Process and Frequently Asked Questions
- NVQ Approval Agreement – **APPNVQ1**
- Application to Offer Edexcel NVQ Qualifications Accelerated Approval Form – Centre Confirmation – QDD26 Part 1/3
- Application for Edexcel NVQ Qualifications Accelerated Approval Form – Structures and Staffing- QDD26 Part 2/3
- Application for Edexcel Qualifications Accelerated Approval Form – Transition Map qualifications from **1 August 2002** – QDD26 Part 3/3.
- Essential Information for centres, including Agreed Common Evidence, Assessment Strategy and Glossary of Terms.

What to do next

Please refer to the guidance entitled *Accelerated Approval Process and Frequently Asked Questions* and the associated forms. This provides all the information you need to complete and return the NVQ Accelerated Approval forms: QDD26 Part 1/3 and QDD26 Part 2/3.

The attached *Accelerated Approval Process and Frequently Asked Questions* also provides some guidance on the following issues: funding, changes in qualification coding, registration of learners, marketing and ordering copies of publications.

If having read this pack you need any help, please contact one of our representatives, as detailed in the attached *Accelerated Approval Process and Frequently Asked Questions* document, who will be happy to provide you with help, advice and guidance.

Yours sincerely

Laura Pymer
General Manager, Vocational Qualifications