

# National Qualifications Framework – Edexcel Level 2-5 NVQs within Management

## Automatic Approval Process and Frequently Asked Questions

### Part One – AUTOMATIC APPROVAL PROCESS – KEY INFORMATION

#### Now I have read this pack – what happens next?

The following qualifications are being replaced. If you meet the following criteria, for one or more of the current NVQs, you are entitled to automatic approval for the replacement NVQs at the same level (but not at levels below or levels above). Please see the last page of this document for a table of the transition from the old NVQs to the new NVQs.

#### Current NVQs

NVQ	Last Registration	Last Certification
Q5000010 – Edexcel Level 2 NVQ in Team Leading	31 Aug 2005	31 Aug 2007
Q1028319 – Edexcel Level 3 NVQ in Management	31 Aug 2005	31 Aug 2008
Q1028321 – Edexcel Level 4 NVQ in Management	31 Aug 2005	31 Aug 2008
Q1028322 – Edexcel Level 4 NVQ in Quality Management	31 Aug 2005	31 Aug 2008
Q1028324 – Edexcel Level 5 NVQ in Operational Management	31 Aug 2005	31 Aug 2008
Q1028325 – Edexcel Level 5 NVQ in Strategic Management	31 Aug 2005	31 Aug 2008

#### What is happening to the current NVQs in Management?

These will cease to be available for registration as detailed above. New candidates will need to be registered on the new NVQs in Management from 1 September 2005 (see below). However, the wide choice of optional units now available in the new NVQs should allow candidates to tailor the NVQ to their own particular work role more easily.

#### New NVQs

The following are the new NVQ qualifications:

- Q5000193 – Edexcel Level 2 NVQ in Team Leading (100/5295/1)
- Q5000194 – Edexcel Level 3 NVQ in Management (100/5296/3)
- Q5000195 – Edexcel Level 4 NVQ in Management (100/5297/5)
- Q5000196 – Edexcel Level 5 NVQ in Management (100/5298/7)

#### Criteria for Automatic Approval:

- Centres approved for the NVQs being replaced within the last 6 months will receive Automatic Approval for the new NVQs (as they have so recently been through the rigorous approval process).
- Centres approved over 6 months ago for the NVQs being replaced, will receive Automatic Approval for the new NVQs, if they fulfil the following eligibility requirements, which are:
  - registered candidates within the last two years on the replaced NVQ
  - received a QRF rating of C or above within the last year on the replaced NVQ.
- Any centre meeting these requirements will receive automatic approval for the NVQs at the levels for which they are currently approved. Please see the last page of this document for a table of the transition from the old NVQs to the new NVQs.

**If my centre does not meet the automatic approval criteria outlined on the previous page, what do I need to do to seek approval?**

If your centre does not meet the criteria outlined above, you will need to complete and return an NVQ1 form to:

- Your Regional Office for FEIs, HEIs and Schools
- Quality Standards Team at the above address for Employer and Training Provider Centres.

The NVQ1 form and guidance can be found on the Edexcel website - [www.edexcel.org.uk/sfc](http://www.edexcel.org.uk/sfc)

If you are not sure of the contact details for your Regional Office please ring our Customer Services on 0870 240 9800 or look on our website at [www.edexcel.org.uk/AboutUs/ContactUs.aspx](http://www.edexcel.org.uk/AboutUs/ContactUs.aspx)

**If my centre has been given automatic approval to offer these new NVQs, but does not wish to have approval to offer them, what do I need to do to withdraw approval?**

If your centre does not wish to offer any of the new NVQs, for which your centre has been given automatic approval and would like approval to be withdrawn, please write to:

Quality Standards Team  
One90 High Holborn  
London  
WC1V 7BH

Requests for further advice and queries about approval may be directed to:  
[approvals@edexcel.org.uk](mailto:approvals@edexcel.org.uk)

## Part Two – GENERAL FREQUENTLY ASKED QUESTIONS

### How will these new qualifications access funding?

These new Edexcel NVQ qualifications will be listed on the current DfES Funding Lists (Section 96 and 97 as appropriate) and subsequent DfES update circulars.

The replaced Edexcel NVQ titles listed in part 1 above, which expire on 31 August 2005, will no longer attract public funding as of that date. Please note that candidates already registered with Edexcel on these NVQ titles will be funded to complete their programme.

It is appreciated that centres in Wales and Northern Ireland operate under different funding arrangements; please contact your Edexcel Regional Office if you have particular queries (see below).

#### For Centres in Wales:

Cardiff Regional Office  
Unit C  
Fairway House  
Links Business Park  
St Mellons  
Cardiff  
CF3 OLT

Tel: 0292 079 4865  
Fax: 0292 036 2830

#### For Centres in Northern Ireland:

Bristol Regional Office  
Cribbs Business Centre  
Hollywood Lane  
Cribbs Causeway  
Bristol  
BS10 7TW

Tel: 0117 950 1908  
Fax: 0117 950 1115

### Where can we obtain copies of the DfES funding listings?

On the DfES website - [www.dfes.gov.uk](http://www.dfes.gov.uk)

### Where can I obtain a copy of the National Occupational Standards for Management?

The standards appear fully in our Edexcel NVQ logbooks for candidates for the Management NVQs. However, if you wish to have a copy they can be found on the SSCs website at [www.management-standards.org](http://www.management-standards.org)

### Why is there a change in qualification coding?

QCA have changed the way in which they code NVQs accredited to the National Qualifications Framework (NQF). Instead of the previous system of allocating Q numbers for each NVQ they will now allocate a Qualification Accreditation Number (QAN), which consists of an eight figure number. In addition, individual units will no longer be allocated a U number, but will instead start with a random letter and then seven digits.

The new style of coding will run alongside the old, which remains valid in relation to existing NVQ Qualifications and NVQ units that have previously been allocated Q and U numbers.

Edexcel systems will continue to use Q numbers for NVQ approvals and registrations. For qualifications and units allocated QAN codes we will generate unique Q and U numbers, beginning with 'Q5' and 'U5' respectively, these Edexcel codes should be used when completing all Edexcel documentation.

The Edexcel generated codes will not appear on certificates; these will be linked to the NQF QAN codes, which will appear on all certification. All other forms from other bodies relating to NVQs (e.g. for funding) should be completed using the NQF QAN codes.

The QCA qualification accreditation codes needed to apply for funding are listed against the new titles on page 1 of this document.

## When can we register candidates on the revised Edexcel NVQ programmes?

You may register candidates from 1 September 2005 onwards, provided that you have either:

- Received an automatic approval letter
- Received a letter of approval from Edexcel following a full application using the NVQ1 Application Form.

## What are the registration arrangements?

Information about registration arrangements are given in the Edexcel Information Manual which is on the Edexcel website at [www.edexcel.org.uk/sfc](http://www.edexcel.org.uk/sfc)

## Can I advertise and market the new qualifications?

Yes, if you have received an automatic approval letter or if you have received your approval letter following submission of the NVQ1 Application Form. If you have applied via the NVQ1 but are still awaiting your formal Approval Letter, then any marketing must make it clear that you are awaiting approval from Edexcel. Candidates must be made aware of the exact, correct title of the qualification they are working towards.

## Are there any BTEC qualifications available, which complement and support these new NVQs?

The following Edexcel qualifications in Management are currently available:

Qualification Title	QAN Code	Effective	Expiry	Cert End	Publication Code
Edexcel Level 2 BTEC Award in Team Leading	1005196X	01-Jul-2005	30-Sep-2008	30-Sep-2010	BA017117
Edexcel Level 3 BTEC Award in Management	1005019X	01-May-2005	30-Sep-2008	30-Sep-2011	BA016270
Edexcel Level 3 BTEC Certificate in Management	10050206	01-May-2005	30-Sep-2008	30-Sep-2011	BA016270
Edexcel Level 5 BTEC Professional Award in Management Studies	10043251	01-Sep-2004	31-Aug-2007	31-Aug-2010	BA015678
Edexcel Level 5 BTEC Professional Certificate in Management Studies	10043263	01-Sep-2004	31-Aug-2007	31-Aug-2010	BA015678
Edexcel Level 5 BTEC Professional Diploma in Management Studies	10043275	01-Sep-2004	31-Aug-2007	31-Aug-2010	BA015678
Edexcel Level 7 BTEC Advanced Professional Award in Management Studies	10043433	01-Sep-2004	31-Aug-2007	31-Aug-2010	BA015648
Edexcel Level 7 BTEC Advanced Professional Certificate in Management Studies	10043445	01-Sep-2004	31-Aug-2007	31-Aug-2010	BA015648
Edexcel Level 7 BTEC Advanced Professional Diploma in Management Studies	10043457	01-Sep-2004	31-Aug-2007	31-Aug-2010	BA015648

These provide a complete suite of Edexcel BTEC qualifications within Management for Levels 2, 3, 5 and 7. Each of these is based on the new National Occupational Standards (NOS) for Management. They provide the underpinning knowledge for those candidates developing into management roles and who wish to seek occupational competence through the new NVQs.

The specifications for each of these Edexcel BTEC qualification in Management can be purchased separately, in hard copy, codes provided above, and will also be included on the CD-ROM listed under the NVQ support materials below.

## What guidance and logbooks will be available for the NVQs in Management and how can I order copies?

The following products will be available:

Code	Price	Title	Media	When available
N017094	£30	<p>Edexcel NVQs and BTEC qualifications in Level 2 Team Leading and Levels 3-7 in Management</p> <p>This CD-ROM includes the following materials:  <i>Edexcel level 2 in Team Leading and level 3, 4 and 5 NVQs in Management:</i></p> <ul style="list-style-type: none"> <li>• Edexcel General NVQ Guidance for Centres</li> <li>• Edexcel NVQ Guidance for Candidates</li> <li>• Sector Guidance for Centres</li> <li>• Guidance and Log Books for Candidates for each level (Levels 2-5)</li> <li>• Presentation</li> <li>• FAQs</li> </ul> <p><i>Edexcel BTEC qualification specifications for Management:</i></p> <ul style="list-style-type: none"> <li>• Edexcel Level 2 BTEC Award in Team Leading -</li> <li>• Edexcel Level 3 BTEC Award in Management</li> <li>• Edexcel Level 3 BTEC Certificate in Management</li> <li>• Edexcel Level 4 BTEC Diploma in Management (re-levelled on the NQF at 5)*</li> <li>• Edexcel Level 5 BTEC Diploma in Management (re-levelled on the NQF at 7)*</li> </ul>	<ul style="list-style-type: none"> <li>• CD-ROM</li> </ul>	<ul style="list-style-type: none"> <li>• September 05</li> </ul>
N017090	£5	Edexcel Level 2 NVQ in Team Leading Candidate Logbook	<ul style="list-style-type: none"> <li>• Paper</li> </ul>	<ul style="list-style-type: none"> <li>• September 05</li> </ul>
N017091	£7	Edexcel Level 3 NVQ in Management Candidate Logbook	<ul style="list-style-type: none"> <li>• Paper</li> </ul>	<ul style="list-style-type: none"> <li>• September 05</li> </ul>
N017092	£9	Edexcel Level 4 NVQ in Management Candidate Logbook	<ul style="list-style-type: none"> <li>• Paper</li> </ul>	<ul style="list-style-type: none"> <li>• September 05</li> </ul>
N017093	£9.50	Edexcel Level 5 NVQ in Management Candidate Logbook	<ul style="list-style-type: none"> <li>• Paper</li> </ul>	<ul style="list-style-type: none"> <li>• September 05</li> </ul>

\* The revised NQF levels from 4-8 will only apply to BTEC certification from 1 January 2006

In addition, the sector guidance for these NVQs and the specifications for the Edexcel BTEC qualifications in Management can be seen on our website - [www.edexcel.org.uk](http://www.edexcel.org.uk) . These will be available from mid-August

Both the CD-ROM, with all the NVQs guidance and the and the Candidate Log Books and the BTEC specifications, can be ordered in the normal way when they become available, from:

Edexcel Publications  
 Adamsway  
 Mansfield  
 Notts  
 NG18 4FN

Tel: 01623 467 467

Fax: 01623 450 481

Email [publications@linneydirect.com](mailto:publications@linneydirect.com)

## **Part Three – NVQ SPECIFIC FREQUENTLY ASKED QUESTIONS AND ISSUES**

### **Are there any rules concerning the combination of optional units?**

No, all levels require the completion of certain mandatory units and a free choice of a certain number of optional units from a specified list.

### **Can candidates combine units at more than one level?**

The 47 units have not been identified by level, but placed into groupings in six functional areas. As such, some units are listed in the structure for more than one level.

### **If a candidate has already achieved a unit in a lower level NVQ, can this be transferred to a higher level Management NVQ containing the same unit?**

Yes, candidates can be credited for units already achieved at another level.

### **Is simulation permitted?**

No, the NVQ's must be assessed through performance in the workplace.

### **If a candidate has already achieved one of the imported units as part of another NVQ, can this be transferred to the NVQs in Management?**

Yes, again candidates can be credited for units already achieved in another NVQ.

### **Will there be mapping between the old and new qualifications?**

No. Any transfer of evidence will have to be on an individual APL route. For guidance on APL please see the Edexcel website: [www.edexcel.org.uk](http://www.edexcel.org.uk) 'Policy on the Accreditation of Prior Learning'.

### **Will candidates already registered for the existing NVQs be able to transfer their registration?**

Yes. Candidates registered for the existing NVQs will be able to transfer their registration to the new NVQ at the same level for no extra charge. However, it should be noted that these candidates will not be able to use any units they have achieved within the existing NVQ as part of the structure of the new NVQ. They may well be able to use the evidence they have acquired, through the usual APL route, and should discuss this with their assessor.

### **Will people without qualifications, other than the A units, still be able to assess?**

Guidance on the occupational competence of Assessors and Verifiers is set out in the Assessment Strategy, which can be found within the Sector Guidance to Centres.

### **Will we need independent assessment in the new NVQs?**

No. During consultation carried out by MSC for the review of the new standards, it was found that employers did not support the use of additional independent assessment in Management NVQs/SVQs.

Awarding bodies will ensure equal and fair delivery of NVQ/SVQ assessment and verification in Management by carrying out standard external verification and regular risk assessments in each assessment centre.

### **When will the candidates on the current awards have to complete their qualification?**

Candidates registered will need to complete their qualification by the certification end date for the qualification, see page 1 for details.

# Transition Map for Edexcel Level 2-5 NVQs within Management

Existing NVQ Titles	New NVQ Titles
Q5000010 – Edexcel Level 2 NVQ in Team Leading	Q5000193 – Edexcel Level 2 NVQ in Team Leading
Q1028319 – Edexcel Level 3 NVQ in Management	Q5000194 – Edexcel Level 3 NVQ in Management
Q1028321 – Edexcel Level 4 NVQ in Management Q1028322 – Edexcel Level 4 NVQ in Quality Management	Q5000195 – Edexcel Level 4 NVQ in Management
Q1028324 – Edexcel Level 5 NVQ in Operational Management Q1028325 – Edexcel Level 5 NVQ in Strategic Management	Q5000196 – Edexcel Level 5 NVQ in Management