

National Qualifications Framework - Edexcel Level 4 NVQ in Leadership and Management for Care Services

Automatic Approval Process and Frequently Asked Questions

Part One - AUTOMATIC APPROVAL PROCESS - KEY INFORMATION

What happens next?

The following qualifications are being replaced. If the criteria that follow are met for the NVQs being replaced, you are entitled to automatic approval for the replacement NVQ at the same level.

NVQ Title	Last Registration	Last Certification
Q5000033 - Edexcel Level 4 NVQ in Registered Managers (Adults) (100/2438/4)	31 July 2008	31 July 2011
Q5000135 - Edexcel Level 4 NVQ in Managers in Residential Childcare (100/4404/8)	31 July 2008	31 July 2011

Title of the replacement NVQ:

Q5000387- Edexcel Level 4 NVQ in Leadership and Management for Care Services (QAN: 500/4327/4)

Criteria for Automatic Approval:

- Centres approved within the previous 6 months for the NVQs being replaced will receive Automatic Approval for the new NVQ (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 NVQ, if they fulfil both the following eligibility requirements:
 - having registered candidates on the replaced NVQ within the last two years
 - having received a sanction level 2 or lower reported on the e-QRF for the replaced NVQ within the last year.

How do I obtain a copy of my centre's approved qualification structure?

To obtain a copy of the qualification structure you will need to access your 'programme definition' through your Edexcel Online account and select the NVQ tab,

- Go to Qualifications on the left hand side
- Select Reports where you will be asked to select programme definitions.
- Select the programmes from the 'Currently Approved Award Codes' option and submit.

The programme definitions are sent to your Edexcel Online mailbox. You can access this by clicking on "mailbox" at the top of the Edexcel Online screen. Please ensure that copies of the

programme definitions are distributed to all relevant personnel, as they contain important administrative and course delivery information.

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 or you wish to apply for an NVQ title where there was no previous provision, a member of the relevant Edexcel regional team can support and assist your centre in the completion of the approvals application process.

Please contact your Regional Office to put you in contact with an appropriate member of the Edexcel regional team.

Contact details of your Edexcel Regional Office can be found in the Contact Section of the Edexcel Information Manual or ring our NVQ customer service number 0844 576 0026.

You will need to complete and return a NVQ QA form to BTEC Approvals. If you have any queries relating to this process, please email approvals@edexcel.org.uk

The NVQ QA form and guidance can be found on the Edexcel website - [NVQ Qualification Approval \(NVQ QA\)](#)

If my centre has been given automatic approval to offer the 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 the new NVQ 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

Part Two - GENERAL FREQUENTLY ASKED QUESTIONS

How will these new qualifications access funding?

This new Edexcel NVQ qualification will be listed on the current DCSF Funding Lists (Section 96 and 97 as appropriate) and subsequent DCSF update circulars.

The replaced Edexcel NVQ titles listed in part 1 above, which expired on 31 July 2008, will no longer attract public funding as of that date. Please note that candidates already registered with Edexcel on this NVQ title 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 0LT

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?

For funding information please see the [LSC Learning Aim Database](#).

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 now allocate a Qualification Accreditation Number (QAN), which consists of an eight figure number. In addition, individual units are no longer allocated a U number, but instead start with a 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 August 2008** onwards, provided that you have either:

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

Information about registration arrangements are given in the Edexcel Information Manual which is on the Edexcel website at 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 NVQ QA Application Form. If you have applied via the NVQ QA 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.

What support materials will be available?

The following products will be available:

Code	Title	Media	When available
To be added mid - September 2008	Edexcel Level 4 NVQ in Leadership and Management for Care Services - Sector Guidance for Centres	Edexcel web site (draft) Printed final version	1 st August 2008 mid -September 2008
To be added mid - September 2008	Edexcel Level 4 NVQ in Leadership and Management for Care Services - Logbook for Candidates	Edexcel web site (draft) Printed final version	1 st August 2008 mid -September 2008

Part Three - NVQ SPECIFIC FREQUENTLY ASKED QUESTIONS AND ISSUES

Why have the National Occupational Standards (NOS) changed?

The Leadership and Management for Care Services NOS and NVQ has been developed based on a review of the NOS underpinning the Level 4 Registered Managers (Adults) award and the Level 4 Managers in Residential Child care award. It was decided by Skills for Care and Development- the Sector Skills Council, to combine these two sets of National Occupational Standards into one, resulting in the combination of two qualifications: NVQ Level 4 Registered Managers (Adults) and NVQ Level 4 Managers in Residential Childcare, into one called NVQ Level 4 NVQ in Leadership and Management for Care services.

Is there a requirement for independent assessment?

No. The Sector Guidance outlines the principles that underpin assessment with regard to: external quality control, workplace assessment, evidence requirements and the required occupational expertise of assessors and verifiers. Simulation is not allowed in any part of this new qualification.

How do we cope with other specialist units when we have no assessors with the required occupational expertise?

You might be able to arrange an exchange of assessors with another centre if you don't have access to a particular area of expertise. Expert witnesses may also be used in this situation. You might also want to support people with the appropriate occupational expertise to achieve the assessor and/or verifier awards.

Where more than one assessor is involved in assessing a candidate's evidence, there must be a named assessor who is responsible for coordinating the assessment process. The coordinating assessor is responsible for developing an overall assessment plan including details of where specialist assessors and expert witnesses will be required and when the specialist assessment should be scheduled. S/he will also make assessment judgments for units whose assessment relies extensively on expert witness testimony or where parts have been assessed by different assessors and/or expert witnesses.

What is the role of the expert witness and how is it different to witness testimony?

Expert witnesses can be used to address any gaps in the technical and occupational competence of assessors, and also for confidential or sensitive activities that are not appropriate for assessor observation.

Expert witnesses are identified and trained by the centre and must meet the criteria stated in the assessment strategy. Witnesses are other people who may have been present at a particular incident, or able to provide evidence of consistency of practice. They do not necessarily have a working knowledge of the relevant national occupational standards or direct experience of working in the area for which they are providing testimony of the candidate's performance.

What are the occupational expertise requirements for expert witnesses?

The assessment strategy for these qualifications describes the occupational expertise requirements for everyone involved in the assessment and verification of the new qualifications, including expert witnesses. The assessment strategy is contained in Section 3 of the Sector Guidance for Centres.

What qualifications will the expert witness have to have?

The expert witness must be occupationally competent in their area of expertise. They must have either any qualification in assessment of workplace performance, such as L20 from the Learning and Development suite, Support Competence Achieved in the Workplace, OR a professional work

role which involves evaluating the everyday practice of staff. There is an expert witness evidence record contained within the Sector Guidance for Centres

What is the purpose of the (unit) glossary of terms?

The glossary provides explanations and definitions of the key words used in this NVQ. In occupational standards it is quite common to find words or phrases used which you will be familiar with, but which, in the detail of the standards, may be used in a very particular way. We would encourage you to read this section carefully before you begin working with the standards and to refer back to this section as required.

What are the evidence requirements?

Evidence requirements will be made available in the Sector Guidance for Centres. These requirements specify the evidence that must be gathered to show that the candidate has met the standards laid down in the performance criteria.

Will there be mapping between the old and new qualifications?

No direct mapping is provided between the expiring and replacement NVQs. However, although the replacement NVQ offers, by design, a broader coverage than the NVQs that they replace, it is not anticipated that centres familiar with the expiring NVQs will experience any significant difficulties in transferring to their replacements.

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

Candidates registered on the existing qualification will be allowed to complete their programme without the need to transfer to the new qualification.

Candidates will not be able to use as part of the structure of the new NVQs any units that they have achieved within the expiring NVQs, although they may well be able to use the evidence they have acquired, through the usual APL route. The Accreditation of Prior Learning (APL) publication code can be found in Section 5 of the Sector Guidance for Centres.

Are there any significant differences between the assessment of the expiring NVQs & their replacements?

No, there are no significant differences and standard NVQ verification and reporting will apply. General guidance on the requirements for assessing these NVQs, including role definitions for: Witnesses; Expert Witnesses; Assessors; and Internal Verifiers is provided in the document 'Sector Guidance for Centres'.