

# National Vocational Qualifications Delivered Overseas policy

For internal and external use

June 2014

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Quality, Standards and Research

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### **Policy for National Vocational Qualifications Delivered Overseas**

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Authorised by Responsible Officer

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The key role of Pearson Education Ltd (Pearson) is to secure standards for those qualifications we certificate. As part of our commitment to quality assuring standards and therefore protecting learners, Pearson provides guidance and support to help centres and their learners achieve their learning and development goals. Pearson also ensures that any regulatory requirements our regulators impose on us are met, and that we support centres to meet those requirements.

Pearson regulatory policies are integral to our approach and articulate in a consistent way how we meet our regulatory requirements. They are reviewed annually to ensure that they remain fit for purpose. These regulatory policies apply to Pearson business units where UK regulated qualifications are developed, implemented or delivered.

This policy provides guidance on the delivery of National Vocational Qualifications and competence qualifications overseas.

## **Scope of policy**

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This policy applies to Pearson Edexcel National Vocational Qualifications and to competence qualifications accredited within the Qualifications and Credit Framework being delivered outside the territories of England, Wales and Northern Ireland.

Pearson accredited Scottish Vocational Qualifications (SVQs) are excluded from being delivered outside the territories of the United Kingdom and they are outside the scope of this policy.

## **Policy statement**

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To secure the integrity of Pearson Edexcel National Vocational Qualifications (NVQs) and competence based qualifications, Pearson has a set of requirements for centres (i) seeking approval, and (ii) approved to offer NVQs outside the territories of England, Wales and Northern Ireland.

*For simplicity, both NVQs and competence based qualifications will be referred to collectively as NVQs in this document.*

This policy exemplifies the NVQ and competency qualifications requirements set out in the *Pearson Edexcel QCF NVQ, SVQs and competence-based qualifications - Delivery Requirements and Quality Assurance Guidance* for centres offering Pearson Edexcel NVQs overseas, which is available on the Pearson Work Based Learning web pages: [qualifications.pearson.com](http://qualifications.pearson.com). This policy should be read in conjunction with the *Pearson Edexcel NVQ, SVQs and competence-based qualifications - Delivery Requirements and Quality Assurance Guidance*.

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## 1. Awards outside England, Wales and Northern Ireland

Centres are approved by Pearson to offer NVQs within England, Wales and Northern Ireland. If an organisation wishes to deliver Pearson Edexcel NVQs outside these territories, it must seek separate approval for each centre concerned. Pearson will apply the same requirements for quality assurance to centres operating outside England, Wales or Northern Ireland as to those within this territory.

The regulatory authority, Ofqual, reserves the right to take appropriate action if practices in Pearson approved centres could bring the education and training system of England, Wales and Northern Ireland into disrepute.

## 2. Assessment

A fundamental characteristic of Pearson Edexcel NVQs and other qualifications that attest to occupational competence are the requirements for assessment of occupational competency in the workplace. Pearson needs to be fully satisfied that this principle is being consistently met. The Sector Skills Council (SSC) or Standards Setting Body (SSB) responsible for the National Occupational Standards (NOS) for the relevant sector provides guidance on workplace assessment in the overarching assessment strategy for the sector. Pearson will ensure that centres comply with this requirement in its qualifications.

## 3. Assessors

Assessors are accountable for:

- managing the assessment system, from assessment planning to making and recording assessment decisions as required by Pearson
- assessing evidence of learner competence against the national occupational standards in the qualification
- ensuring that learners' evidence is valid, authentic, current, reliable and sufficient
- maintaining accurate and verifiable learner assessment and achievement records as required by Pearson.

Centres must ensure that assessors are both occupationally competent and suitably qualified to perform their role. Centres must therefore provide appropriate training and development opportunities to ensure that assessors are suitably qualified and maintain their continuing professional development.

The assessment process must be informed by the requirements published in the *Edexcel QCF NVQ, SVQs and competence-based qualifications - Delivery Requirements and Quality Assurance Guidance*.

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#### 4. Internal Quality Assurance

Centres must operate explicit, written internal quality assurance and standardisation procedures to ensure:

- the accuracy and consistency of assessment decisions between assessors operating at the centre
- that assessors are consistent in their interpretation and application of the national occupational standards in the award.

Centres must appoint internal verifiers who will be responsible for defining a sampling strategy based on the management of risk factors and for regularly sampling evidence of assessment decisions made by all assessors across all aspects of NVQ assessment.

Centres must ensure that internal verifiers are both occupationally competent and suitably qualified to perform their role. Internal verification carried out by an unqualified internal verifier must be countersigned by a qualified internal verifier who is occupationally competent. Centres must therefore provide appropriate training and development opportunities to ensure that internal verifiers are suitably qualified and maintain their continuing professional development. Pearson will ensure that centres comply with the requirements for internal quality assurance.

The internal quality assurance procedures and sampling strategy must be informed by the requirements published in the *Pearson Edexcel NVQ, SVQs and competence-based qualifications - Delivery Requirements and Quality Assurance Guidance*.

#### 5. Standards verification

Centres delivering Pearson Edexcel NVQs outside the territories of England, Wales and Northern Ireland must take the following requirements fully into account. The *QCA NVQ Code of Practice, 2006 (still in use today)*, has:

*The minimum frequency of external verification visits to centres is usually two per year (a total of two days per year). The exact frequency and duration of external verifier visits must reflect the centre's performance, taking account of the:*

- *number of assessment sites*
- *number and throughput of candidates*
- *number and turnover of assessors*
- *number and turnover of internal verifiers.*

***Awarding bodies must put in place a risk management strategy for monitoring approved centres. To ensure consistency of approach to risk assessment across awarding bodies, risk assessment must identify and justify the number of external verifier visits required.***

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*Awarding bodies must retain evidence that their risk management strategy is effective and must make this available to the regulatory authorities upon request.*

There are further practicalities around the following requirements for access to premises, internal verifiers and candidates:

***Centres must understand that they are obliged to comply with any requests for access to premises, people and records for the purposes of external verification.***

*Awarding bodies must provide external verifiers with all the information necessary for them to carry out the sampling process effectively. This includes published guidance on the sampling of assessment and internal verification decisions and of candidate and assessment records. **Such guidance must ensure that the sampling strategy involves not only the inspection of evidence but also meetings with internal verifiers, assessors and candidates**, in order that the external verifier can confirm whether the process of assessment, as well as the standards being used to judge candidate competence, meet national standards.*

## **6. Distance Learning**

Centres seeking to deliver a programme through distance learning must demonstrate that the Pearson *Policy on Distance Learning* is fully met during the centre approvals process. Centres must continue to comply with the requirements of the Pearson *Policy on Distance Learning* when delivering programmes. Centres must acknowledge that programmes delivered in this manner pose an inherently greater risk that Pearson would need to manage.

As a consequence of these factors, the frequency of Standards Verifiers' visits to centres delivering Pearson Edexcel NVQs by distance learning outside the territories of England, Wales and Northern Ireland is likely to be greater than that for centres operating within these territories, in order that Pearson may properly manage the risk associated with this delivery.

## **7. Use of languages in assessment**

There are additional requirements around the use of language in Pearson Edexcel NVQs about which Pearson would need reassurance and to be able to confirm these are being met.

Pearson will not allow assessment of qualifications designed for the workplace in a language other than English, Welsh or Irish (Gaeilge). This is to ensure learners have sufficient proficiency in English, Welsh or Irish (Gaeilge) to enable them to properly carry out the role that is supported by the qualification.

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## 8. Cost of Quality Assurance

The cost of the visits required for conducting the centre and qualifications approvals processes must be borne by the centre applying for approval. Similarly, the costs of Standards Verification visits must also be borne by the centre approved to offer Pearson Edexcel NVQs outside the territories of England, Wales and Northern Ireland. Details of these costs can be obtained from the centre case manager for your centre.

## Regulatory references

Ofqual and SQA require all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria. As part of this process, policies that relate to Pearson's status as an awarding organisation will reference the particular conditions and criteria that they address.

This policy addresses the following regulatory criteria and conditions:

Ofqual General Conditions of Recognition, Ofqual/12/5247	
Section C: Third Parties - Arrangements with third parties	C1
Section C: Third Parties - Arrangements with centres	C2
Section G: Setting and delivering the assessment – language of the assessment	G2
List of Additional Regulatory Documents	
<i>Regulatory arrangements for the Qualifications and Credit Framework, 2008, Ofqual/08/3726</i>	
<i>Operating rules for using the term 'NVQ' in a QCF qualification title, Ofqual/08/3160</i>	
<i>Regulatory documents still in force from the 18<sup>th</sup> July 2011 onwards , Ofqual/11/4885</i>	
<i>QCA NVQ Code of Practice, 2006, QCA/06/2888</i> a) Expertise: Paragraphs 4-5. b) Data Requirements: Paragraphs 22, 23 & 24. c) Application of assessment methodology: Paragraphs 40-72. d) Approved centre criteria Appendix 1 e) Sanctions for non-compliance with the centre approval criteria Appendix 3	

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## **Policy review date**

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## **Useful contacts**

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For more information on Pearson qualifications and services please visit the website: [qualifications.pearson.com](http://qualifications.pearson.com)