DOCUMENT NO. 7

กรุณากรอกใบสมัครเป็นภาษาอังกฤษ แล้วแจ้งกลับมาที่ อีเมล์ BTEC.thailand@pearson.com

**Application to become a Pearson Vocational Centre (International)**

**Introduction**

This application will allow you to apply to become a Pearson Vocational centre, please refer to the “Guide to Pearson Vocational Centre approval” which will support you in your application for Centre approval.

#### Quick guide to the form:

The form is broken down into 4 sections:

Section 1 – [Centre details](#30j0zll)

Section 2 – Centre Management

Authorisation to proceed

Submission – [Pre submission check list](#3dy6vkm)

#### The approval process

1. Your dedicated Pearson Representative will be your main point of contact, who will help support your application to become an approved centre to deliver Pearson qualifications.
2. Once you have completed your application please return this to your Pearson Representative who will send this to the International Approvals team for an initial review.
3. An International Centre Approval and Implementation Officer will be contracted by Pearson to conduct a full review of your application; they will contact you to arrange a visit and deliver training. They will be required to meet with key members of staff, review evidence and inspect your premises.
4. If the International Centre Approval and Implementation Officer requires more information regarding your application they will contact your Regional Representative who will discuss additional requirements with you. Please ensure that you provide additional information in full and as quickly as possible so that your application can proceed.

## Please note:

* This application should only be completed electronically and submitted in word format
* It is important to complete all applicable sections of this form to prevent processing delays.
* We aim to arrange a visit within 10 weeks of the approval team receiving your application, please bear in mind that key members of staff must be available at the time of the visit.
* You will be notified of our decision within 7 working days of the approval visit

**Section 1: Centre Details**

|  |  |
| --- | --- |
| Centre/Organisation name |       |
| Address type |  |
| Address line 1 |       |
| Address line 2 |       |
| Address line 3 |       |
| Town |       | Country |       |
| Postcode |       | Website address |       |
| Telephone no (this must be a landline number) |       | Fax no |       |

**Additional sites**

*You must request approval from Pearson in writing of any additional locations which you intend to use for qualification delivery.*

|  |  |  |  |
| --- | --- | --- | --- |
| Address type |  | Address |       |
| Address type |  | Address |       |
| Address type |  | Address |       |

**Centre Contacts**

Please ensure you identify the below:

**Head of Centre** – Person who has overall accountability for the delivery of Pearson qualifications

**Quality Nominee** – Person who has overall responsibility for quality assurance

**Exams Officer** - Person responsible for learner administration and ensuring examination materials remain

 confidential and secure

**Applicant** – Person submitting and first point of contact for the application

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| --- | --- | --- | --- |
| **Name** | **Role** | **Email address** | **Contact phone number** |
|       |  |       |       |
|       |  |       |       |
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| Which qualifications do you intend to offer? |  |
| In which sector (subject area) |       |       |
| Do you intend to deliver any qualifications that have a form of secure assessment (test)?  |  |
| Will your key staff members be available for a visit within 10 weeks of submission |  |

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| Please confirm the nature of your business |  |
| Are you subject to any educational inspections? |  | Inspected by |       |
| Date of last inspection |       | Grade/outcome |       |

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| Do you have centre/qualification approval with another Awarding Organisation?  |  |
| If ‘Yes’ please supply the name of the Awarding Organisation |       |

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| --- | --- |
| Has Centre Recognition ever been declined or withdrawn by Pearson or another Awarding Organisation?  |  |
| Has the centre had any sanctions applied by Pearson or another awarding organisation?  |  |
| Has the Head of Centre, key management or key members of the assessment team worked at a centre where centre/qualification approval has been declined or withdrawn by Pearson or another Awarding Organisation within the last 5 years? (see guidance document for definitions of these roles) |  |
| If you have selected ‘Yes and or declined/withdrawn’ to any of the above please supply the name of the Awarding Organisation and give the dates when this occurred. Please supply addition information for the reasons for refusal/removal/application of sanctions. |
| Name of Awarding Organisation |       | Date of refusal/removal |       |
| Please supply additional information below |
|       |

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| Do you intend to work with other centres and/or organisations? |  | *If yes, please give further details below including the name and address of such centre(s)/organisation(s), whether they have centre/qualification approval with another Awarding Organisation, and the nature of the proposed co-operation with the other centre/organisation.* |
| Name of centre and/or organisation |       | Centre Number |       |
| Please supply additional information below |
|       |

**Section 2: Centre Management**

You have a continuing obligation to ensure that, at all times during the term of your approval as a centre by Pearson, you meet all Centre Management Criteria. You must inform Pearson if any of the answers to the questions below change. Failure to do so may result in withdrawal of Centre Recognition.

Please confirm if evidence for each set of Centre Recognition Criteria will be available at the centre approval visit by entering **YES/NO** to each statement. If policies or published documentation is not in place, we will work with you to develop these during the implementation training event.

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| **Centre Management** | **Y/N** |
| **2a** | There is a dedicated role with appropriate authority and responsibility for the management and delivery of Pearson products |  |
| **2b** | Senior management will allocate appropriate time and resources to support qualification delivery/review |  |
| **2c** | Systems are in place to monitor and evaluate the effectiveness of all qualification delivery and assessment staff and to make changes when required |  |
| **2d** | There are effective communications systems in place to keep all staff up to date with centre/Pearson’s policies and procedures |  |

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| **There is published documentation in place to cover the following requirements:**Please note these may be policies or procedures and could be found in your centre staff/learner handbooks. | **Y/N** |
| **2e** | Internal Verification |  |
| Assessment  |  |
| Learner recruitment, registration and certification  |  |
| Recognition of Prior Learning (RPL) including exemptions |  |
| Special considerations and reasonable adjustments |  |
| Equal opportunities |  |
| Learner/staff malpractice and/or maladministration |  |
| Appeals  |  |
| Complaints |  |
| Risk assessment and Health and Safety (including public liability cover) |  |
| Conflict of interest |  |
| Learner support (to include individual development needs) |  |
| Safeguarding of Learners |  |
| Centre Contingency and Adverse Effects (to include withdrawal of centre approval status and protection of the Learner Interest in the case of such a withdrawal) |  |

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| **Learner support** | **Y/N** |
| **2f** | The centre will provide a learner handbook which contains accurate centre and qualification information |  |
| **2g** | Unit certification is explained in qualification documentation and guidance is available to learners |  |
| **2h** | Learners are advised of any technical needs for the mode of study and the support they can expect to receive from the centre |  |
| **2i** | The centre will identify and provide the specialist support that some learners may need e.g. equipment adaptation/policy review |  |
| **2j** | The centre will recognise learners’ previous achievements to enable credit transfers and exemptions where applicable |  |
| **2k** | There is an appropriate system to enable feedback to learners following assessment |  |
| **Registration** | **Y/N** |
| **2j** | There are systems in place to ensure the accurate and timely registration of learners in accordance with Pearson’s published policies and timelines |  |
| **2k** | The centre is aware of entry restrictions and will ensure learners are recruited and registered on appropriate qualifications in accordance with individual qualification specifications |  |
| **Learner identity** | **Y/N** |
| **2i** | The centre will verify learner identification during registration and throughout the assessment process |  |
| **Centre records & systems** | **Y/N** |
| **2j** | There are administrative systems in place to ensure the ongoing tracking of learner progress, achievement, accumulation and transfer of credits and, where necessary, the recording of exemptions |  |
| **2k** | The centre will securely store accurate, up to date learner details and assessment records in compliance with Data Protection acts |  |
| **2l** | There are systems in place to ensure active learner portfolios/evidence of assessment are kept secure, confidential and comply with Data Protection acts |  |
| **2m** | The centre will securely hold and transmit details of assessment outcomes to Pearson |  |
| **2n** | The centre will retain evidence of learner work for a minimum period of twelve (12) weeks following certification of the learner, unless any other specific agreement has been reached in writing with Pearson |  |
| **2o** | The centre will retain securely assessment and verification records for each learner for a minimum period of three years following certification |  |
| **2p** | Systems are in place to ensure only authorised members of staff have access to Edexcel Online (EOL) and generic email accounts (i.e. admin@) |  |
| **Staff resources** |
| **2v** | The centre is committed to review, employ, train and support a sufficient number of appropriately qualified staff to ensure appropriate management, delivery, assessment and quality assurance as per Pearson requirements  |  |
| **Physical resources** |
| **2w** | The centre is fully committed to acquire essential and sufficient equipment, facilities and resources as stated within qualification specifications, for the delivery and testing of Pearson’s qualifications (e.g. IT equipment/materials/library); to review regularly, maintain and to replace them as required and to ensure that learners have full access  |  |

# Authorisation to proceed to be completed by the Head of Centre

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| I understand the responsibilities of a Pearson approved centre delivering Pearson Qualifications and have reviewed the application, endorse and agree that no material supporting this qualification approval has been plagiarised. I confirm that any material supporting this application that is the intellectual property of another person or organisation is used with the express permission of that person or organisation. |
| \*Signature of Head of Centre |       |
| Print name |       |
| Position within organisation |       |
| Date of submission |       |

*\*Your name and email address will be accepted as confirmation of your agreement*

# Pre submission checklist

Before submitting your application to Pearson please ensure the following has been completed and attached

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| --- | --- |
|  | **Y/N** |
| **1** | All Centres | Section 1: Centre details and contacts (including availability) |  |
| **2** | All Centres | Section 2: Centre management |  |
| **3** | All Centres | Head of Centre has authorised the application to proceed and signed Pearson terms and conditions which can be found [here](https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Approval-centre-agreement.pdf) |  |

**Once you have completed the application form please return to your Regional Representative**

# Pearson use only

|  |  |
| --- | --- |
| Pearson Representative |       |
| Email address |       |
| I endorse this application  |  |