

National Qualifications Framework – Edexcel Level 3 & 4 NVQs in Built Environment Design and Edexcel Level 5 NVQ in Built Environment Design and Consultancy

Automatic Approval Process and Frequently Asked Questions

Part One – AUTOMATIC APPROVAL PROCESS – KEY INFORMATION

What happens next?

The following qualification is being replaced. If you meet the following criteria for the current NVQ, you are entitled to automatic approval for the replacement NVQ at the same level. Please see the last page of this document for a table showing transition from the old NVQ title to the new.

NVQ Title	Last Registration	Last Certification
Q1052998 – Edexcel Level 3 NVQ in Technical Design (Built Environment)	30 Apr 2008	30 Apr 2011

The following are the replacement and new qualification titles:

Q5000347 – Edexcel Level 3 NVQ in Built Environment Design (QAN: 500/3717/1)

Q5000348 – Edexcel Level 4 NVQ in Built Environment Design (QAN: 500/3760/2)

Q5000349 – Edexcel Level 5 NVQ in Built Environment Design and Consultancy (QAN: 500/3744/4)

Criteria for Automatic Approval:

- Centres approved within the previous 6 months for the NVQ being replaced 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 NVQ being replaced, will receive Automatic Approval for the new NVQs, 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.

Any centre meeting these requirements will receive automatic approval for the NVQ at the level for which they are currently approved. Please see the last page of this document for a table showing transition from the old NVQ title to the new.

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 above, 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.

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 qualifications will be listed on the current DCSF Funding Lists (Section 96 and 97 as appropriate) and subsequent DCSF update circulars.

The replaced Edexcel NVQ title listed in part 1 above, which expired on 30 April 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 Aims 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 May 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 NVQ1 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 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.

What support materials will be available?

The following products will be available:

Code	Title	Media	When available
N/A	Edexcel Level 3 NVQ in Built Environment Design - Sector Guidance for Centres	Edexcel website	1 st May 2008
N/A	Edexcel Level 4 NVQ in Built Environment Design - Sector Guidance for Centres	Edexcel website	1 st May 2008
N/A	Edexcel Level 5 NVQ in Built Environment Design and Consultancy - Sector Guidance for Centres	Edexcel website	1 st May 2008

Part Three – NVQ SPECIFIC FREQUENTLY ASKED QUESTIONS AND ISSUES

Why have the National Occupational Standards (NOS) changed?

The Construction Sector Skills NOS and NVQs have been developed to reflect changes in support staff roles arising from workforce reform. They have been broadened in scope to include new roles and responsibilities within the area of built environment design. ConstructionSkills is working to fulfil the skills and productivity needs of the UK through the construction industry's Sector Skills Agreement. ConstructionSkills has negotiated a series of agreements between training providers, employers and Government, designed to address the construction industry's current and future skills needs.

Is there a requirement for independent assessment?

Yes. The Sector Guidances outline the principles that underpin assessment with regard to: external quality control, workplace assessment, the use and characteristics of simulation and the required occupational expertise of assessors and verifiers.

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

You could use assessors for other NVQs, such as the health awards, to assess relevant units within these Construction NVQs. 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 judgements 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?

Given the wide range of units in these new NVQs it is unlikely that any one assessor will have the occupational expertise to assess across all the units. 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?

None, however they must be able to prove their competence in the units with which they are involved. 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 NVQs offer, by design, a broader coverage range 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 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. 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

Transition Map for Automatic Approval of Edexcel Level 3, 4 and 5 NVQs within Built Environment Design

Centres meeting the Automatic Approval criteria (detailed on page 1) for the existing NVQ title in the left-hand column of the table below, will receive automatic approval for the equivalent NVQ in the right-hand column.

Existing NVQ Titles	Equivalent New NVQ Titles
Q1052998 – Edexcel Level 3 NVQ in Technical Design (Built Environment)	Q5000347 – Edexcel Level 3 NVQ in Built Environment Design (QAN: 500/3717/1)
<i>No existing provision</i>	Q5000348 – Edexcel Level 4 NVQ in Built Environment Design (QAN: 500/3760/2)
<i>No existing provision</i>	Q5000349 – Edexcel Level 5 NVQ in Built Environment Design and Consultancy (QAN: 500/3744/4)