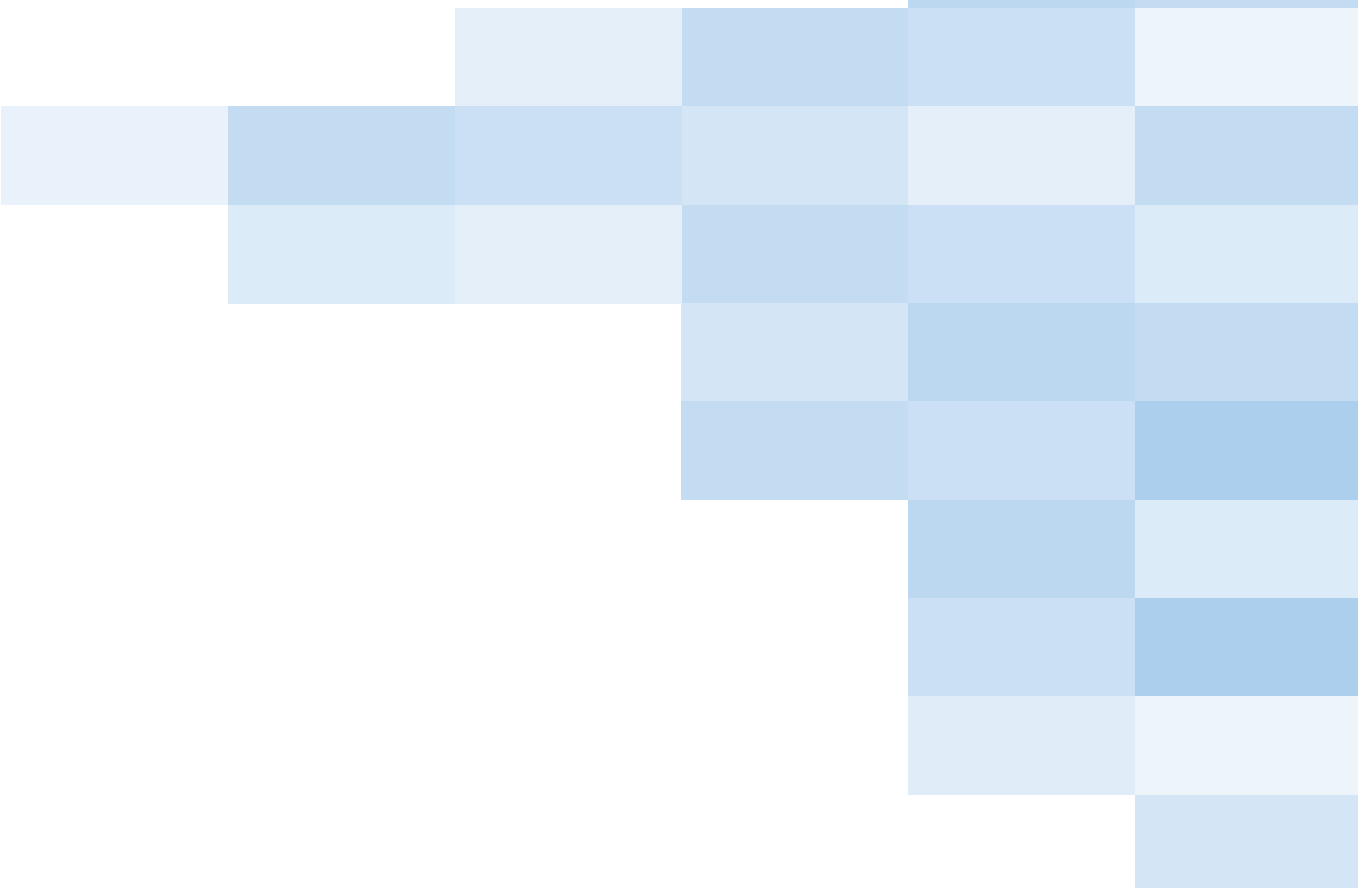


# Consortium Arrangements for BTEC and Edexcel NVQ Qualifications



advancing learning, changing lives

Policy

04/09

# Consortium Arrangements for BTEC and Edexcel NVQ Qualifications

## Of interest to:

- Admission staff
- Curriculum managers
- Exam officers
- Heads of centres
- Heads of departments
- NVQ training and assessment managers
- Programme leaders
- Quality nominees
- Teaching staff
- Training providers

## Qualifications:

- BTEC Customised Framework
- BTEC Diploma in Foundation Studies (Art & Design)
- BTEC First Certificate and Diploma
- BTEC Higher National Certificate and Diploma
- BTEC Introductory Certificate and Diploma
- BTEC National Award, Certificate and Diploma
- BTEC Short Courses
- Entry Level Certificate (Life Skills/Skills for Working Life)
- NVQ

## Policy on consortium arrangements for BTEC and Edexcel NVQ qualifications

A consortium arrangement is an agreement where a group of centres work collaboratively and assign the teaching and/or assessment of an Edexcel qualification to named organisations in the consortium group.

A consortium arrangement cannot register learners or operate until Edexcel has approved it. The nominated administrative centre must submit the consortium approval request to Edexcel.

For each qualification that is being delivered and/or assessed under a consortium arrangement:

- the administrative centre must submit a qualification approval request for each qualification that will be delivered and/or assessed through the consortium group
- normally each consortium centre can register learners, once the consortium arrangement has been approved by Edexcel
- learners on a consortium programme are the responsibility of the consortium centre at which the learner is registered. This responsibility includes each centre continuing to provide support for its registered learners following the dissolution of the consortium agreement
- the overall coordination of quality assurance of each qualification operating under a consortium arrangement is that of the identified administrative centre
- quality assurance of each qualification operating under a consortium arrangement is the responsibility of each consortium centre
- the delivery and/or assessment of each qualification that is delivered through a consortium arrangement must meet the learning outcomes and the assessment requirements of the qualification
- all the learners for the purpose of an appeal will be dealt with as a single cohort. The administrative centre will be responsible for submitting any appeals to Edexcel (see policy on Appeals 04-07). If required, the administrative centre is responsible for the coordination of any evidence (eg learner work) from all the consortium centres
- this consortium arrangement does not apply to higher education institutions
- for National Qualification Framework qualifications, centres cannot use consortium arrangements with organisations that are overseas. For this policy, overseas includes Scotland, the Republic of Ireland, the Isle of Man and the Channel Islands.

## Introduction

### Links:

- Consortium Arrangements for BTEC and Edexcel NVQ Qualifications, Guidance for Centres 2004-2007
- Consortium Arrangements for General Qualifications 04-10
- Franchise Arrangements 04-08
- Appeals 04-07

### Policy Review:

Review date 2007

A consortium arrangement can enable centres to provide a broader, more flexible, more relevant curriculum and can help learners to achieve successful progression.

While the nature of each consortium arrangement may vary, each consortium centre is responsible for the learners that it has registered. The joint consortium agreement between the consortium members must clearly identify the administrative centre. In all agreements the administrative centre coordinates the quality assurance process of the qualification but each centre is responsible for the joint quality assurance of the qualification.

This policy does not apply to the consortium arrangements involving these qualifications: BTEC Foundation Degrees, GCSE, AS, GCE, AVCE, GNVQ, Key Skills, Adult Literacy, Adult Numeracy and Entry Level Certificates (for policy relating to general qualifications see Edexcel's qualifications policy statement *Consortium Arrangements for General Qualifications* 04-10, [www.edexcel.org.uk](http://www.edexcel.org.uk)).

### Useful contacts:

For more information on Edexcel qualifications please contact Edexcel Customer Services

Tel: 0870 240 9800

You can also visit the Edexcel website:

[www.edexcel.org.uk](http://www.edexcel.org.uk)

## Guidance on consortium arrangements for BTEC and Edexcel NVQ qualifications

### Consortium approval process

The identified administrative centre for the consortium must submit the approval for the consortium arrangements sought. Edexcel has a clear approval process for consortium centres to follow. This process includes approval of:

- the consortium arrangement (forms on the Edexcel website, [www.edexcel.org.uk](http://www.edexcel.org.uk))
- a joint consortium agreement.

The above two approval requirements must be submitted simultaneously to Edexcel. Copies of the forms and detailed guidance on how to complete them can be found in the document *Consortium Arrangements for BTEC and Edexcel NVQ Qualifications, Guidance for Centres 2004-2007* ([www.edexcel.org.uk](http://www.edexcel.org.uk)).

Part of the approval of the consortium arrangement (see Edexcel website for forms, [www.edexcel.org.uk](http://www.edexcel.org.uk)) requires the administrative centre to show that there are robust quality systems in place for the consortium group to manage the consortium arrangement. This includes:

- a clear communication strategy between the consortium centres
- detail on how the administrative centre will coordinate and monitor ongoing quality of delivery, assessment and quality assurance by the consortium centres
- the consortium's policy and procedures on appeals.

A joint consortium agreement between the consortium centres must be submitted as part of the approval process. Consortium members can design their own joint consortium agreement but it must follow the guidance given in *Consortium Arrangements for BTEC and Edexcel NVQ Qualifications, Guidance for Centres 2004-2007*. An individual centre or organisation may be part of more than one consortium arrangement with Edexcel. Edexcel will deal with each consortium arrangement separately. Once a consortium arrangement has been approved by Edexcel, the consortium approval does not automatically extend to other consortium arrangements and nor does it approve individual consortium centres to operate in isolation of the consortium arrangement.

It is essential that the joint consortium agreement can show that there are rigorous quality processes in place to support the consortium. The consortium centres and Edexcel must be satisfied with regard to:

- registration of learners
- ensuring learners have fair access to assessment
- selection of learners onto the programme
- support and advice to learners and prospective learners
- planned and effective programme of learning
- requirements for valid and reliable assessment
- secure procedures for claiming certification
- sufficient staff to deliver and assess the qualification
- preparations of assessors and verifiers for the role
- valid and reliable internal verification systems
- assessors' and internal verifiers' qualifications and experience
- professional development for assessment staff
- an agreed appeals policy, supported by procedures, that treats the learners that are part of the consortium arrangement as a single cohort
- the required physical resources
- dissemination of materials and information.

If the consortium members decide to terminate the joint consortium agreement, the administrative centre must immediately inform Edexcel of this action to ensure the interest of any learner is protected.

### **Qualification approval**

For each qualification the consortium plans to deliver, the administrative centre must submit to Edexcel a qualification approval request. Qualification approval forms can be found on the Edexcel website ([www.edexcel.org.uk](http://www.edexcel.org.uk)). The consortium qualification approval is limited to the consortium arrangement that sought the initial qualification approval. This means that the qualification approval does not extend to any other consortium arrangement and nor does it allow individual consortium centres to offer the qualification in isolation of the consortium arrangement.

### **Monitoring quality**

Once the consortium agreement has been approved, the administrative centre will be required to coordinate an annual review of the quality of delivery and/or assessment for each qualification approved across the consortium and to complete and maintain records of the review and its outcomes.

Members are required to make the review records available to an Edexcel representative, to allow the monitoring to be checked and for relevant issues to be followed up. The purpose of the review is for the consortium to be confident that each consortium member is continuing to meet the original consortium approval criteria. For the review cycle the consortium centres must be satisfied with the following points:

- learner satisfaction with training/teaching and support
- learner access to development and assessment opportunities
- dissemination of appropriate information to assessors and verifiers
- changes to the programme team since the last review
- development of the programme team
- the adequacy of resources to support the qualifications
- the outcome of any appeals
- the validity and reliability of assessment decisions
- sampling of assessment decisions.

An important part of the quality assurance review is for each consortium member to give feedback on the effectiveness of the administrative centre and for the identified administrative centre to continue in its role.

If the review report identifies areas where the quality criteria are not being met, the administrative centre must coordinate a development plan. The consortium must agree and implement the development plan, which must include addressing any weaknesses and a date by which each issue will be resolved.

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