

National Qualifications Framework – Edexcel Level 2 and 3 NVQs within Health

Automatic Approval Process and Frequently Asked Questions

Part One – AUTOMATIC APPROVAL PROCESS – KEY INFORMATION

Now I have read this pack – what happens next?

The following qualifications are being replaced. If you meet the following criteria, for one or more of the current NVQs, you are entitled to automatic approval for the replacement NVQs at the same level (but not at levels below or levels above). Please see the last page of this document for a table of the transition from the old NVQs to the new NVQs.

NVQ	Last Registration	Last Certification
Q1050161 – Edexcel Level 2 NVQ in Operating Department Support	31 May 2005	31 May 2007
Q1050163 – Edexcel Level 3 NVQ in Diagnostic and Therapeutic Support	31 May 2005	31 May 2008
Q1050164 – Edexcel Level 3 NVQ in Dialysis Support	31 May 2005	31 May 2008
Q1050252 – Edexcel Level 3 NVQ in Operating Department Practice	31 May 2005	31 May 2008

The following Edexcel Level 2 and 3 NVQs in Care are not being replaced by the new NVQs in Health. However, there is significant correlation between these and the new Edexcel Level 2 NVQ in Health (Clinical Support) and are therefore included within the transition map on the last page of this document.

NVQ	Last Registration	Last Certification
Q1050158 – Edexcel Level 2 NVQ in Care	31 Jan 2005	31 Jan 2007
Q1050159 – Edexcel Level 3 NVQ in Care	31 Jan 2005	31 Jan 2008

The following are the new qualifications:

Edexcel Level 2 NVQs within Health (QCA Accreditation Number: 100/4985/X)

- Q5000167 – Edexcel Level 2 NVQ in Health (Blood Donor Support)
- Q5000168 – Edexcel Level 2 NVQ in Health (Clinical Support)
- Q5000169 – Edexcel Level 2 NVQ in Health (Perioperative Care Support)

Edexcel Level 3 NVQs within Health (QCA Accreditation Number: 100/4986/1)

- Q5000170 – Edexcel Level 3 NVQ in Health (Advanced Blood Donor Support)
- Q5000171 – Edexcel Level 3 NVQ in Health (Allied Health Profession Support - General)
- Q5000172 – Edexcel Level 3 NVQ in Health (Allied Health Profession Support - Dietetics)
- Q5000173 – Edexcel Level 3 NVQ in Health (Allied Health Profession Support - Physiotherapy and Occupational Therapy)
- Q5000174 – Edexcel Level 3 NVQ in Health (Allied Health Profession Support - Radiotherapy)
- Q5000175 – Edexcel Level 3 NVQ in Health (Allied Health Profession Support - Clinical Imaging)
- Q5000176 – Edexcel Level 3 NVQ in Health (Allied Health Profession Support - Speech and Language Therapy)
- Q5000177 – Edexcel Level 3 NVQ in Health (General Healthcare Support)

Q5000178 – Edexcel Level 3 NVQ in Health (Decontamination)
Q5000179 – Edexcel Level 3 NVQ in Health (Clinical Healthcare Skills)
Q5000180 – Edexcel Level 3 NVQ in Health (Maternity/Paediatric Support)
Q5000181 – Edexcel Level 3 NVQ in Health (Newborn Hearing Screening)
Q5000182 – Edexcel Level 3 NVQ in Health (Obstetric Theatre Support)
Q5000183 – Edexcel Level 3 NVQ in Health (Perioperative Care - Surgical Support)
Q5000184 – Edexcel Level 3 NVQ in Health (Perioperative Care - Anaesthetic/PACU Support)
Q5000185 – Edexcel Level 3 NVQ in Health (Renal Support)

Criteria for Automatic Approval:

- Centres approved for the NVQs being replaced within the last 6 months 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 NVQs being replaced, will receive Automatic Approval for the new NVQs, if they fulfil the following eligibility requirements, which are:
 - registered candidates within the last two years on the replaced NVQ
 - received a QRF rating of C or above within the last year on the replaced NVQ.
- Any centre meeting these requirements will receive automatic approval for the NVQs at the levels for which they are currently approved. Please see the last page of this document for a table of the transition from the old NVQs to the new NVQs.

Centres who receive automatic approval for the Edexcel Level 3 NVQ in Health (General Healthcare), will receive as part of their approved structure, all the pathway specific competences from the following endorsed titles:

- Edexcel Level 3 NVQ in Health (Allied Health Profession Support - General)
- Edexcel Level 3 NVQ in Health (Allied Health Profession Support - Physiotherapy and Occupational Therapy)
- Edexcel Level 3 NVQ in Health (Allied Health Profession Support - Clinical Imaging)
- Edexcel Level 3 NVQ in Health (Allied Health Profession Support - Speech and Language Therapy)

Centres receiving automatic approval for any other Edexcel Level 3 NVQs within Health, will only receive as part of their approved structure, the pathway specific competences relating to that specific endorsed title.

If your centre wishes to receive approval for any other pathway specific competences, you will need to complete and return an Amendment form. The Amendment form and guidance can be found on the Edexcel website – <http://www.edexcel.org.uk/sfc>.

Where do I send my completed and signed automatic approval Centre Declaration?

Please send your completed automatic approval signed centre agreement 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

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, you will need to complete and return the NVQ1 form to your:

- Regional Office for FEIs, HEIs and Schools
- Quality Standards Team at the above address for Employer and Training Provider Centres.

The NVQ1 form and guidance can be found on the Edexcel website

<http://www.edexcel.org.uk/sfc>.

If you are not sure of the contact details for your Regional Office please ring our Customer Services on 0870 240 9800 or via our website at www.edexcel.org.uk/AboutUs/ContactUs.aspx

Part Two – GENERAL FREQUENTLY ASKED QUESTIONS

Who is authorised to sign the Automatic Approval Declaration on behalf of our centre?

Only the Principal, Head Teacher or Chief Executive may sign the declaration within the documentation. There is no requirement to obtain a signature from the external verifier.

What is the NVQ Centre Declaration?

This is a document, which enables us to speed up the approval process. We ask you, within this declaration, to confirm that your centre has the following systems in place to support the delivery of the new Edexcel NVQs, namely:

- Quality assurance and control
- Teaching and Learning
- Assessment
- Internal Quality Assurance.

In the future Edexcel will check that these systems are operational through external verifier visits. Where a centre has signed the declaration, but then cannot produce the evidence to show that the systems are operational, then a tariff from the QCA Tariff of sanctions may be imposed. These sanctions range from an action plan through to the removal of approved status for the qualification in question.

How will these new qualifications access funding?

These new Edexcel NVQ qualifications will be listed on the current DfES Funding Lists (Section 96 and 97 as appropriate) and subsequent DfES update circulars.

The replaced Edexcel NVQ titles listed in part 1 above, which expire on 31 May 2005, will no longer attract public funding as of that date. Please note that candidates already registered with Edexcel on these NVQ titles 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 OLT

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?

On the DfES website - www.dfes.gov.uk

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 will now allocate a Qualification Accreditation Number (QAN), which consists of an eight figure number. In addition, individual units will no longer be allocated a U number, but will instead start with a random 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 above 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 June 2005 onwards, provided that you have either:

- Signed and returned the Centre Declaration form to Edexcel relating specifically to these qualifications
- Received a letter of approval from Edexcel following a full application using the NVQ1 Application Form.

What are the registration arrangements?

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 signed and returned the Automated Approval Centre Declaration 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 guidance and logbooks will be available and how can I order copies?

The following products will be available:

Code	Price	Title	Media	When available
N016957	£30	Edexcel Level 2 & 3 NVQs in Health (All materials listed below and more)	• CD-ROM	• Late July 2005
N/A	N/A	Edexcel NVQ Guidance for Centres - General Guidance for Edexcel Centres	• Website*	• Late May 2005
N/A	N/A	Edexcel NVQ Candidate's Guidance	• Website*	• Late May 2005
N/A	N/A	Edexcel Levels 2 and 3 NVQs in Health -Sector Guidance for Edexcel Centres	• Website*	• Late May 2005
N016955	£13.50	Edexcel Level 2 NVQs in Health – Edexcel Candidate Logbook	• Printed copy	• Late July 2005
N016956	£50	Edexcel Level 3 NVQs in Health – Edexcel Candidate Logbook	• Printed copy	• Late July 2005

*Products for the Website will initially be on our health and social care microsite as a pre-publication version <http://hsc.edexcel.org.uk>

Both the CD-ROM and the Candidate Logbooks can be ordered in the normal way from:

Edexcel Publications
Adamsway
Mansfield
Notts
NG18 4FN
Tel: 01623 467 467
Fax: 01623 450 481
Email publications@linneydirect.com

Special Pre-Order Facility

If you are ordering for your centre, you can pre-order your CD- ROM or hard copy log-books by completing the attached form and faxing or e-mailing it back to the number/address provided.

If you are ordering a personal copy then you will need to send the form back to the address provided with the appropriate remittance. If paying by credit card then you can also fax or email the form back.

Part Three – NVQ SPECIFIC FREQUENTLY ASKED QUESTIONS AND ISSUES

Arrangements for registering candidates

Do I have to register for one of the endorsed titles at the beginning, or can I decide afterwards?

The decision has to be made before, or at the time of, registration. The nature of the candidate's job role will determine the sources of evidence they are likely to use and therefore the most suitable pathway and option units to follow. If candidates wish to change pathway after registration they may be transferred, using Form SA2, without charge for the same Level NVQ (subject to the centre being approved to offer the alternative pathway).

How will I know which units cannot be combined?

The centre guidance will show the qualification structures and required combinations for NVQ achievement and eligibility for certification.

The units themselves also indicate which other unit(s) they cannot be combined with, where appropriate.

Are there any additional units?

There are no additional units in the Health awards.

Will we have to pay an additional registration fee for the Additional Units?

No. Additional units over and above the requirements of the NVQ qualification may be reported free of charge and will appear on the Certificate of Unit Credit for the NVQ qualification. Unit achievement may be reported at any time during the period of the registration's validity. However, once the claim for NVQ qualification has been made, the registration is then closed. After that time, candidates will need to register again for any units they require. The current fee for unit registration is £15.50 per unit.

What is happening to the current NVQs in Healthcare?

They will not continue as NVQs, but there will be optional unit choices within the new qualifications to meet the needs of learners who choose similar routes. The centre guidance provides information about the differing qualification titles and choices available.

Will there be mapping between the old and new qualifications?

No. Any transfer of evidence will have to be on an individual APL route. For guidance on APL please see the Edexcel website:

<http://hsc.edexcel.org.uk>, "Policy on the Accreditation of Prior Learning."

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

Yes. Candidates registered for the existing NVQs will be able to transfer their registration to the new NVQ at the same level for no extra charge. However, it should be noted that these candidates will not be able to use any units they have achieved within the existing NVQ as part of the structure of the new NVQ. They may well be able to use the evidence they have acquired, through the usual APL route, and should discuss this with their assessor.

Delivering and assessing the new NVQs

What is the difference between witness testimony and expert witness evidence?

It is best to avoid the term 'expert witness testimony' and use instead 'expert witness evidence', which may or may not be testimony.

Within the new Health NVQs, the use of Expert Witnesses is encouraged as a contribution to the assessment of evidence of the candidate's competence, where there are no occupationally competent assessors for occupationally specific units, this applies to the optional units only.

"Expert Witnesses" must be identified and trained by the centre. Witnesses are other people who may have been present at a particular incident, or able to provide evidence of consistency of practice, but are not registered with the centre as an "Expert Witness".

What qualifications will the expert witness have to have?

No qualifications are specifically required. However, they must be able to prove their competence in the units with which they are involved. See also the following question.

Will expert witnesses have to hold L20?

Expert witnesses do not need induction to the National Occupational Standards (NOS) or these NVQs. However they could undertake unit L20 from the A&V awards.

Do we have to use expert witnesses?

No. It is a facility available for centres to use if it is considered to be useful for the centre/candidate.

Can expert witnesses provide evidence for the core competences?

Yes, expert witnesses can provide evidence for the core competences.

This was a decision made by Skills For Health, which is the Sector Skills Councils and is recorded as part of the Assessment Strategy (which is in our centre guidance). Assessors are expected to be occupationally competent and to take the lead role in the assessment of the core units of the qualification.

Will people without qualifications, other than the D units, still be able to assess?

Yes, until there is a change in the guidance or in legislation. Centres will be notified of any such change.

Why can't our candidates write their own observations?

Candidates are not permitted to write their own observations because this would only be a *reflective account*.

Assessors need to write the assessment of the observed performance. Assessors themselves need to be competent in the units they are assessing, qualified in assessment, and have sufficient time to undertake their role. See also the *NVQ Code of Practice* for further guidance. Assessors need to make the observation, draw judgements from the performance, and elicit any knowledge evidence from the practice that they have observed.

I've heard that we can't use professional discussion any more, as it isn't mentioned in the assessment strategy?

The assessment methods mentioned in the assessment guidance and strategy are not a definitive and exhaustive list. They are suggestions of a range of appropriate methods that can be used. Other methods can also be used, although it is a good idea to discuss these with the IV and EV if in any doubt. There is further guidance on the use of professional discussion within the Sector Specific Centre Guidance.

Will we need independent assessment in the new standards?

No. Awarding bodies will meet regularly with sector skills bodies to feed back the results from external verification and also to feed back responses from training centres concerning the NVQs. This quality measure will replace the requirement for independent assessment.

Other Questions

When will the candidates on the current awards have to complete their qualification?

Candidates registered will need to complete their qualification by the certification end date for the qualification, see page 1 for details.

Transition Map for Edexcel Level 2 & 3 NVQs in Health

The new Edexcel level 2 and level 3 NVQs in Health are more specialized than the existing Healthcare NVQs that they are replacing. Therefore some of the new NVQs are very similar to existing NVQs, however some completely new NVQs are available now.

Existing NVQ Titles	New NVQ Titles
Q1050161 – Edexcel Level 2 NVQ in Operating Department Support	Q5000169 – Edexcel Level 2 NVQ in Health (Perioperative Care Support)
Q1050163 – Edexcel Level 3 NVQ in Diagnostic and Therapeutic Support	Q5000168 – Edexcel Level 2 NVQ in Health (Clinical Support) Q5000171 – Edexcel Level 3 NVQ in Health (Allied Health Profession Support – General) Q5000173 – Edexcel Level 3 NVQ in Health (Allied Health Profession Support – Physiotherapy and Occupational Therapy) Q5000175 – Edexcel Level 3 NVQ in Health (Allied Health Profession Support – Clinical Imaging) Q5000176 – Edexcel Level 3 NVQ in Health (Allied Health Profession Support – Speech and Language Therapy) Q5000177 – Edexcel Level 3 NVQ in Health (General Healthcare Support)
Q1050164 – Edexcel Level 3 NVQ in Dialysis Support	Q5000185 – Edexcel Level 3 NVQ in Health (Renal Support)
Q1050252 – Edexcel Level 3 NVQ in Operating Department Practice	Q5000182 – Edexcel Level 3 NVQ in Health (Obstetric Theatre Support) Q5000183 – Edexcel Level 3 NVQ in Health (Perioperative Care – Surgical Support) Q5000184 – Edexcel Level 3 NVQ in Health (Perioperative Care – Anaesthetic/PACU Support)
Q1050158 – Edexcel Level 2 NVQ in Care Q1050159 – Edexcel Level 3 NVQ in Care	Q5000168 – Edexcel Level 2 NVQ in Health (Clinical Support)

The following qualifications are new specialised NVQs in the Health suite:

New NVQ Titles
Q5000167 – Edexcel Level 2 NVQ in Health (Blood Donor Support)
Q5000172 – Edexcel Level 3 NVQ in Health (Allied Health Profession Support – Dietetics)
Q5000174 – Edexcel Level 3 NVQ in Health (Allied Health Profession Support – Radiotherapy)
Q5000180 – Edexcel Level 3 NVQ in Health (Maternity/Paediatric Support)
Q5000181 – Edexcel Level 3 NVQ in Health (Newborn Hearing Screening)
Q5000170 – Edexcel Level 3 NVQ in Health (Advanced Blood Donor Support)
Q5000178 – Edexcel Level 3 NVQ in Health (Decontamination)
Q5000179 – Edexcel Level 3 NVQ in Health (Clinical Healthcare Skills)