

Endorsement

Endorsement – Applying for Endorsement

Guidance for Awarding Institutions

PURPOSE

The purpose of this guidance is to ensure that all awarding institutions offering ITT qualifications for the lifelong learning sector in Wales have a process in place to update their current SVUK endorsement status. The process can be applied to either existing qualifications or any new qualifications by following the guidance below.

RESPONSIBILITIES

- ❖ Awarding institutions are responsible for developing 'fit for purpose' ITT qualifications by meeting the requirements of the SVUK endorsement process.
- ❖ Awarding institutions are responsible for the quality of the provision of the ITT qualifications they wish to be endorsed ensuring parity across all delivery centres and learning cohorts.
- ❖ SVUK is responsible for carrying out the endorsement process of Initial Teacher Training course in the lifelong learning sector, on behalf of the Department for Children, Education, Lifelong Learning and Skills of the Welsh Assembly Government
- ❖ SVUK is responsible for providing an initial teacher training reviewer for each awarding institution to support their endorsement application

Existing ITT qualifications

- ❖ If you wish to update your existing qualifications with SVUK endorsement to map them to the new standards then please forward to SVUK the following:
 - Letter of intent stating the titles of the qualifications you wish to update
 - Completed brown mapping forms for each qualification
 - Any significant changes you may have made to the qualification in order to ensure it covers the new standards

New validated qualifications for entrants after September 2008:

- ❖ Please forward to SVUK the following:
 - Letter of intent stating the titles of the qualification you wish to have endorsed
 - Completed application form for endorsement (**Red form**)
 - Completed form giving detailed information about the qualification (**Yellow form**)
 - Completed form giving details on delivery centres and how you support delivery of the programme off campus (**Green form**)
 - Completed mapping forms showing how the qualifications have covered the new professional standards (**Brown form**)

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Application forms for endorsement (available on a CD from SVUK)

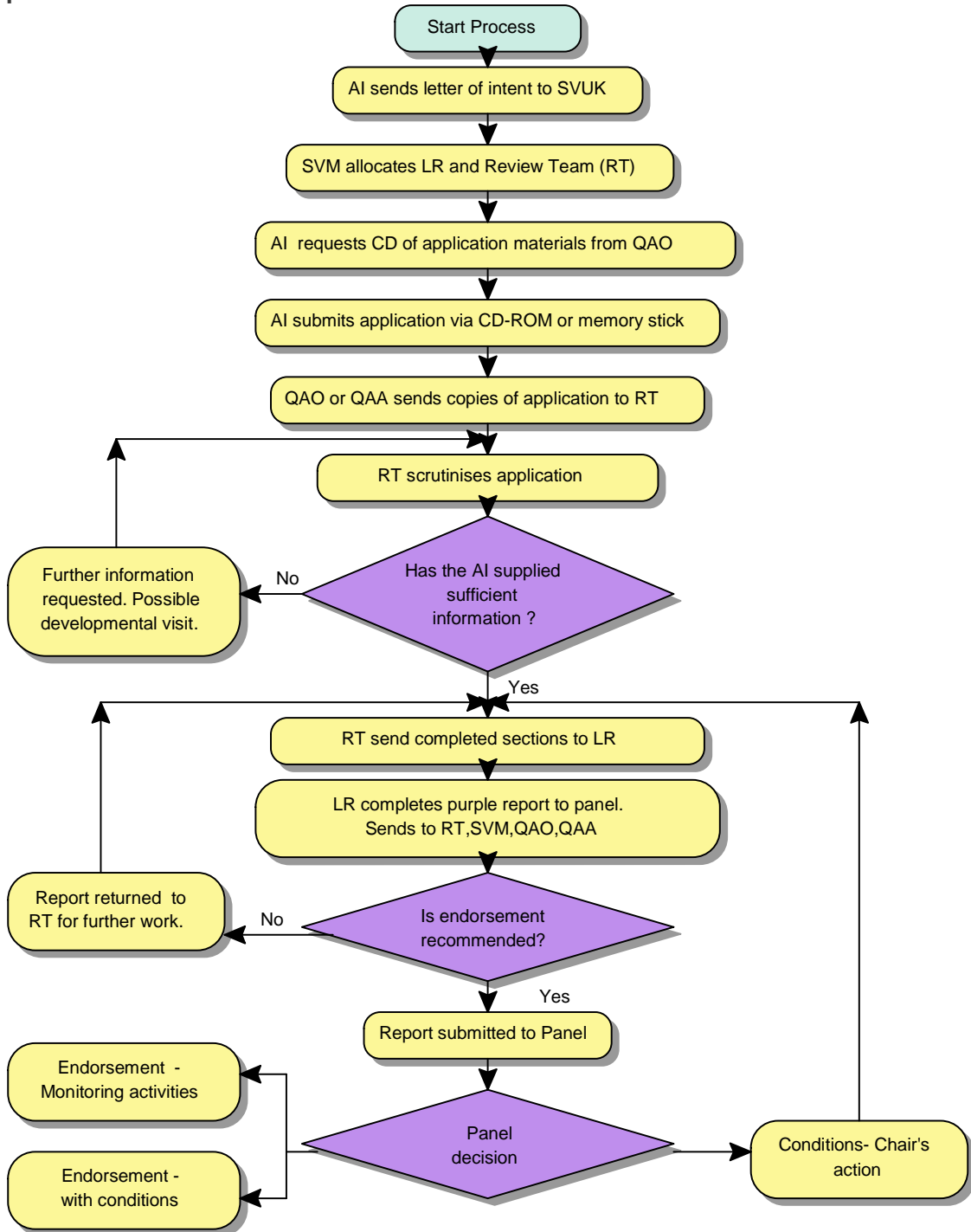
- **Red form** – Information about the awarding institution and its quality assurance procedures
- **Yellow Form** – Information about each qualification the awarding institution wishes to offer
- **Green form** – Information about the delivery centres and the support and communication the awarding institution has with the delivery centres
- **Brown forms** – information on where your qualification(s) covers the new professional standards for teachers, tutors and trainers in Wales

The application forms are available in both English and the Welsh languages.

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The endorsement process



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PROCEDURE

Letter of intent criteria – *The awarding institution must be eligible to offer ITT qualifications in the lifelong learning sector*

- Awarding institutions must send to SVUK a letter of intent stating the number of qualifications, the titles of the qualifications, the level of the qualification and the credit value of the qualification they will be offering.
- SVUK will allocate to the awarding institution a lead reviewer who will be their main contact person.

Application criteria – *The awarding institution must submit qualifications meeting the LLUK guidance documents and take full responsibility for the quality assurance of these qualifications (See appendix A)*

- Awarding institutions then complete the SVUK application process and submit to SVUK the completed forms plus the supporting documents either on a CDROM or a memory stick.
- SVUK then forward the application to the lead reviewer and the reviewing team.

Reviewing the application criteria – *SVUK reviewers must review the application against the regulatory requirements*

- The lead reviewer may need to contact the awarding institution to seek clarification or advise of amendments needed to the application prior to the report to panel.
- When the lead reviewer and the reviewing team feel there is sufficient information from the awarding institution and the criteria for endorsement has been met they will submit a report to panel recommending one of the following:
 - Endorsement
 - Endorsement with conditions

Panel criteria – *The panel members must give due consideration to the report to panel and make a decision on their regulatory remit to apply endorsement*

- The panel will then consider the report and the panel decision will be sent to the awarding institution.

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Appendix A

Type of Awarding Institution	Documents required to support application	Reason
All	QA policy	To check there are policies and procedures in place
All	Centre approval/validation procedures and requirements	To check that procedures are in place to ensure that centres have the appropriate resources to deliver the qualifications
All	Internal and external moderation systems and procedures for coursework	To check that procedures are in place to ensure standardisation at the appropriate level
All	Internal and external moderation systems and procedures for teaching practice	To check that procedures are in place to ensure standardisation at the appropriate level
All	Review and evaluation procedures	To check that procedures are in place for ongoing monitoring and review to inform the quality improvement process
All	Equality and diversity policies	To check that procedures are in place
All	Appeals policies	To check that procedures are in place
All	Special assessment arrangements (DDA) (reasonable adjustment)	To check that procedures are in place
All	Interview procedures	To check that procedures for initial assessment are in place
All	CRB check procedures	To check that procedures are in place to meet the requirements of Department for Children, Education, Lifelong Learning and Skills of the Welsh Assembly Government

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Appendix A *continued*

Type of Awarding Institution	Documents required to support application	Reason
All	Criteria for delivery staff	To check that the qualifications will be delivered and assessed by appropriately qualified and experienced staff
All	Criteria for mentors	To check that trainees will have appropriately qualified and experienced mentors
All	Guidance to delivery centres/course handbook	To ensure information and support to delivery centres is accurate and meets regulatory requirements for the qualifications.

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