

Standards Verification UK

Briefing paper 11/01

Title:	
Migrating endorsed qualifications to the arrangements beyond 31 March 2011	
Date of issue:	Distribution:
14 February 2011	All awarding organisations and FE ITT stakeholders in England.
Intended recipients:	Contact for further info:
All awarding organisations with endorsed initial teacher training qualifications	Kay Fountain Quality Assurance Officer kayfountain@svuk.eu
Replacement instructions:	Response deadline:
	18 February 2011

Contents:

In line with the intentions signalled in Standards Verification UK's (SVUK) briefing paper 10/01, the Department of Business, Innovation and Skills (BIS) is moving towards lighter touch arrangements for the external quality assurance of initial teacher training qualifications for the FE/Skills sector in England.

In order to assist with the transition of currently endorsed provision to the new system, we are reviewing information held on existing endorsed organisations and qualifications to ensure that is as up to date as possible. SVUK has developed specific recording forms and supporting guidance for this activity, which has to be completed by 18 March 2011.

Prior to being circulated, these documents were reviewed by BIS, FAB and UCET.

Subsequently, in January this year, we held three focus groups where documentation was presented to a broad cross section of awarding organisations for comment. The documents consist of guidance and two forms; a green form to record information about the organisations; and a separate blue form for details about each endorsed qualification. The blue form will capture the current technical details about each qualification and items on both forms will be cross referenced to relevant documentation held by the awarding institution.

Based on the feedback we received we are proceeding on the following basis.

- All 'green' forms will be pre populated with the awarding organisation's details.
- All 'blue' forms will be pre populated with the basic information about the migrating qualifications, eg title, lists of centres/sites where offered.
- All other details about the migrating qualification will be pre populated on the 'blue' forms unless (as focus groups members proposed) the awarding organisation actively opts out and elects to complete these details itself.

Organisations that choose to receive fully pre populated forms will be required to check all the information on the forms to ensure it is still correct and referenced to the most up to date evidence, making changes as appropriate. Once satisfied that the details are correct, a representative for the institution will be required to confirm this by signing the documents electronically and returning them by email to SVUK.

Organisations that choose to populate the technical information on the forms themselves will receive the blue form partially completed with qualification titles and lists of delivery centres (where appropriate). They will be required to complete the cross referencing elements of the form to current documentation themselves and check all the pre populated information on the forms to ensure it is still correct and referenced to the most up to date evidence, making changes as appropriate. Once satisfied that the details are correct, a representative for the institution will be required to confirm this by signing the documents electronically and returning them by email to SVUK.

We recognise the timeline for this activity is very short. However it is vital that information passed to the new arrangements is as current and accurate as possible as this will form the basis of the Register of qualifications approved by the Secretary of State.

The deadlines are shown below:

W/C 14 February: Each organisation will receive an email from SVUK asking for a Yes or No response to full pre population of their blue form. **Answers must be received at SVUK by 18 February.**

W/C 21 February: Organisations that elect to populate their qualification details will be sent the relevant documentation.

W/C 7 March: SVUK will send pre populated forms to all the organisations who elect to receive them this way. This later date is to allow time for SVUK to complete and check the accuracy of the information before sending out the forms.

18 March: The deadline date for return to SVUK of all completed and signed documentation from all awarding organisations with endorsed qualifications migrating to the new arrangements.