

# **ITEC Policy for Endorsing Learning Resources or Products**



## ENDORISING LEARNING RESOURCES OR PRODUCTS

In order to endorse any learning materials / products ITEC will need to satisfy itself that the product meets the following criteria:

1. It thoroughly covers all the Learning outcomes for the qualification(s)
2. It is set at the appropriate level for the qualification
3. It thoroughly covers the depth and breadth of the knowledge and skills required to achieve the qualification
4. It is suitable for inclusion on a general resource list for ITEC qualifications
5. There is no enticement that learners and/or Colleges must use the product
6. It does not make claims to be the only resource suitable for the qualification(s)
7. It is not misleading in any way to Colleges or learners
8. It is not produced, or has contributions from, anyone who has been involved in the production of the current ITEC exams so as to ensure the confidentiality of the exam/assessment content
9. It does not contain any content that would be deemed to discriminate against any individuals that share a particular characteristic (eg disabilities, race, religious belief)
10. It does not claim to guarantee a pass for the unit(s) or qualification
11. Endorsement of one publication does not imply or grant endorsement of other materials – each material/ document produced must be subjected to ITEC for approval before any endorsement can be claimed
12. Any use of the ITEC name or logo must be in accordance with ITEC branding guidelines
13. Any marketing materials must be submitted to ITEC for approval
14. Any re-editions must be submitted to ITEC for approval to ensure they still align with the relevant qualification

