



5POAD4

# Resource Endorsement Policy

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Version 4



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## 1. Introduction

VTCT is committed to supporting quality delivery of its qualifications. It is thus important that resources be available to support the teaching and learning of VTCT qualifications. In some cases, VTCT will develop its own resources or resources jointly with partners to support the teaching and learning of its qualifications and promote these to learners and training providers. In other cases, VTCT will identify resources that are available from other suppliers and may publicise these. In some cases, VTCT may review the resource and endorse it as appropriate for the teaching and learning of the qualification. VTCT may in these circumstances charge a fee for reviewing the resource and/or charge a fee/royalty for licensing the use of the VTCT logo on the resource.

## 2. Scope of the policy

The policy refers to the promotion by VTCT of a resource (text or IT based) produced by another organisation as either:

- meeting the teaching or learning requirements of a qualification
- providing a useful resource to support the teaching and learning of a qualification

## 3. Policy statement

**VTCT is committed to supporting the delivery of VTCT qualifications and enabling learners to develop the knowledge, understanding and skills to achieve VTCT qualifications. To provide support VTCT will:**

- endorse and promote resources that support the teaching and learning of its qualifications;
- comply with Ofqual General Condition C3 (See appendix A);
- be open to review the teaching and learning resources of other organisations for their suitability for the support of VTCT qualifications, for which VTCT may apply a charge;
- will be clear to the extent of its endorsement, providing text that can be used in the promotion of the resource;
- give access to information, marketing opportunities and events to organisations supplying resources that support VTCT qualifications;
- not require training centres or learners to use any specific resource in the delivery of teaching and learning;
- not use any particular resource within the design of its assessment materials;
- not endorse or promote a resource that has contributions from any of its examiners or anyone who has seen future assessment materials;
- not endorse a resource which purports to have insight into the setting and marking of examinations other than where these have been published in publically available examiner reports;
- require the publishers of endorsed resources to make clear that endorsement by VTCT does not imply that the resource contains privileged examiner insight to future examinations or that its use is necessary for the successful completion of assessment or qualification

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## 4. VTCT trademark

VTCT may enter agreements on the licensing of its trademarks in relation to endorsed resources. Such agreements will specify the resources which may bear VTCT trademarks, the contexts within which the trademarks can be used, the territories where the trademarks may be used and the duration of the licence.

## 5. Criteria for endorsement

To evaluate whether a resource is suitable for endorsement by VTCT, the following criteria will be used:

1. Suitability in support of the identified qualifications
  - a) The range of qualifications covered by the resource
  - b) Level of the information provided in relation to qualification
  - c) The coverage of the qualification in terms of depth and breadth in relation to the qualification
  - d) Accuracy of the information provided
2. Presentation
  - a) Readability for the target age group and level
  - b) Clarity of the information provided including images and other visual material

## 6. Restriction on VTCT employees

VTCT employees who have access to future assessment material have a contractual obligation preventing them from endorsing or authorising textbooks or electronic resources for the support of teaching and learning of the qualification.

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## Appendix A: Ofqual criteria and guidance

### Condition C3: Arrangements with publishers

C3.1 Where an awarding organisation has in place an endorsement process the awarding organisation must:

- a) take all reasonable steps to ensure that the endorsement process does not have an Adverse Effect, and
- b) publish the criteria which it uses to decide whether or not to endorse a particular resource.

C3.2 For the purposes of this condition, an 'endorsement process' is a process by which the awarding organisation endorses resources which are designed to support the preparation of Learners and persons likely to become Learners for assessments for a qualification which it makes available or proposes to make available.

Examples of 'positive indicators' that would suggest an awarding organisation is likely to comply

The awarding organisation:

- considers the Adverse Effects that endorsement of resources could have when developing the criteria which it uses to decide whether or not to endorse a particular resource, and seeks to prevent or mitigate those Adverse Effects through those criteria;
- gives clear guidelines to relevant staff and contractors on engagement with publishers seeking the endorsement of their resources;
- takes all reasonable steps to ensure that its endorsement is signaled in the same way for all endorsed resources (through, for example, the use of its logo or text expressing the endorsement), including those produced by the awarding organisation itself or an affiliate company;
- takes all reasonable steps to ensure that publishers of endorsed resources do not market an endorsed resource in a way which implies that the resource contains privileged examiner insight or that its use is necessary for the successful completion of an assessment or qualification

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### Document History

Version	Issue Date	Changes	Role
V1	01/08/2015	Updated to meet branding guidelines and published on VTCT website	Qualifications Administrator
V2	13/04/2017	Updated with new branding	Qualifications Administrator
V3	13/06/2017	Added appendix for revisions to this document	Regulations Officer
V4	06/03/2018	Removed Application Form, updated appendix numbering. Updated to new branding guidelines	Compliance Manager

### Document Review

Role	Review Status
Qualifications Manager	Reviewed

### Document Owner

Document Owner	Document Shared With
Qualifications Manager	Quality and Processing Manager, Chief Commercial Officer

### Document Sign-off

Role	Sign-off Date
Executive Director of Awarding	06/03/2018