

ST BERNARD'S HIGH SCHOOL
A Catholic Academy for Arts and Science



Collaborative Arrangements Policy

This policy is reviewed annually to ensure compliance with current regulations

Reviewed by:	K Brown
Checked by:	M Allitt
Date of next review	January 2024



Collaborative arrangements policy

Aims

1. To ensure that all collaborative (consortia) arrangements are approved and meet requirements
2. To ensure delivery and assessment of each qualification delivered through the arrangement will meet the learning outcomes and assessment requirements set out by Pearson
3. To manage quality assurance processes to provide robust internal verification that fully meets Pearson requirement

In order to do this, St Bernard's will

- have a process in place to ensure that approval to deliver qualifications in partnership with another provider has been authorised by Pearson, prior to recruitment & commencement of delivery of the qualification(s)
- make sure that we have qualification approval before applying for approval under a collaborative arrangement
- identify a Lead Centre for the collaborative arrangement, to coordinate the quality assurance for each qualification delivered
- ensure a Lead Internal Verifier (LIV) is registered appropriately for each qualification delivered
- ensure that the LIV completes annual standardisation activities and undertakes appropriate standardisation training with all staff completing assessment and internal verification
- make accurate learner registrations and claims under the appropriate consortium programme code or subsite, and have appropriate policies and procedures for registration and certification of learners in place
- ensure you have access to all quality assurance documentation linked to your registered learners
- ensure you have access to your learner progress and achievement records
- be included /participate fully in regular evaluation and review of all qualifications delivered in the collaborative arrangement
- retain all assessment evidence and quality assurance documentation relating to your registered learners in line with Pearson requirements
- participate as required in Pearson quality assurance monitoring through the Holistic Review and Standards Verification(SV) as appropriate
- complete and submit an annual Quality Declaration to confirm that all required Centre Quality processes and procedures are in place and operating effectively
- apply the outcomes of Standards Verification and support any essential actions required
- ensure we / or the Lead Centre communicate any changes or amendments to the collaborative arrangement to Pearson, including adding or withdrawing from a collaborative arrangement and adding or withdrawing qualifications



Staff Roles & Responsibilities

Exam's Officer: Miss K Brown

Lead IV: Miss E March

[BTEC Centre Guide to collaborative Arrangements for vocational qualifications 2022-2023](#)

[Collaborative and consortia arrangements for vocational qualifications policy](#)

[Collaborative arrangements application form](#)



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