

Endorsement of Third Party Resources Policy and Procedure

Policy

Introduction

This document sets out Gateway Qualifications' policy and procedure on the endorsement of third-party resources relating to regulated qualifications according to our endorsement criteria and to meet regulatory requirements.

Purpose

The purpose of this policy is to define the procedure and criteria Gateway Qualifications applies to endorse third-party resources that are designed to support the preparation of Learners for assessments of a qualification which Gateway Qualifications offers.

Scope

This policy relates to all resources developed and owned by third parties to support the delivery of regulated qualifications provided by Gateway Qualifications, including Access to HE Diplomas.

This Policy seeks to ensure that by using the third party resource, one of the following outcomes will be achieved:

- Learners are supported to achieve all/some requirements of the associated qualification/unit(s)
- Learners are supported to practice skills and develop knowledge in anticipation of their final assessment
- Tutors/delivery staff are prepared for delivery of our qualification/unit(s).

Audience

This Policy applies to:

- Organisations seeking endorsement of published resources
- Gateway Qualifications' staff.

Details

Gateway Qualifications will take all reasonable steps to ensure that the endorsement of third-party resources does not have an adverse effect on Learners. Gateway Qualifications will not mandate the resource or imply that is necessary for the successful completion of an assessment or qualification.

The policy ensures that any endorsement:

- provides support to our centres or Learners undertaking our qualifications/unit(s)
- recognises resources that are appropriate and meet our quality standards
- identifies and mitigates any possible adverse effect(s) on Learners or potential Learners doing a qualification/unit(s)
- adds value to the available resources for the third party, its customers, and Gateway Qualifications.

Endorsement procedure

Submission

Learning resources produced by a third party should be submitted to Gateway Qualifications' Product team for endorsement. The Product team will carry out an initial review to check the suitability of the resource, detailing the related qualifications, format, purpose and target audience.

Review

Gateway Qualifications will undertake a review according to the following criteria:

- Content within the resource is adequate, suitable, appropriate, and relevant to the qualification/unit(s) stated and Learner target group
- Resource meets equalities requirements in that it is accessible and does not disadvantage or be considered to disadvantage a group of Learners sharing a particular characteristic
- Content is aligned to the level of the qualification/unit(s)
- Where applicable, each of the learning outcomes and assessment criteria are covered sufficiently within the resource when mapped to the relevant qualification
- Reference to regulatory information and/or legislation, is accurate and up to date, where applicable
- Purpose of the resource clearly stated, and tasks and activities give clear instruction to the Learner/Tutor and/or delivery staff
- Is the overall quality of the third-party resource fit for purpose, and would you have any trouble in recommending the resource to Learners or centres?
- An appropriate business case has been undertaken to support Gateway Qualifications' decision to endorse the resource
- Appropriateness for Gateway Qualifications to endorse the resources from a business standpoint, where Gateway Qualifications will be able to continue to exercise control over its brand.

There are some elements of the resource that Gateway Qualifications will not comment on as part of the endorsement process, specifically including:

- accessibility requirements e.g. current online web accessibility guideline
- consistent formatting, branding, design and style
- reliability or content of additional reading or embedded media.
- conventions of English language spelling, grammar and punctuation.

Feedback

Once the review is complete, the third party will be provided with feedback and expected to make any required amendments and resubmit for approval.

Approval

Following review of any amendments, should the criteria be met Gateway Qualifications will confirm in writing the endorsement for the particular resource specifying the 'valid from' date. This may also include a legal agreement.

The endorsement will only relate to the version of the resource/s reviewed. Any amendment to the content of an endorsed third-party resource must be resubmitted for review to ensure the endorsement criteria are still accurately met and that the endorsement is still valid. Failure by a third party to notify Gateway Qualifications of changes to an endorsed resource will result in removal of the endorsement by Gateway Qualifications.

Gateway Qualifications will accept no responsibility for errors in resources it has endorsed; however, if there are any mistakes that it considers could be avoided and amended before the resource's print/ release, feedback will be given so it can be corrected. This statement excludes Gateway Qualifications' responsibilities to ensure regulatory compliance.

Gateway Qualifications reserves the right to refuse to endorse a resource that does not meet the specified criteria or is deemed an inappropriate resource.

Updates

Once the third-party resource has been re-reviewed, and the amendments have been endorsed, this will be confirmed in writing.

Logo Guidelines

Gateway Qualifications will provide and permit the use of its logo to the third party once the endorsement process has been completed. This will be issued to the third-party supplier along with guidelines for using the logo.

Disclaimer statement

The following phrase must be inserted into any resource developed by a third party that has been endorsed by Gateway Qualifications:

'While Gateway Qualifications has exercised reasonable care and skill in endorsing this resource, we make no representation, express or implied, with regards to the continued accuracy of the information contained in this resource. Gateway Qualifications does not accept any legal responsibility or liability for any errors or omissions from the resource or the consequences thereof.'

Review Arrangements and Monitoring

Gateway Qualifications will review this policy and its associated procedure annually as part of its self-evaluation arrangements, and revise it when necessary, in response to customer feedback, trends from internal and external monitoring arrangements, changes in internal practices, actions from the regulatory authorities, external agencies or where there may be changes in legislation.

Gateway Qualifications' Quality and Standards Committee is responsible for monitoring the effectiveness of the application of this Policy.

Contact us

If you have any queries about the contents of the policy, please contact:

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Ofqual, General Conditions of Recognition
Condition C3: Arrangements with publishers
Qualifications Wales Standard Conditions of Recognition
Condition C3: Arrangements with publishers
QAA licensing criteria
n/a