

## Endorsement Policy

- 1 BIIAB Qualifications Limited<sup>1</sup> engages in partnerships which broaden, enhance and support its portfolio and the services provided to its approved Centres. These partnerships may support a number of business initiatives and are underpinned by a formal agreement.
  - 2 Publishers or other authors / organisations, which supply learning resources, may submit them for endorsement by us.
    - 2.1 Following an initial consideration of a submission, we may choose to submit the materials for review to one of our external specialists. We charge for this review which will consider the following criteria:
      - The suitability of the resource in relation to the indicative content expressed in our Qualification Guides;
      - The format of the resource and its accessibility to a range of centres and learners;
      - Any practice tests/exercises included do not claim to be formal summative assessment;
      - The content is authentic and original and does not breach copyright law.
    - 2.2 The author or publisher of any resources which meet the above criteria will be required to sign an agreement which will include the means and terms of any continuing endorsement of those materials. The purpose of the agreement is to mitigate any potential Adverse Effects which may impact on learner achievement and will include but will not be limited to:
      - the nature of the collaboration and the responsibilities of each partner;
      - the timescales for reviewing the agreement;
      - the contingency plans for early review and under what circumstances;
      - the requirements of partner withdrawal and any periods of notice required;
      - the requirements to ensure the protection of the interests of centres and learners;
      - the mutual use of parties' names and logos;
      - the requirements for the publication of promotional text in any media.
- All initial enquiries regarding potential material for endorsement should be sent to [complianceandregulation@skillsedugroup.co.uk](mailto:complianceandregulation@skillsedugroup.co.uk)
- 3 We will periodically review the criteria for endorsement to ensure continued the Regulators<sup>2</sup>.

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<sup>1</sup> BIIAB Qualifications Limited is a recognised Awarding Organisation and part of the Skills and Education Group.

<sup>2</sup> Which may include Ofqual in England; Qualification Wales; CCEA Regulation in NI, SQA in Scotland.