FDQ Endorsement of Resources Policy

Introduction

This policy outlines the requirements and guidance for FDQ endorsed resources. The policy ensures that regulatory requirements regarding the endorsement of resources can be met, and that support is provided to both centres and others to meet those requirements. As a recognised Awarding Organisation, FDQ is accountable for securing and maintaining standards for the qualifications including end-point assessments it provides. FDQ is accountable for ensuring there is no conflict of interest between its endorsement activity and qualification and end-point assessment products.

Resources definition

- Learning and/or assessment material that is designed and used to support the preparation of learners/apprentices and persons likely to become learners/apprentices for FDQ assessment products

Producers of endorsed resources may include publishers, online learning providers, learning and skills organisations, trade or professional bodies.

Endorsed resources statement

FDQ is committed to supporting trainers and lecturers in its centres to provide our assessment products. This is critical to ensuring that all FDQ learners/apprentices have the opportunity to achieve their full potential. To achieve this aim FDQ provides an endorsement service to formally recognise high-quality resources that support learners/apprentices in the achievement of our assessment products. FDQ's endorsement service is free of charge.

This policy is applied equally to all types of organisations that design, develop and make available appropriate qualification and apprenticeship specific resources.

FDQ will endorse supporting resources that

a) Are mapped, aligned and satisfy the requirements of FDQ specifications for its assessment products

b) Meet the quality requirements which are set out in the following endorsement principles in section 4.

- FDQ does not enter into any exclusive agreements or arrangements with any organisation that provides resources to support learners/apprentices in the achievement of our assessment products
- All resources submitted for endorsement will be the subject of a specified quality assurance process that confirms suitability or incompatibility with an assessment product
- Organisations that own resources and the resources endorsed by FDQ will conform to the requirements of the FDQ code of practice for endorsed relationships
- FDQ will provide access to information and market signposting to all organisations that have FDQ endorsement for resources for our assessment products

Endorsement principles

The endorsement of a resource infers that the teaching and learning and/or assessment content of resource material has been reviewed by FDQ to ensure that it provides relevant and appropriate support for learning and/or achievement of a FDQ assessment product or part of a FDQ assessment product.

To achieve endorsement of a specific resource in respect of a named FDQ assessment product or part of an assessment product, the resource must apply to and satisfy one or more of the following:

1. The teaching and learning requirements of all the learning outcomes set out in the product specification, that demonstrates a balanced and supportive approach to the development of skills, knowledge, behaviours, understanding and preparation for assessment
2. The teaching and learning requirements of specified learning outcomes set out in a part of the product specification, that demonstrates a balanced and supportive approach to the development of skills, knowledge, behaviours understanding and preparation for assessment

3. The assessment requirements of all the assessment criteria set out in the product specification, that demonstrates relevance in preparation for and use in assessment

4. The assessment requirements of specified assessment criteria set out in a part of the product specification, that demonstrates relevance in preparation for and use in assessment

Examples of resources that might comply with one or more of the above include:

- A textbook or learning booklet that demonstrates subject skills, knowledge, understanding and preparation for assessment may satisfy 1 or 2 above

- A revision guide that demonstrates relevance in preparation for assessment and use in assessment may satisfy 3 or 4 above

- Online learning material that demonstrates subject skills, knowledge, understanding, preparation for and use in assessment may satisfy 1 or 2 and 3 or 4 above.

FDQ does not provide formal approval for any assessment related material within endorsed resources. The endorsement infers that the assessment related activity, tasks or questions are relevant to the product specification at an appropriate level and in an appropriate context. FDQ does not infer their appropriateness to the requirements of live assessment or assessment practice, regardless of the assessment methodology applied. FDQ is unable to endorse any resource that refers to examiner or assessor judgements, tips, suggestions and feedback and graded sample answers or responses.

FDQ will not endorse any resource where those who are FDQ examiners at the time of writing have contributed to relevant examination papers and answer schemes for which they have responsibility. Any individual who has sight of future examination papers and answer schemes before they have been sat by registered learners is not permitted to write resources for relevant qualifications at a specified level. They are however permitted to write resources at an alternative qualification level or for other assessment products.

FDQ makes it clear at point of endorsement and thereafter that any resource is not mandatory or specifically required for learners/ apprentices to achieve a qualification, end-point assessment or other qualification product.

FDQ will also make it clear that any endorsed resource is not the only suitable material available to support achievement of an assessment product. FDQ will not use any material or statements for an endorsed resource verbatim in any examination or other assessment. FDQ will not normally produce any resource list to support qualification product achievement.