VQA Endorsed Learning



Endorsed Course Provision

Titling Guidance
Version 2

Version History

The following table provides a summary of the changes that have been made to the document since the publication of the previous version.

Version number	Summary of changes
Version 1	New document
Version 2	Additional guidance on course and unit titles

Titling Conventions

As part of our endorsed provision, we want to ensure a strong, consistent style and brand of our courses. These titling conventions have been created with learner and centre transparency in mind.

If you want your course to have the learning hours as part of the title, it must be in brackets after the full endorsed course title.

The titling conventions below must be adhered to in order for courses to be approved.

Certified Learning Courses

All Certified Learning Courses must adhere to a strict titling convention. This is to ensure all learners are not misled by the outcomes of the courses. Please see examples below:

- Level 3 Certified Learning Course in Understanding Local and National Policy, Legislation and Governance in Residential Childcare
- Level 2 Certified Learning Course in the Principles of Luxury Spa Hospitality and Accommodation Management
- Level 1 Certified Learning Course in Introducing Structured Exercise to Care Home Residents (20 hours)

[Level 1-5] Certified Learning Course in [clear and concise title with no regulated sector courses]

[optional: hours spent on course]

Professional Development Learning Courses

All Professional Development Learning Courses must adhere to our titling convention guidance below. This is to ensure leveling is correct and appropriate in a work or community context and is best suited to a CPD-style course:

- Foundation Professional Development Learning Course in Supporting Retail Floor Staff
- Proficient Professional Development Learning Course in Delivering IT Systems Induction to Clients and Colleagues (15 hours)
- Advanced Professional Development Learning Course in Leading Account Presentations for New Clients

[Level-Foundation/Proficient/Advanced] Professional Development Learning Course [in/for specific work or community-based skills and knowledge gap]

[optional: hours spent on course]

Recreational Learning Course

The Recreational Learning Course follows a simple beginner, intermediate and advanced leveling system. We recommend the below titling conventions:

- Beginners Recreational Learning Course in Crochet, Knitting and Reading Patterns
- Intermediate Recreational Learning Course for Improving Landscape Painting Skills with Oil, Pastel and Gouache
- Advanced Recreational Learning Course in Journaling your Life Story for Publication (50 hours)

[Level - Beginners/Intermediate/Advanced] Recreational Learning Course [in/for hobbies and recreational knowledge and/or skills development] [optional: hours spent on course]

Course and Unit Titles

The course and unit titles should clearly indicate the content. They should not lead learners to believe that a PDLC is nationally recognised.

Course and unit titles must adhere to the following guidelines:

- Must not replicate titles used in a regulated qualification
- Must not include terminology that may indicate a licence to practise
- Must not include numbered levels (i.e. ‘Level 3’ or ‘Level 5)
- Must not include brand names of another organisation without explicit, authenticated documentation from the organisation allowing the use of their brand. For example, ‘Canva’ would not be allowed in the title of a PDLC without approval from Canva
- Avoid the use of abbreviations
- Not use terminology such as ‘practitioner’, ‘certified’, ‘professional’, ‘award’, ‘certificate’, ‘diploma’ or ‘graduate’.

The following terminology is protected and regulated to ensure educational standards are maintained and protect students and the integrity of higher education and therefore cannot be used in a course or unit title unless your centre is recognised by the Office for Students:

- Degree (including Foundation degree, Bachelor’s degree)
- Masters
- Doctorate
- Postgraduate.

If your centre is recognised by the Office for Students, please provide evidence of your recognition with your application.

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