

Endorsed Resources Policy

V25.1

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Policy/Document is for the use of	Training Providers, Recognised Centres, Learners, VQA Employees, Third Parties
Should be read in conjunction with	NA
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Introduction

This document outlines VQA's commitment to conduct its business in an honest and ethical manner and act with fairness and integrity in all its practices. In accordance with the guidance accompanying The Bribery Act 2010, VQA has published this policy with the intention of informing all VQA staff, partners and third parties of VQA's commitment to upholding these principles and what standards it expects of those acting on its behalf.

This document explains VQA's policy regarding the endorsement of third-party resources and learning materials. VQA provides endorsement to third-party resources that have been reviewed and deemed suitable for supporting the delivery of a particular VQA qualification or unit.

VQA Internal Responsibility

The Qualification Team are responsible for the maintenance and compliance of this policy. If the Quality and Compliance Manager is absent, the Responsible Officer (Qualifications Manager) will appoint another member of the Executive Team (Head of Product Development) to ensure all of VQA's actions and activities are in line with the content of this policy.

The Managing Director has overall responsibility for ensuring that this policy complies with our ethical and legal commitments and that all VQA actions and activities are in line with the contents of this policy.

Review arrangements

We will review the policy as part of our annual self-evaluation process and revise it as and when necessary from the following sources; in response to feedback from Recognised Centres, Training Providers, Learners, changes in our practices, actions by regulatory authorities or external agencies, changes in legislation, or trends identified from previous allegations of bribery/corruption.

In addition, this policy may be updated in light of operational feedback to ensure our arrangements for dealing with suspected cases of bribery or corruption remain effective. The annual review of this policy will be undertaken by the Quality and Compliance Department approximately four weeks prior to the submission of VQA's Statement of Compliance to regulators. Any amendments or updates to this policy will be approved by VQA's Executive Team.

If you would like to raise any points or offer feedback regarding this policy, please contact us via the details provided at the start of this document.

Definition

For the purposes of this policy, VQA have adopted the definition used by The Bribery Act 2010, defining bribery generally as giving someone a financial or other advantage to encourage that person to perform their functions or activities improperly or to reward that person for having already done so.

Endorsement Process

To have a learning resource endorsed by VQA, a third party must submit the resource for suitability assessment. VQA evaluates the resource based on specific criteria to determine its appropriateness for endorsement. The criteria include:

- Assisting learners in meeting qualification/unit requirements.
- Appropriateness for the qualification/unit level and content.

- Providing learners the opportunity to practice required skills or develop knowledge necessary for completing a qualification/unit.
- Aligning with VQA's business objectives, allowing continued control over its brand.

To meet these criteria, the following evidence must be provided:

- The resource's content should be suitable, appropriate, and relevant to the stated qualification/unit(s).
- Inclusivity, equality, and diversity arrangements must be considered.
- The level of the resource should be suitable, appropriate, and relevant to the qualification/unit(s).
- If the qualification includes learning outcomes (LOs) and assessment criteria (AC), the resource should sufficiently cover them when mapped to the relevant qualification.
- References to regulatory information must be accurate and up to date.
- The resource's purpose must be clearly stated, and tasks and activities must provide clear instructions to the learner.
- The third-party resource must be fit for purpose.

Certain elements of the resource, such as spelling, grammar, punctuation, formatting, design, style, colour and branding choices, and additional reading or embedded media, are not considered during the endorsement process. VQA will not be held responsible for errors in endorsed resources but may provide feedback to help improve the resource before printing or release.

VQA reserves the right to refuse endorsement to resources that do not meet the minimum level of quality and professionalism. In such cases, VQA will collaborate with the resource owner to suggest improvements.

Disclaimer Statement

The following disclaimer statement must be inserted into any resource carrying the VQA Endorsed Resource logo

“This resource has been reviewed and meets the necessary endorsement standards that VQA has in place for learning resources from third party suppliers. VQA has exercised reasonable care and skill in endorsing this resource, however VQA does not accept any legal responsibility or liability for any errors or omissions from the resource. Details regarding the process used to assess suitability can be found in the Endorsed Resources Policy on the VQA website”.

Review and Updates

The third party is responsible for keeping the resource content up to date with sector changes. If the content is updated, it must be resubmitted for review to ensure it still meets VQA standards and quality criteria. Changes to spelling, grammar, punctuation, formatting, design, style, colour, branding, or rewording of text without content changes do not require resubmission.

The third-party supplier should provide the resources in a timely manner for the review process. Review timescales depend on reviewer availability and resource size, with VQA aiming to review materials within one month of receipt; however, VQA reserves the right to adjust these timescales if necessary.

VQA maintains a record of all endorsed resources and reserves the right to end the endorsement of any particular resource. Endorsement reviews are conducted periodically to ensure ongoing suitability.

If VQA decides to change the assessment criteria for a qualification associated with endorsed resources, the resource owner will be notified in advance to reflect the changes in the resource. Such changes may require a review of the endorsement.

Complaints about endorsed resources are investigated in accordance with VQA's Complaints Policy. VQA works with the third party to resolve the complaint and, if necessary, conducts a review of the resource before confirming its continued endorsement

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