

# Approving Centre-Devised Resource Materials Policy

## **Abstract**

This policy establishes the framework and requirements for approved centres to develop, submit and use their own assessment materials and teaching resources.

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| Document Control                       |                        |                                                |
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**Approval Level:** Low impact  
**Approved by:** QI team  
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| Version Number | Date     | Changes                                                       |
|----------------|----------|---------------------------------------------------------------|
| V1.3           | 08/10/25 | Cover sheet, contents sheet and document control sheet added. |

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## 1. Introduction

When offering Active IQ qualifications, if centres wish to use their own teaching and learning resources as an alternative to Active IQ's own suite of available resources, these must first be approved by Active IQ. This is to ensure that alternative resources not only cover all required learning outcomes, but that they have also been developed at the correct level, using appropriate vocabulary and terminology as prescribed for that level of demand.

**NB Centres offering anything other than a full face-to-face delivery model must also refer to Active IQ's guided learning hours policy and requirements.**

## 2. Requirements

Centres wishing to have their teaching and learning resources approved by Active IQ must submit the following for approval in advance of any delivery being planned or completed:

- all resource materials that will be used to deliver each specific Active IQ qualification, e.g:
  - o learner manual
  - o eLearning
  - o tutor manual
  - o lesson plans
  - o schemes of work
  - o PowerPoint presentations
- a mapping document that shows how the above resources cover the qualification's assessment criteria and learning outcomes. (Please note this must be detailed, e.g. by referencing page or slide numbers within the resources being submitted). Mapping document templates are available on request.

Centres must ensure that they use only appropriate language, along with stimulus materials that are their own intellectual property and that:

- enable learners to demonstrate their level of attainment
- require knowledge, skills and understanding that are required for the qualification
- are clear and unambiguous (unless ambiguity forms part of the assessment)

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- are not likely to cause unnecessary offence to learners
- take into account the age of learners who may reasonably be expected to take the qualification
- take into account the level of the qualification
- take into account the purpose of the qualification
- take into account the knowledge, skills and understanding assessed for the qualification.

### **3. Timeframe**

Once submitted, the resources will be reviewed by Active IQ's Product Development team. Formal feedback along with any required actions will be returned to the submitting centre within 20 working days.

If the centre is required to address subsequent actions following the initial review and feedback, these will be reviewed and returned to the submitting centre within 10 working days. Once all actions have been completed, a copy of the feedback and centre-devised resources will be shared with the centre's external verifier (EV).

Ongoing review and quality assurance of all aspects of the programme will be carried out by EVs in accordance with Active IQ's quality assurance arrangements policy.

### **4. Associated documents**

- Active IQ's guided learning hours policy
- Active IQ's flexible assessment policy

### **5. Implementation and dissemination**

This policy will be implemented immediately upon approval and available on Active IQ website.

### **6. Monitoring arrangements**

This policy will be reviewed in six months by relevant Active IQ and NCFE colleagues to ensure document is aligned and fit for purpose following full integration of Active IQ.

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## **7. Data retention**

This policy does not involve the gathering of any personal data; therefore, no data retention timelines or requirements are needed.

## **8. Contact us**

If you have any queries about the contents of the policy, please contact our support team on:

E: [csteam@activeiq.co.uk](mailto:csteam@activeiq.co.uk)

T: +44(0)1480 467 950

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