

Our Ref: Customised Approval  
Centre No: 78499  
Customer Services: 0844 576 0026  
Email: [approvals@edexcel.com](mailto:approvals@edexcel.com)

NEIL EVANS  
TY MENTUR, VENTURE HOUSE  
NAVIGATION PARK  
ABERCYNON  
WALES  
CF45 4SN

16<sup>th</sup> March 2011

Dear Neil,

Thank you for your request to offer BTEC Customised Qualifications. I am pleased to confirm that we have approved your centre to offer the following:

BTEC Title/Level	Programme No
Level 2 Award in Demonstrate Safe Driving (Car Driver)	VC 425

These programmes will be approved until **31<sup>st</sup> December 2013**.

To obtain a copy of your programme definitions you will need to access your Edexcel Online account:

- Select the BTEC tab
- Go to Qualifications on the left hand side
- Select Reports where you will be asked to select programme definitions.
- Select the programmes from the 'Currently Approved Award Codes' option and submit.

The programme definitions will then be sent to your Edexcel Online mailbox. You can access this by clicking on "mailbox" at the top of the Edexcel Online screen. Please ensure that copies of the programme definitions are distributed to the relevant people, as they contain important administrative and course delivery information.

This approval is for intakes of learners starting immediately. For the expiry dates please refer to your programme definitions.

An External Verifier (EV) will be appointed to this qualification once you have registered learners. The EV will sample the assessment and assessment decisions at your centre each year and will report on standards.

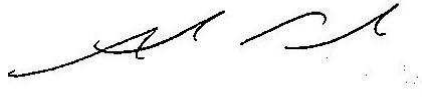
Please note that candidate certification cannot be issued until you have received a satisfactory first external verification outcome, as indicated on the Qualification Report Form. You should not make any certification claims until external verification is complete. The EV will communicate to us through the Qualification Report Form that he/she has sampled sufficient evidence and confirm that the qualification requirements are being applied before certificates can be issued.

In line with QCA's requirements, we ask you to ensure that all assessment records and tracking documentation are up to date and complete before External Verifier visits. All such records should be accessible to the External Verifier and kept for a period of three years from the date of learner completion.

Please note that as a condition of this approval your centre is required to keep a complete copy of the application documentation and programme specification as approved by Edexcel. It should be made available to the External Verifier and any other appropriate BTEC personnel upon request.

Please accept our best wishes for the success of these qualifications at your centre.

Yours sincerely



Alan Park  
Centre Recognition & Approvals Advisor



INVESTOR IN PEOPLE

