



Qualifications and
Curriculum Authority



9 June 2006

Mr Pete Bayley
Director, Qualification Products
British Computer Society
First Floor, Block D
North Star House
North Star Avenue
Swindon
SN2 1FA

Dear Mr Bayley

Confirmation of Accreditation

100/6181/2 BCS Level 4 Certificate in IT

- 1 We are pleased to confirm that the regulatory authorities have accredited the qualification as detailed on the attached schedule.

- 2 This letter sets out the regulatory authorities' terms of accreditation. These are set by the regulatory authorities pursuant to their statutory functions and powers, and the relationship between regulatory authorities and awarding bodies is therefore governed by public law. This letter is not intended to give rise to any contractual rights or to create any other relation binding in law.

- 3 The title of the qualification as shown on the attached schedule including the level and the regulatory authorities' accreditation number must be displayed on all assessment materials and documents provided by the awarding body relating to an accredited qualification or units of that qualification. The awarding body should seek guidance from the regulatory authorities if there is any doubt whether this paragraph applies to a particular document.

Changes to the arrangements originally notified by the awarding body

- 4 The regulatory authorities accredit qualifications on the understanding that they are provided and quality assured by the awarding body. The awarding body may not assign, transfer, sub-contract, sub-license or otherwise make over any of the privileges or responsibilities under this letter and associated criteria and codes of practice without the prior written consent of the regulatory authorities.

- 5 The regulatory authorities also accredit qualifications on the basis of the criteria as applied to the information provided by the awarding bodies about their structure, finances, management and governance arrangements. Therefore, as indicated in "The Statutory Regulation of External Qualifications in England, Wales and Northern Ireland" (2004), awarding bodies must inform the regulatory authorities immediately of any proposed changes to the information on these areas which was originally provided with an accreditation request. The regulatory authorities will consider such proposals and determine whether the changed arrangements would continue to meet the criteria for accreditation, whether additional conditions should be imposed on the awarding body's accreditation, or whether a new application for accreditation is required.

- 6 The awarding body, on giving adequate written notice to the regulatory authorities, normally a minimum of 3 months, may have the accreditation of a qualification withdrawn. The awarding body must work with the regulatory authorities and other relevant stakeholders to seek to establish alternative arrangements to safeguard the position of affected candidates. The regulatory authorities will require the awarding body to provide details of appropriate transition arrangements for affected candidates, to implement those arrangements and to notify centres accordingly.

Terms of accreditation

- 7 The accreditation of the qualification shown on the attached schedule results from the regulatory authorities' decision that the qualifications as submitted comply with the relevant criteria set out in the "The Statutory Regulation of External Qualifications in England, Wales and Northern Ireland" (2004), and the current version of the "GCSE, GCSE in vocational subjects, GCE, VCE, GNVQ and AEA Code of practice". These documents are available on the regulatory authorities' websites, www.qca.org.uk, www.wales.gov.uk, www.ccea.org.uk. The criteria and codes of practice may be changed from time to time.
- 8 Continuation of accreditation is conditional upon:
- (a) continued compliance with the appropriate criteria set out in the regulatory authorities' documents: "The Statutory Regulation of External Qualifications in England, Wales and Northern Ireland" (2004), "GCSE, GCSE in vocational subjects, GCE, VCE, GNVQ and AEA Code of practice 2004/5", or any revised versions of these documents which may be produced from time to time;
 - (b) compliance and continued compliance with the other terms set out or referred to in this letter and the attached schedule;
 - (c) compliance and continued compliance with any other requirements or conditions notified to the awarding body following monitoring activity, as referred to in paragraphs 11 – 15 below.
- 9 The regulatory authorities will, where possible, give reasonable notice of all changes to the terms of accreditation as outlined in this letter, and will give at least three months' notice of any significant changes.

Period of Accreditation

- 10 The period of accreditation will be as shown on the attached schedule, subject to withdrawal as described under paragraph 15 below. Awarding bodies should not accept registration/enrolments/entries for the qualifications(s) after the end of the period of accreditation as detailed on the attached schedule. The awarding body can request an extension to the accreditation end date using the appropriate procedure.

Quality Assurance and Regulatory Action

- 11 The regulatory authorities shall carry out quality assurance monitoring activities and/or investigations from time to time, with a view inter-alia to establishing whether awarding bodies are complying with the terms of accreditation outlined in this letter. The procedures and principles under which regular monitoring and investigations will be carried out are as set out by the regulatory authorities.
- 12 For the purposes of monitoring activities the awarding body shall allow representatives of the regulatory authorities entry at all reasonable times to its premises and the right to inspect and copy documents and to have access to staff and contractors as required by them to satisfy themselves that the appropriate quality standards are maintained. The awarding body shall use all reasonable endeavours to secure similar access for representation of the regulatory authorities to the premises, documents, staff and contractors of approved centres. Information and material gathered will be made available to those in the authorities responsible for reviewing or approving accreditation.

- 13 Following monitoring activity the regulatory authorities may:
- (a) publish reports, including posting those reports on the Internet, relating to their monitoring activities on awarding bodies;
 - (b) require an awarding body to comply with specific conditions of continued accreditation, where the monitoring activity has shown that this is necessary.
- 14 Material provided by awarding bodies to the regulatory authorities during the accreditation process and monitoring activity will be handled in accordance with relevant legislation, including the Data Protection Act. Awarding bodies should be aware of the duties on the regulatory authorities under the Freedom of Information Act to disclose information that they hold in response to requests from individuals. Awarding bodies must provide reasonable and timely co-operation to the regulatory authorities to enable them to determine, within the timescales for compliance with the Act, whether consent can be obtained to disclosure and/or whether any exemption to disclosure applies. Where awarding bodies consider that material they are providing to the regulatory authorities is commercially or otherwise confidential, this should be clearly stated at the time it is provided, together with the reasons for that view. If the regulatory authorities agree that the material is confidential in character, they will not include that information in a published report and may seek to apply the relevant exemption under the Freedom of Information Act to any request from a third party for disclosure of the material, unless the awarding body consents to the disclosure. Awarding bodies should be aware of the fact that the regulatory authorities may ultimately be required to comply with the determinations of the Information Commissioner and the courts as to disclosure of information notwithstanding any view as to confidentiality, which is agreed with the awarding body.
- 15 The regulatory authorities may withdraw the accreditation of any or all of the qualifications on the attached schedule by written notice before the end of the period of accreditation if:
- (a) the authorities determine that the awarding body has failed to comply with the terms of accreditation as outlined in this letter;
 - (b) the authorities determine that withdrawal of accreditation is an appropriate response in all the circumstances.
- A period of notice of withdrawal of accreditation will be given and will be specified in writing. The regulatory authorities will discharge this function in accordance with paragraph 9 above and, where appropriate, will work with the awarding body to establish alternative arrangements for any affected candidates. The awarding body has the right to seek a review of the authorities' decision during the notice period.
- 16 In addition, awarding bodies should be aware that sections 26A and 32A of the Education Act 1997 give QCA and ACCAC† statutory powers to direct the activities of awarding bodies in certain limited circumstances to ensure compliance with the terms of accreditation. Such directions are enforceable through the courts.

Certification

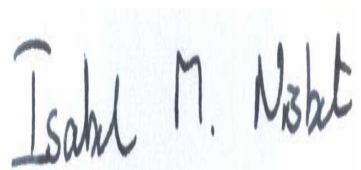
- 17 Certification is allowed until the certification end date, as indicated on the attached schedule, to allow candidates to complete any programme of study. This period could be extended with written approval from the regulatory authorities.
- 18 The awarding body shall issue a certificate bearing the marks of the regulatory authorities as evidence of full completion of all the requirements for a qualification. The certificate shall be additional to any certificate or other record, which may be issued in respect of any constituent unit forming the qualification.
- 19 The design of any certificate awarded by the awarding body bearing the mark of the regulatory authorities must be approved by the authorities.

- 20 The awarding body shall provide QCA, acting on behalf of the regulatory authorities, with information on the number of qualification certificates issued and candidates registered/enrolled/entered for each qualification for each quarter within four weeks of the receipt of a letter of enquiry from the Authority. In addition, the awarding body must meet any data requirements as specified by the regulatory authorities and requested by the QCA, acting on behalf of the regulatory authorities.

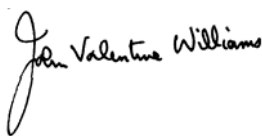
Specifications

- 21 The final version of the specifications, and associated assessment and guidance material should be sent to the regulatory authorities at the time they are distributed. Materials should be in electronic form in accordance with published guidance and directed to: accreditation1@qca.org.uk, QCA, 83 Piccadilly, London W1J 8QA.

Yours sincerely



Isabel M. Nisbet
**Director
Regulation and
Standards Division
QCA**



John Valentine Williams
**Director
Qualifications
Curriculum Group
DELLS**



Gavin Boyd
**Chief Executive
CCEA**

† Note: As of 1st April 2006, ACCAC has become part of the newly formed Department for Education, Lifelong Learning and Skills (DELLS).

Schedule

Awarding Body The British Computer Society

Qualification Title BCS Level 4 Certificate in IT
Qualification Accreditation Number 100/6181/2

Accreditation Start Date 1 October 2006
Accreditation End Date 30 September 2009
Certification End Date 30 September 2012

Accredited Units

Unit Number		Unit Title
J/500/1511	INFOSYS	Information Systems
R/500/1513	SDEV	Software Development
Y/500/1514	TECHNOL	Computer and Network Technology