

## Endorsement arrangements

In exceptional circumstances, the NCTJ will endorse materials over which we have control and which are designed to support the preparation of learners and persons likely to become learners for assessments for NCTJ qualifications.

The NCTJ does not endorse materials from third parties. However, should the NCTJ ever enter into such an agreement the chief executive will be responsible for ensuring that:

- we take all reasonable steps to ensure the endorsement process does not have an adverse effect
- we publish the criteria which we used to decide whether or not to endorse a particular resource
- any endorsement is signalled in the same way for all endorsed products (through, for example, the use of our logo or specified text expressing the endorsement) – including those produced by NCTJ or any affiliated company
- ensure suitable arrangements are in place with any publishers of endorsed resources to ensure they do not market an endorsed resource in a way which implies that the resource contains privileged examiner/assessment insight or that its use is necessary for the successful completion of an assessment or qualification

The NCTJ provides clear guidelines to relevant staff and contractors on engagement with publishers and third parties seeking endorsement of their resources.

## Endorsement process

In order to endorse any learning materials/products the NCTJ will need to satisfy itself that the product and supplier meets the following criteria:

- It thoroughly covers all the learning outcomes for the qualification(s)
- It is set at the appropriate level for the qualification
- It thoroughly covers the depth and breadth of the knowledge and skills required to achieve the qualification
- It is suitable for inclusion in a general resource list for our qualifications
- There is no enticement that learners and or centre's must use the product
- It does not make claims to be the only resource suitable for the qualification/s
- It is not misleading in any way to centres or learners
- It is not produced, or has contributions, from anyone who has been involved in the production of our exams so as to ensure the confidentiality of the exam content
- It does not contain any content that would be deemed discriminate against any individuals that share a particular characteristic (e.g. disabilities, race, religious belief)
- It does not claim to guarantee a pass for the unit(s) or qualification
- Endorsement of one publication does not imply or grant endorsement of other materials – each material/document produced must be submitted to the NCTJ for approval before any endorsement can be claimed

- Any use of our name or logo must be in accordance with our branding guidelines
- Any marketing materials must be submitted to us for approval in advance of being used
- Any re-editions must be submitted to us for approval to ensure they still align with the relevant qualification

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