

# Welcome to Pearson BTEC

## Guidance for International Centres

1 September 2023 - 31 August 2024





# About this Guide

## Welcome to Pearson.

At Pearson, we recognise the important role that you as an Exam Officer play in making sure the assessment process runs smoothly.

This guide is designed to help you understand BTEC, and to support you in finding updates and important information to assist you in your role.

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# Registration

As the administrator for your centre, this document is designed to help you with common tasks you will encounter throughout the year.

One of the first things you will need to do is to make registration for learners on your BTEC approved programme within 60 days of enrolment date at your centre. This can be done on 👉 **Edexcel Online** individually, or in bulk if you have large groups of learners.

You can find more information about registering learners in the 👉 **information manual**. We also provide recorded 👉 **video tutorials** on this and other BTEC topics.

Once your learners have been registered on Edexcel Online, they will also need to be set up as users within Pearson Progress to enable assessment and quality assurance to take place. You can find out more in the 👉 **Progress user guide** for teachers and educators.

## Pearson BTEC Higher Nationals

We would like to remind all centres that an 👉 **annual registration fee** is applicable for those BTEC Higher Nationals students who continue into their second/subsequent years of study.



## Pearson | Progress

Pearson Progress is a new easy to use digital platform which has been designed to help centres get closer to their learners by simplifying the planning and assessment of Pearson BTEC qualifications.

It includes features that are personalised to Pearson BTEC to reduce administration time around assessment delivery and facilitate Quality Assurance, to allow coherent communication between team members and learners.

Progress is integrated with Pearson Single Sign On to ensure your access to the platform is straightforward and easy.

Once your learners have been registered on Edexcel Online, you will need to set up user accounts in Pearson Progress and allocate teachers, assessors and learners to BTEC courses.

For information about Pearson Progress please visit our [dedicated web page](#), where you can also:

- [Log into Pearson Progress](#)
- Access user guides for [centre staff](#) and [learners](#)
- Find guides and FAQs in the [Pearson Support Portal](#)
  - Getting Started
  - Manager Role
  - Setting up BTEC Programmes/Courses
  - Template Management
  - Managing Assignments
  - Creating Assignments
  - Assessment Management
  - Marking Assessments
  - Publishing Grades
  - Tracking Learner Achievement



## HN Global

HN Global is a dedicated online platform for BTEC Higher Nationals staff and students. Containing a large range of free resources to support staff delivering a BTEC Higher National programme, as well as to guide students who are on their learning journey. The global forum connects students and tutors with the opportunity to discuss common themes and share good practice.

[Learn more here](#)



# Quality Assurance

Our BTEC Quality Assurance Handbook is a complete guide to quality assurance and essential reading for everyone in the BTEC team.

We would advise you to read through the [👉 Quality Assurance Handbook](#) to familiarise yourself with the process.

In [👉 BTEC Assessment and Verification Tools](#) you will find templates, forms and guides to help you save time and fulfil your part in the BTEC assessment and verification process with ease.

## BTEC Standards Verification Visits

### Assessment arrangements in light of COVID-19

In light of the recent announcements in relation to COVID-19 and centre closures, we have put together some [👉 questions and answers](#) that we hope will help explain our current plans for continuing with standards verification, and our position on assessment for BTEC.

All quality assurance of vocational programmes will be carried out remotely for the foreseeable future.

Please visit [👉 Supporting our International partners during COVID-19](#) for the latest information, updates and resources.



# Claim Certificates

You can make three types of claims in Edexcel Online:

1. **Full Award:** the learner has completed all the required units and is eligible for the full qualification
2. **Interim:** the learner has not completed all the required units for the full qualification
3. **Fallback:** Fallback permits the issue of a Certificate of Achievement for learners not intending to complete the programme and to close the registration.

For more information on claiming awards in Edexcel Online, please refer to our [👉 video tutorials](#) or the FAQs in [👉 Results and certification: reporting and amending vocational achievement](#).

## Eligibility

To be eligible for an award, a candidate must be entered for, or have taken, all the required units.

### Why are my candidates ineligible?

There are several possible reasons why candidates show as ineligible:

- Incorrect unit entries
- Candidate not on correct programme
- Forbidden combinations
- Insufficient credits
- Clearance of IEE/ISV report.

Please see the programme specification for unit combinations and eligibility guidance.

Find out more in [👉 Registrations and entries: candidate eligibility](#).



## Invoicing: iPay Portal

We will send you invoices and credit notes for entries and registrations on a weekly basis. You can review invoices, individual learner registrations and entries details in Edexcel Online.

You can also access your finance account in our self-service portal, iPay.

iPay allows you to:

- Make secure payments by card online
- Download copies of invoices and credit notes
- View or download your current statement of account

### 👉 Login to the iPay portal

Please visit the 👉 **Pearson Support Portal** for more information and FAQs.

Find out more about invoicing and payments in 👉 **Centre administration: invoicing.**



## Training for Your Centre

New centre approval training for programme delivery is the first step in ensuring success for your centre. We offer a range of live, 👉 **on-demand**, and 👉 **self-guided support** for the implementation, delivery, and assessment of your BTEC programmes. Below are some of the sessions we offer across our BTEC and Higher Nationals Levels 1-5:

- Getting Ready to Teach for each individual sector
- Introduction to Teaching and Assessing (RQF) for each individual sector
- Holistic assessment planning and assignment writing - RQF BTEC Higher Nationals (available for each individual sector)
- An introduction to the principles of Quality Assurance RQF BTEC Higher Nationals
- Generic Internal Verification and preparing for EE (External Examiner) RQF BTEC Higher Nationals - International centres
- Grading Standardisation workshop for BTEC Higher Nationals in sector
- Workshop for Developing Assignments in BTEC Higher Nationals in sector
- Network updates for each sector

Available throughout the year, a schedule of training events can be found on our 👉 **website.**

**Cannot find a live session that is convenient for your centre, or are you interested in a few elements from different programmes?**

We can deliver our standard training and build tailored training (using elements from various programmes) direct to your staff via centre-based (in house) training at a time and date suitable for your team.

For more information or to request centre-based training please use our 👉 **booking form** and our professional development training teams will be in contact with you to discuss your needs.



# Support

Please take time to browse our [👉 website](#). You will find comprehensive information on all aspects of delivering BTEC qualifications and support for your [👉 Quality Nominee](#).

Please [👉 sign up](#) to our weekly International Exam Officer newsletter to receive important information and administrative processes regarding the delivery of our academic and vocational qualifications.

You can also [👉 sign up](#) for regular newsletters and communications updating you on our BTEC International qualifications.

You can also find a range of articles on relevant BTEC topics for [👉 Exams Officers & Administrators](#) in the Pearson Support Portal.



## Contact us

Your dedicated Account Specialist can help with BTEC queries you may have. They can be contacted on +44 (0)1204 770696 or via the [👉 Pearson Support Portal](#).

Our generic email addresses (including pqs.internationaleo@pearson.com) will be withdrawn in the coming months, so you are encouraged to contact us via the [👉 Pearson Support Portal](#).