



Specification

BTEC Nationals

**Edexcel BTEC Level 3 Diploma and BTEC Level 3 Extended
Diploma in Operations and Maintenance Engineering (QCF)**

For first teaching September 2010

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BTEC National qualification titles covered by this specification

Edexcel BTEC Level 3 Diploma in Operations and Maintenance Engineering

Edexcel BTEC Level 3 Extended Diploma in Operations and Maintenance Engineering

These qualifications have been accredited to the Qualifications and Credit Framework (QCF) and are eligible for public funding as determined by the Department for Children, Schools and Families (DCSF) under Sections 96 and 97 of the Learning and Skills Act 2000.

The qualification titles listed above feature in the funding lists published annually by the DCSF and the regularly updated website www.dcsf.gov.uk/. The QCF Qualifications Accreditation Number (QAN) should be used by centres when they wish to seek public funding for their learners. Each unit within a qualification will also have a QCF unit code.

The QCF qualification and unit codes will appear on the learners' final certification documentation.

The QANs for the qualifications in this publication are:

Edexcel BTEC Level 3 Diploma in Operations and Maintenance Engineering (QCF)	500/7315/1
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Edexcel BTEC Level 3 Extended Diploma in Operations and Maintenance Engineering (QCF)	500/7317/5
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These qualification titles will appear on a learners' certificates. Learners need to be made aware of this when they are recruited by the centre and registered with Edexcel.

What are BTEC Nationals?

BTEC National qualifications are undertaken in further education and sixth-form colleges, schools and other training providers, and have been since they were introduced in 1984. Their purpose, approaches to teaching, learning and assessment are established and understood by teaching professionals, employers and learners alike.

The BTEC National qualifications within this specification have been revised to fit the new Qualifications and Credit Framework (QCF). As such the revised titles are:

- Edexcel BTEC Level 3 Diploma in Operations and Maintenance Engineering
- Edexcel BTEC Level 3 Extended Diploma in Operations and Maintenance Engineering.

But for clarity and continuity they are referred to within this specification and generically as BTEC National qualifications, where appropriate. They maintain the same equivalences, benchmarks and other articulations (eg SCAAT points, UCAS Tariff points) as their predecessor qualifications. The following identifies the titling conventions and variations between the 'old' (NQF) and 'new' (QCF) specifications:

Predecessor BTEC Nationals (accredited 2007)	QCF BTEC Nationals (for delivery from September 2010)
Not applicable	Edexcel BTEC Level 3 Certificate
Edexcel Level 3 BTEC National Award	Edexcel BTEC Level 3 Subsidiary Diploma
Edexcel Level 3 BTEC National Certificate	Edexcel BTEC Level 3 Diploma
Edexcel Level 3 BTEC National Diploma	Edexcel BTEC Level 3 Extended Diploma

BTEC Nationals are QCF Level 3 qualifications designed to provide highly specialist work-related qualifications in a range of vocational sectors. They give learners the knowledge, understanding and skills that they need to prepare for employment. The qualifications also provide career development opportunities for those already in work, and through articulation to higher education, degree and professional development programmes provide progression opportunities within the same cognate or related areas of study within universities and other institutions. BTEC Nationals accredit the achievement for courses and programmes of study for full-time or part-time learners in schools, colleges and other training provider organisations.

BTEC Nationals provide much of the underpinning knowledge and understanding for the National Occupational Standards for the sector, where these are appropriate. They are supported by the relevant Sector Skills Councils (SSCs) and/or Standards Setting Bodies (SSBs). Certain BTEC Nationals are recognised as Technical Certificates and form part of the Apprenticeship Framework. They attract UCAS points that equate to similar-sized general qualifications within education institutions within the UK.

On successful completion of a BTEC National qualification, a learner can progress to or within employment and/or continue their study in the same, or related vocational area.

It should be noted that the titling conventions for the revised QCF versions of the BTEC Firsts have also changed; see within the relevant BTEC First specifications on the website (www.edexcel.com).

The QCF is a framework which awards credit for qualifications and units and aims to present qualifications in a way that is easy to understand and measure. It enables learners to gain qualifications at their own pace along flexible routes.

There are three sizes of qualifications in the QCF:

- Awards (1 to 12 credits)
- Certificates (13 to 36 credits)
- Diplomas (37 credits and above).

Every unit and qualification in the framework will have a credit value.

The credit value of a unit specifies the number of credits that will be awarded to a learner who has achieved the learning outcomes of the unit.

The credit value of a unit is based on:

- one credit for those learning outcomes achievable in 10 hours of learning
- learning time is defined as the time taken by learners at the level of the unit, on average, to complete the learning outcomes of the unit to the standard determined by the assessment criteria
- the credit value of the unit will remain constant in all contexts, regardless of the assessment method used for the qualification(s) to which it contributes.

Learning time should address all learning (including assessment) relevant to the learning outcomes, regardless of where, when and how the learning has taken place.

Edexcel BTEC Level 3 Diploma – 120 credits

The 120-credit Level 3 BTEC Diploma broadens and expands the specialist work-related focus from the Level 3 BTEC Subsidiary Diploma. There is potential for the qualification to prepare learners for employment in the appropriate vocational sector and it is suitable for those who have decided that they wish to enter a particular area of work. It is broadly equivalent to two GCE A Levels.

Some learners may wish to gain the qualification in order to enter a specialist area of employment or to progress to a Level 3 programme. Other learners may want to extend the specialism they studied on the Level 3 BTEC Certificate or the Level 3 BTEC Subsidiary Diploma programme.

The predecessor qualification to the Level 3 BTEC Diploma is the Edexcel BTEC Level 3 National Certificate accredited onto the National Qualifications Framework, which has the same equivalences, overall size and focus to the revised QCF-accredited qualification.

Edexcel BTEC Level 3 Extended Diploma – 180 credits

The 180-credit Level 3 BTEC Extended Diploma extends and deepens the specialist work-related focus from the Level 3 BTEC Diploma. There is potential for the qualification to prepare learners for appropriate direct employment in the vocational sector and it is suitable for those who have decided that they clearly wish to enter a particular specialist area of work. It is broadly equivalent to three GCE A Levels.

Some learners may wish to gain the qualification in order to enter a specialist area of employment or to progress to a higher education foundation degree, HND or other professional development programme. Other learners may want to extend the specialist nature of the subjects they studied on the Level 3 BTEC Diploma or another programme of study.

The predecessor qualification to the Level 3 BTEC Extended Diploma is the Edexcel BTEC Level 3 National Diploma accredited onto the National Qualifications Framework, which has the same equivalences, overall size and focus to the revised QCF-accredited qualification.

Key features of the BTEC Nationals in Operations and Maintenance Engineering

The BTEC Nationals in Operations and Maintenance Engineering have been developed in the engineering sector to:

- give education and training for employees in the operations and maintenance engineering industries
- give opportunities for employees in the operations and maintenance engineering sector to achieve a nationally recognised Level 3 vocationally-specific qualification
- give full-time learners the opportunity to enter employment in the operations and maintenance engineering sector or to progress to vocational qualifications such as the Edexcel BTEC Higher Nationals in Operations Engineering
- give learners the opportunity to develop a range of skills and techniques, personal skills and attributes essential for successful performance in working life.

Rationale for the BTEC Nationals in Operations and Maintenance Engineering

The engineering sector continues to suffer from a skills gap and needs to keep up with rapidly developing technologies. The BTEC Nationals in Operations and Maintenance Engineering have been designed to give new entrants to the engineering sector the underpinning knowledge and specific skills needed to meet the needs of modern operations and maintenance engineering industries.

Many of the units have strong links to the knowledge and evidence requirements of the SEMTA National Occupational Standards and relevant NVQs at Level 3 and will provide learners with opportunities for progression within and into employment. The qualifications have also been designed so that learners can progress into Higher Education, for example to BTEC Higher Nationals and undergraduate engineering degree qualifications.

The BTEC Nationals in Operations and Maintenance Engineering have been designed with flexible qualification structures and provide a wide range of units so that learners can focus on their chosen career or area of interest. The qualifications provide opportunities for learners who intend progressing into senior technician roles as well as for those who are not yet based in industry and wish to gain a sound understanding of operations and maintenance engineering.

Several of the core units are common across different engineering titles and provide learners with the required underpinning knowledge of health and safety, mathematics, science, communications and project planning and implementation for success in the specialist units and the engineering workplace. The vocational focus of each qualification is provided through the specialist units.

National Occupational Standards

BTEC Nationals are designed to provide much of the underpinning knowledge and understanding for the National Occupational Standards (NOS), as well as developing practical skills in preparation for work and possible achievement of NVQs in due course. NOS form the basis of National Vocational Qualifications (NVQs). BTEC Nationals do not purport to deliver occupational competence in the sector, which should be demonstrated in a work context.

Each unit in the specification identifies links to elements of the NOS.

Where relevant, each unit in the specification identifies links to elements of the NOS for engineering, as produced by the Sector Skills Council (SSC) for the sector, SEMTA. The Edexcel BTEC Level 3 Nationals in Operations and Maintenance Engineering relates to NOS for the following NVQs:

- Level 3 NVQ in Engineering Maintenance
- Level 3 NVQ in Installation and Commissioning
- Level 3 NVQ in Mechanical Manufacturing Engineering
- Level 3 NVQ in Business Improvement Techniques
- Level 3 NVQ in Engineering Leadership
- Level 3 NVQ in Engineering Technical Support
- Level 3 NVQ in Materials Processing and Finishing
- Level 3 NVQ in Fabrication and Welding
- Level 3 NVQ in Electrical and Electronic Engineering.

Rules of combination for Edexcel BTEC Level 3 National qualifications

The rules of combination specify the:

- total credit value of the qualification
- the minimum credit to be achieved at the level or above the level of the qualification
- the mandatory unit credit
- the optional unit credit
- the maximum credit that can come from other QCF BTEC units.

When combining units for a BTEC National qualification, it is the centre's responsibility to ensure that the following rules of combination are adhered to.

Edexcel BTEC Level 3 Diploma

- 1 Qualification credit value: a minimum of 120 credits.
- 2 Minimum credit to be achieved at, or above, the level of the qualification: 90 credits.
- 3 Mandatory unit credit: 60 credits.
- 4 Optional unit credit: 60.
- 5 A maximum of 15 optional credits can come from other QCF BTEC units to meet local needs.

Edexcel BTEC Level 3 Extended Diploma

- 1 Qualification credit value: a minimum of 180 credits.
- 2 Minimum credit to be achieved at, or above, the level of the qualification: 135 credits.
- 3 Mandatory unit credit: 60 credits.
- 4 Optional unit credit: 120.
- 5 A maximum of 30 optional credits can come from other QCF BTEC units to meet local needs.

Edexcel BTEC Level 3 Diploma in Operations and Maintenance Engineering

The Edexcel BTEC Level 3 Diploma in Operations and Maintenance Engineering is a 120-credit and 720-guided-learning-hour (GLH) qualification that consists of five mandatory units **plus** optional units that provide for a combined total of 120 credits (where at least 90 credits must be at Level 3 or above). A minimum of 40 credits must be selected from optional units group A.

The units for the BTEC Nationals in Operations and Maintenance Engineering are on the CD ROM contained within the specification pack.

Edexcel BTEC Level 3 Diploma in Operations and Maintenance Engineering			
Unit	Mandatory units	Credit	Level
1	Health and Safety in the Engineering Workplace	10	3
2	Communications for Engineering Technicians	10	3
3	Engineering Project	20	3
4	Mathematics for Engineering Technicians	10	3
Unit	Specialist mandatory unit – choose either Unit 5 or Unit 6		
5	Mechanical Principles and Applications or	10	3
6	Electrical and Electronic Principles	10	3
Unit	Optional units – group A A minimum of 40 credits must be chosen from group A		
7	Business Operations in Engineering	10	3
8	Engineering Design	10	3
9	Commercial Aspects of Engineering Organisations	10	3
10	Properties and Applications of Engineering Materials	10	3
12	Applications of Mechanical Systems in Engineering	10	3
15	Electro, Pneumatic and Hydraulic Systems and Devices	10	3
24	Industrial Process Measurement	10	3
35	Principles and Applications of Electronic Devices and Circuits	10	3
44	Engineering Maintenance Procedures and Techniques	10	3
45	Monitoring and Fault Diagnosis of Engineering Systems	10	3
46	Principles and Applications of Engineering Measurement Systems	10	3
47	Industrial Plant and Process Control	10	3
48	Function and Characteristics of Railway Signalling Systems	10	3
49	Installing and Commissioning Engineering Equipment	10	3
50	Industrial Process Controllers	10	3

Unit	Optional units – group A (continued)	Credit	Level
51	Electrical Technology	10	3
52	Electrical Installation	10	3
53	Electronic Measurement and Testing	10	3
5	Mechanical Principles and Applications or	10	3
6	Electrical and Electronic Principles	10	3
Unit	Optional units – group B		
11	Further Mechanical Principles and Applications	10	3
16	Engineering Drawing for Technicians	10	3
19	Mechanical Measurement and Inspection Techniques	10	3
23	Welding Technology	10	3
27	Welding Principles	10	3
28	Further Mathematics for Engineering Technicians	10	3
54	Monitoring and Analysing Engineering Activities	10	3
55	Railway Signalling Systems Testing and Maintenance	10	3
56	Railway Infrastructure Construction and Maintenance	10	3
101	Mathematics for Engineering Technicians*	5	2
102	Applied Electrical and Mechanical Science for Technicians*	5	2

* Level 2 units from the Edexcel BTEC Level 2 Firsts in Engineering

Edexcel BTEC Level 3 Extended Diploma in Operations and Maintenance Engineering

The Edexcel BTEC Level 3 Extended Diploma in Operations and Maintenance Engineering is a 180-credit and 1080-guided-learning-hour (GLH) qualification that consists of five mandatory units **plus** optional units that provide for a combined total of 180 credits (where at least 135 credits must be at Level 3 or above). A minimum of 60 must be selected from optional units group A.

The units for the BTEC Nationals in Operations and Maintenance Engineering are on the CD ROM contained within the specification pack.

Edexcel BTEC Level 3 Extended Diploma in Operations and Maintenance Engineering			
Unit		Credit	Level
1	Health and Safety in the Engineering Workplace	10	3
2	Communications for Engineering Technicians	10	3
3	Engineering Project	20	3
4	Mathematics for Engineering Technicians	10	3
Unit	Specialist mandatory unit – choose either Unit 5 or Unit 6		
5	Mechanical Principles and Applications or	10	3
6	Electrical and Electronic Principles	10	3
Unit	Optional units – group A A minimum of 60 credits must be chosen from group A		
7	Business Operations in Engineering	10	3
8	Engineering Design	10	3
9	Commercial Aspects of Engineering Organisations	10	3
10	Properties and Applications of Engineering Materials	10	3
12	Applications of Mechanical Systems in Engineering	10	3
15	Electro, Pneumatic and Hydraulic Systems and Devices	10	3
24	Industrial Process Measurement	10	3
35	Principles and Applications of Electronic Devices and Circuits	10	3
44	Engineering Maintenance Procedures and Techniques	10	3
45	Monitoring and Fault Diagnosis of Engineering Systems	10	3
46	Principles and Applications of Engineering Measurement Systems	10	3
47	Industrial Plant and Process Control	10	3
48	Function and Characteristics of Railway Signalling Systems	10	3
49	Installing and Commissioning Engineering Equipment	10	3
50	Industrial Process Controllers	10	3
51	Electrical Technology	10	3

Unit	Optional units – group A (continued)	Credit	Level
52	Electrical Installation	10	3
53	Electronic Measurement and Testing	10	3
5	Mechanical Principles and Applications or	10	3
6	Electrical and Electronic Principles	10	3
Unit	Optional units – group B		
11	Further Mechanical Principles and Applications	10	3
16	Engineering Drawing for Technicians	10	3
19	Mechanical Measurement and Inspection Techniques	10	3
23	Welding Technology	10	3
27	Welding Principles	10	3
28	Further Mathematics for Engineering Technicians	10	3
54	Monitoring and Analysing Engineering Activities	10	3
55	Railway Signalling Systems Testing and Maintenance	10	3
56	Railway Infrastructure Construction and Maintenance	10	3
101	Mathematics for Engineering Technicians*	5	2
102	Applied Electrical and Mechanical Science for Technicians*	5	2

* Level 2 units from the Edexcel BTEC Level 2 Firsts in Engineering

Assessment and grading

In BTEC Nationals all units are internally assessed.

All assessment for BTEC Nationals is criterion referenced, based on the achievement of specified learning outcomes. Each unit within the qualification has specified assessment and grading criteria which are to be used for grading purposes. A summative unit grade can be awarded at pass, merit or distinction:

- to achieve a 'pass' a learner must have satisfied **all** the pass assessment criteria
- to achieve a 'merit' a learner must additionally have satisfied **all** the merit grading criteria
- to achieve a 'distinction' a learner must additionally have satisfied **all** the distinction grading criteria.

Learners who complete the unit but who do not meet all the pass criteria are graded 'unclassified'.

Grading domains

The grading criteria are developed in relation to grading domains which are exemplified by a number of indicative characteristics at the level of the qualification.

There are four BTEC National grading domains:

- application of knowledge and understanding
- development of practical and technical skills
- personal development for occupational roles
- application of generic skills.

Please refer to *Annexe B* which shows the merit and distinction indicative characteristics.

Guidance

The purpose of assessment is to ensure that effective learning has taken place to give learners the opportunity to:

- meet the assessment and grading criteria and
- achieve the learning outcomes within the units.

All the assignments created by centres should be reliable and fit for purpose, and should build on the assessment and grading criteria. Assessment tasks and activities should enable learners to produce valid, sufficient and reliable evidence that relates directly to the specified criteria. Centres should enable learners to produce evidence in a variety of different forms and including, written reports, graphs and posters, along with projects, performance observation and time-constrained assessments.

Centres are encouraged to emphasise the practical application of the assessment and grading criteria, providing a realistic scenario for learners to adopt, and making maximum use of practical activities and work experience. The creation of assignments that are fit for purpose is vital to achievement and their importance cannot be over-emphasised.

The assessment and grading criteria must be clearly indicated in the fit-for-purpose assignments. This gives learners focus and helps with internal verification and standardisation processes. It will also help to ensure that learner feedback is specific to the assessment and grading criteria.

When looking at the assessment and grading grids and designing assignments, centres are encouraged to identify common topics and themes.

The units include guidance on appropriate assessment methodology. A central feature of vocational assessment is that it allows for assessment to be:

- current, ie to reflect the most recent developments and issues
- local, ie to reflect the employment context of the delivering centre
- flexible to reflect learner needs, ie at a time and in a way that matches the learner's requirements so that they can demonstrate achievement.

Calculation of the qualification grade

Pass qualification grade

Learners who achieve the minimum eligible credit value specified by the rule of combination will achieve the qualification at pass grade (see the *Rules of combination for the Edexcel BTEC Level 3 National qualifications*).

Qualification grades above pass grade

Learners will be awarded a merit or distinction or distinction* qualification grade (or combination of these grades appropriate to the qualification) by the aggregation of points gained through the successful achievement of individual units. The number of points available is dependent on the unit level and grade achieved, and the credit size of the unit (as shown in the 'points available for credits achieved at different QCF Levels and unit grades' below).

Points available for credits achieved at different QCF Levels and unit grades

The table below shows the **number of points scored per credit** at the unit level and grade.

Unit QCF level	Points per credit		
	Pass	Merit	Distinction
Level 2	5	6	7
Level 3	7	8	9
Level 4	9	10	11

Learners who achieve the correct number of points within the ranges shown in the 'qualification grade' table will achieve the qualification merit or distinction or distinction* grade (or combinations of these grades appropriate to the qualification).

Qualification grade

Level 3 BTEC Certificate

Points range above pass grade	Grade	
230-249	Merit	M
250-259	Distinction	D
260 and above	Distinction*	D*

Level 3 BTEC Subsidiary Diploma

Points range above pass grade	Grade	
460-499	Merit	M
500-519	Distinction	D
520 and above	Distinction*	D*

Level 3 BTEC Diploma

Points range above pass grade	Grade
880-919	MP
920-959	MM
960-999	DM
1000-1029	DD
1030-1059	DD*
1060 and above	D*D*

Level 3 BTEC Extended Diploma

Points range above pass grade	Grade
1300-1339	MPP
1340-1379	MMP
1380-1419	MMM
1420-1459	DMM
1460-1499	DDM
1500-1529	DDD
1530-1559	DDD*
1560-1589	DD*D*
1590 and above	D*D*D*

Please refer to *Annexe G* for examples of calculation of qualification grade above pass grade.

Quality assurance of centres

Edexcel's qualification specifications set out the standard to be achieved by each learner in order to be awarded the qualification. This is covered in the statement of learning outcomes, and assessment and grading criteria in each unit. Further guidance on delivery and assessment is given in the *Essential guidance for tutors* section in each unit. This section is designed to provide additional guidance and amplification related to the unit to support tutors, deliverers and assessors and to provide for a coherence of understanding and a consistency of delivery and assessment.

Approval

Centres that have not previously offered BTEC qualifications will first need to apply for, and be granted, centre approval before they can apply for approval to offer the programme.

When a centre applies for approval to offer a BTEC qualification they are required to enter into an approvals agreement.

The approvals agreement is a formal commitment by the head or principal of a centre to meet all the requirements of the specification and any linked codes or regulations. Sanctions and tariffs may be applied if centres do not comply with the agreement. Ultimately, this could result in the suspension of certification or withdrawal of approval.

Centres will be allowed 'accelerated approval' for a new programme where the centre already has approval for a programme that is being replaced by the new programme.

The key principles of quality assurance are that:

- a centre delivering BTEC programmes must be an approved centre and must have approval for programmes or groups of programmes that it is operating
- the centre agrees as part of gaining approval to abide by specific terms and conditions around the effective delivery and quality assurance of assessment; it must abide by these conditions throughout the period of delivery
- Edexcel makes available to approved centres a range of materials and opportunities intended to exemplify the processes required for effective assessment and examples of effective standards. Approved centres must use the materials and services to ensure that all staff delivering BTEC qualifications keep up to date with the guidance on assessment
- an approved centre must follow agreed protocols for standardisation of assessors and verifiers; planning, monitoring and recording of assessment processes; and for dealing with special circumstances, appeals and malpractice.

The approach of quality assured assessment is made through a partnership between an approved centre and Edexcel. Edexcel is committed to ensuring that it follows best practice and employs appropriate technology to support quality assurance processes where practicable. Therefore, the specific arrangements for working with centres will vary. Edexcel seeks to ensure that the quality assurance processes that it uses do not place undue bureaucratic processes on centres and works to support centres in providing robust quality assurance processes.

Edexcel monitors and supports centres in the effective operation of assessment and quality assurance. The methods which it uses to do this for BTEC First and National programmes accredited under the Qualifications and Credit Framework (QCF) include:

- ensuring that all centres have completed appropriate declarations at the time of approval undertaking approval visits to centres where necessary
- requiring all centres to appoint a Lead Internal Verifier for designated groups of programmes and to ensure that this person is trained and supported in carrying out that role
- requiring that the Lead Internal Verifier completes compulsory online standardisation related to assessment and verification decisions for the designated programme
- assessment sampling and verification, through requested samples of assessments, completed assessed learner work and associated documentation
- overarching review and assessment of a centre's strategy for assessing and quality assuring its BTEC programmes.

Edexcel Quality Assurance Handbook

Centres should refer to the *Handbook for Quality Assurance for BTEC QCF Qualifications*, issued annually, for detailed guidance.

An approved centre must make certification claims only when authorised by Edexcel and strictly in accordance with requirements for reporting.

Centres that do not fully address and maintain rigorous approaches to quality assurance will be prevented from seeking certification for individual programmes or for all BTEC First and National programmes. Centres that do not comply with remedial action plans may have their approval to deliver qualifications removed.

Programme design and delivery

BTEC National qualifications consist of mandatory units and optional units. Optional units are designed to provide a focus to the qualification and give more specialist opportunities in the sector.

In BTEC Nationals each unit has a number of guided learning hours.

Guided learning hours are defined as all the times when a tutor, trainer or facilitator is present to give specific guidance towards the learning aim being studied on a programme. This definition includes lectures, tutorials and supervised study in, for example, open learning centres and learning workshops. It also includes time spent by staff assessing learners' achievements. It does not include time spent by staff in day to day marking of assignments where the learner is not present.

Centres are advised to consider this definition when planning the programme of study associated with this specification.

Mode of delivery

Edexcel does not define the mode of study for BTEC Nationals. Centres are free to offer the qualifications using any mode of delivery (such as full time, part time, evening only, distance learning) that meets their learners' needs. Whichever mode of delivery is used, centres must ensure that learners have appropriate access to the resources identified in the specification and to the subject specialists delivering the units. This is particularly important for learners studying for the qualification through open or distance learning.

Learners studying for the qualification on a part-time basis bring with them a wealth of experience that should be utilised to maximum effect by tutors and assessors. The use of assessment evidence drawn from learners' work environments should be encouraged. Those planning the programme should aim to enhance the vocational nature of the qualification by:

- liaising with employers to ensure a course relevant to learners' specific needs
- accessing and using non-confidential data and documents from learners' workplaces
- including sponsoring employers in the delivery of the programme and, where appropriate, in the assessment
- linking with company-based/workplace training programmes
- making full use of the variety of experience of work and life that learners bring to the programme.

Resources

BTEC Nationals are designed to prepare learners for employment in specific occupational sectors. Physical resources need to support the delivery of the programme and the proper assessment of the learning outcomes and should, therefore, normally be of industry standard. Staff delivering programmes and conducting the assessments should be familiar with current practice and standards in the sector concerned. Centres will need to meet any specific resource requirements to gain approval from Edexcel.

Where specific resources are required these have been indicated in individual units in the *Essential resources* sections.

Delivery approach

It is important that centres develop an approach to teaching and learning that supports the specialist vocational nature of BTEC National qualifications and the mode of delivery. Specifications give a balance of practical skill development and knowledge requirements, some of which can be theoretical in nature. Tutors and assessors need to ensure that appropriate links are made between theory and practical application and that the knowledge base is applied to the sector. This requires the development of relevant and up-to-date teaching materials that allow learners to apply their learning to actual events and activity within the sector. Maximum use should be made of the learner's experience.

An outline learning plan is included in every unit as guidance which demonstrates one way in planning the delivery and assessment of the unit. The outline learning plan can be used in conjunction with the programme of suggested assignments.

Where the qualification has been designated and approved as a Technical Certificate and forms part of an Apprenticeship scheme, particular care needs to be taken to build strong links between the learning and assessment for the BTEC National qualification and the related NVQs and Functional Skills that also contribute to the scheme.

Meeting local needs

Centres should note that the qualifications set out in this specification have been developed in consultation with centres and employers and the Sector Skills Councils or the Standards Setting Bodies for the relevant sector. Centres should make maximum use of the choice available to them within the optional units to meet the needs of their learners, and local skills and training needs.

In certain circumstances, units in this specification might not allow centres to meet a local need. In this situation, Edexcel will ensure that the rule of combination allows centres to make use of units from other standard QCF BTEC specifications. Centres are required to ensure that the coherence and purpose of the qualification is retained and to ensure that the vocational focus is not diluted.

Limitations on variations from standard specifications

The flexibility to import standard units from other BTEC Nationals is limited to a total of 25 per cent of the qualification credit value (see the *Rules of combination for Edexcel BTEC Level 3 National qualifications*).

These units cannot be used at the expense of the mandatory units in any qualification.

Additional and specialist learning

Additional and specialist learning (ASL) consists of accredited qualifications at the same level as, or one level above, the Diploma course of study. The ASL may include BTEC qualifications which are also available to learners not following a Diploma course of study.

Qualifications for ASL must be selected from the ASL catalogue through the National Database of Accredited Qualifications (NDAQ). The catalogue includes qualifications which have the approval of the Diploma Development Partnership (DDP) and will expand over time as more qualifications are approved. To access the catalogue go to www.ndaq.org.uk and select 'Browse Diploma Qualifications'.

Functional Skills

BTEC Nationals give learners opportunities to develop and apply Functional Skills.

Functional Skills are offered as stand-alone qualifications at Level 2. See individual units for opportunities to cover ICT, Mathematics and English Functional Skills.

Personal, learning and thinking skills

Opportunities are available to develop personal, learning and thinking skills (PLTS) within sector-related context. PLTS are identified in brackets after the unit pass criteria to which they are associated and they are also mapped in *Annexe C*. Further opportunities for learners to demonstrate these skills may also be apparent as learners progress throughout their learning.

Access and recruitment

Edexcel's policy regarding access to its qualifications is that:

- they should be available to everyone who is capable of reaching the required standards
- they should be free from any barriers that restrict access and progression
- there should be equal opportunities for all wishing to access the qualifications.

Centres are required to recruit learners to BTEC qualifications with integrity. This will include ensuring that applicants have appropriate information and advice about the qualifications and that the qualification will meet their needs. Centres should take appropriate steps to assess each applicant's potential and make a professional judgement about their ability to successfully complete the programme of study and achieve the qualification. This assessment will need to take account of the support available to the learner within the centre during their programme of study and any specific support that might be necessary to allow the learner to access the assessment for the qualification. Centres should consult Edexcel's policy on learners with particular requirements.

Centres will need to review the entry profile of qualifications and/or experience held by applicants, considering whether this profile shows an ability to progress to a Level 4 qualification. For learners who have recently been in education, the profile is likely to include one of the following:

- a BTEC Level 2 qualification in Engineering or a related vocational area
- a standard of literacy and numeracy supported by a general education equivalent to four GCSEs at grade A*-C
- other related Level 2 qualifications
- related work experience.

More mature learners may present a more varied profile of achievement that is likely to include experience of paid and/or unpaid employment.

Restrictions on learner entry

Most BTEC National qualifications are accredited on the QCF for learners aged 16 years and over.

In particular sectors the restrictions on learner entry might also relate to any physical or legal barriers, for example people working in health, care or education are likely to be subject to police checks.

Edexcel BTEC Level 3 Nationals are listed on the DCSF funding lists under Section 96 and Section 97 of the Learning and Skills Act 2000.

Access arrangements and special considerations

Edexcel's policy on access arrangements and special considerations for BTEC and Edexcel NVQ qualifications aims to enhance access to the qualifications for learners with disabilities and other difficulties (as defined by the 1995 Disability Discrimination Act and the amendments to the Act) without compromising the assessment of skills, knowledge, understanding or competence.

Further details are given in the policy *Access Arrangements and Special Considerations for BTEC and Edexcel NVQ Qualifications*, which can be found on the Edexcel website (www.edexcel.com). This policy replaces the previous Edexcel policy (*Assessment of Vocationally Related Qualification: Regulations and Guidance Relating to Learners with Special Requirements, 2002*) concerning learners with particular requirements.

Recognition of Prior Learning

Recognition of Prior Learning (RPL) is a method of assessment (leading to the award of credit) that considers whether a learner can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and so do not need to develop through a course of learning.

Edexcel encourages centres to recognise learners' previous achievements and experiences whether at work, home and at leisure, as well as in the classroom. RPL provides a route for the recognition of the achievements resulting from continuous learning.

RPL enables recognition of achievement from a range of activities using any valid assessment methodology. Provided that the assessment requirements of a given unit or qualification have been met, the use of RPL is acceptable for accrediting a unit, units or a whole qualification. Evidence of learning must be valid and reliable.

Unit format

All units in Edexcel BTEC Level 3 National qualifications have a standard format. The unit format is designed to give guidance on the requirements of the qualification for learners, tutors, assessors and those responsible for monitoring national standards.

Each unit has the following sections.

Unit title

The unit title is accredited on the QCF and this form of words will appear on the learner's Notification of Performance (NOP).

QCF level

All units and qualifications within the QCF will have a level assigned to them, which represents the level of achievement. There are nine levels of achievement, from Entry Level to Level 8. The level of the unit has been informed by the QCF level descriptors and, where appropriate, the National Occupational Standards (NOS) and/or other sector/professional benchmarks.

Credit value

Each unit in BTEC National qualifications has a credit value; learners will be awarded credits for the successful completion of whole units.

A credit value specifies the number of credits that will be awarded to a learner who has achieved all the learning outcomes of the unit.

Guided learning hours

Guided learning hours are defined as all the times when a tutor, trainer or facilitator is present to give specific guidance towards the learning aim being studied on a programme. This definition includes lectures, tutorials and supervised study in, for example, open learning centres and learning workshops. It also includes time spent by staff assessing learners' achievements. It does not include time spent by staff in day-to-day marking of assignments or homework where the learner is not present.

Aim and purpose

The aim provides a clear summary of the purpose of the unit and is a succinct statement that summarises the learning outcomes of the unit.

Unit introduction

The unit introduction gives the reader an appreciation of the unit in the vocational setting of the qualification, as well as highlighting the focus of the unit. It gives the reader a snapshot of the unit and the key knowledge, skills and understanding gained while studying the unit. The unit introduction also highlights any links to the appropriate vocational sector by describing how the unit relates to that sector.

Learning outcomes

Learning outcomes state exactly what a learner should 'know, understand or be able to do' as a result of completing the unit.

Unit content

The unit content identifies the breadth of knowledge, skills and understanding needed to design and deliver a programme of learning to achieve each of the learning outcomes. This is informed by the underpinning knowledge and understanding requirements of the related NOS. The content provides the range of subject material for the programme of learning and specifies the skills, knowledge and understanding required for achievement of the pass, merit and distinction grading criteria.

Each learning outcome is stated in full and then the key phrases or concepts related to that learning outcome are listed in italics followed by the subsequent range of related topics.

Relationship between content and assessment criteria

The learner must have the opportunity within the delivery of the unit to cover all of the unit content.

It is not a requirement of the unit specification that all of the content is assessed. However, the indicative content will need to be covered in a programme of learning in order for learners to be able to meet the standard determined in the assessment and grading criteria. The merit and distinction grading criteria enable the learner to achieve higher levels of performance in acquisition of knowledge, understanding and skills.

Content structure and terminology

The information below shows how unit content is structured and gives the terminology used to explain the different components within the content.

- Learning outcome: this is given and in bold at the beginning of each section of content.
- Italicised sub-heading: it contains a key phrase or concept. This is content which must be covered in the delivery of the unit. Colons mark the end of an italicised sub-heading.
- Elements of content: the elements are in plain text and amplify the sub-heading. The elements must also be covered in the delivery of the unit. Semi-colons mark the end of an element.
- Brackets contain amplification of elements of content which must be covered in the delivery of the unit.
- 'eg' is a list of examples used for indicative amplification of an element (that is, the content specified in this amplification that could be covered or that could be replaced by other, similar material).

Assessment and grading grid

Each grading grid gives the assessment and grading criteria used to determine the evidence that each learner must produce in order to receive a pass, merit or distinction grade. It is important to note that the merit and distinction grading criteria require a qualitative improvement in a learner's evidence and not simply the production of more evidence at the same level.

Essential guidance for tutors

This section gives tutors additional guidance and amplification to aid understanding and a consistent level of delivery and assessment. It is divided into the following sections.

- *Delivery* – explains the content's relationship with the learning outcomes and offers guidance about possible approaches to delivery. This section is based on the more usual delivery modes but is not intended to rule out alternative approaches.
- *Outline learning plan* – the outline learning plan has been included in every unit as guidance and demonstrates one way in planning the delivery and assessment of a unit. The outline learning plan can be used in conjunction with the programme of suggested assignments.
- *Assessment* – gives amplification about the nature and type of evidence that learners need to produce in order to pass the unit or achieve the higher grades. This section should be read in conjunction with the grading criteria.
- *Suggested programme of assignments* – the table shows how the suggested assignments match and cover the assessment grading criteria.
- *Links to National Occupational Standards, other BTEC units, other BTEC qualifications and other relevant units and qualifications* – sets out links with other units within the qualification. These links can be used to ensure that learners make connections between units, resulting in a coherent programme of learning. The links show opportunities for integration of learning, delivery and assessment.
- *Essential resources* – identifies any specialist resources needed to allow learners to generate the evidence required for each unit. The centre will be asked to ensure that any requirements are in place when it seeks approval from Edexcel to offer the qualification.
- *Employer engagement and vocational contexts* – provides a short list of agencies, networks and other useful contacts for employer engagement and for sources of vocational contexts.
- *Indicative reading for learners* – gives a short list of learner resource material that benchmarks the level of study.

Further information

For further information please call Customer Services on 0844 576 0026 (calls may be recorded for training purposes) or visit our website (www.edexcel.com).

Useful publications

Further copies of this document and related publications can be obtained from:

Edexcel Publications

Adamsway

Mansfield

Nottinghamshire NG18 4FN

Telephone: 01623 467 467

Fax: 01623 450 481

Email: publications@linney.com

Related information and publications include:

- *Guidance for Centres Offering Edexcel/BTEC QCF Accredited Programmes* (Edexcel, distributed to centres annually)
- Functional Skills publications – specifications, tutor support materials and question papers
- *Regulatory Arrangements for the Qualification and Credit Framework* (Ofqual, August 2008)
- the current Edexcel publications catalogue and update catalogue.

Edexcel publications concerning the Quality Assurance System and the internal and external verification of vocationally related programmes can be found on the Edexcel website and in the Edexcel publications catalogue.

NB: Most of our publications are priced. There is also a charge for postage and packing. Please check the cost when you order.

How to obtain National Occupational Standards

The National Occupational Standards for engineering are available from:

SEMTA

14 Upton Road

Watford WD18 0JT

Telephone: 01923 238441

Website: www.semta.org.uk

Professional development and training

Edexcel supports UK and international customers with training related to BTEC qualifications. This support is available through a choice of training options offered in our published training directory or through customised training at your centre.

The support we offer focuses on a range of issues including:

- planning for the delivery of a new programme
- planning for assessment and grading
- developing effective assignments
- building your team and teamwork skills
- developing student-centred learning and teaching approaches
- building Functional Skills into your programme
- building in effective and efficient quality assurance systems.

The national programme of training we offer can be viewed on our website (www.edexcel.com/training). You can request customised training through the website or by contacting one of our advisers in the Training from Edexcel team via Customer Services to discuss your training needs.

Our customer service numbers are:

BTEC and NVQ	0844 576 0026
GCSE	0844 576 0027
GCE	0844 576 0025
The Diploma	0844 576 0028
DIDA and other qualifications	0844 576 0031

Calls may be recorded for training purposes.

The training we provide:

- is active – ideas are developed and applied
- is designed to be supportive and thought provoking
- builds on best practice.

Our training is underpinned by the LLUK standards for those preparing to teach and for those seeking evidence for their continuing professional development.

Annexe A

The Edexcel BTEC qualification framework for the Engineering sector

Progression opportunities within the framework.

QCF Level	General qualifications	BTEC full vocationally-related qualifications	BTEC Short Courses	NVQ/occupational
8				
7				
6				
5		HNC/D in Manufacturing Engineering HNC/D in Mechanical Engineering HNC/D in Operations Engineering HNC/D in Electrical/Electronic Engineering		
4				

QCF Level	General qualifications	BTEC full vocationally-related qualifications	BTEC Short Courses	NVQ/occupational
3		<p>Edexcel BTEC Level 3 Diploma and Extended Diploma in Mechanical Engineering</p> <p>Edexcel BTEC Level 3 Diploma and Extended Diploma in Manufacturing Engineering</p> <p>Edexcel BTEC Level 3 Diploma and Extended Diploma in Mechanical Engineering</p> <p>Edexcel BTEC Level 3 Diploma and Extended Diploma in Operations and Maintenance Engineering</p> <p>Edexcel BTEC Level 3 Diploma and Extended Diploma in Electrical/Electronic Engineering</p> <p>Edexcel BTEC Level 3 Diploma and Extended Diploma in Aerospace Engineering</p>		
2	GCSE Engineering GCSE Manufacturing	<p>Edexcel BTEC Level 2 Certificate, Extended Certificate and Diploma in Engineering</p> <p>Introductory Certificate and Diploma in Engineering</p>		<p>Level 2 NVQ in Performing Engineering Operations</p> <p>Level 2 NVQ in Performing Manufacturing Operations</p> <p>Level 2 NVQ in Business Improvement Techniques</p> <p>Level 1 NVQ in Performing Engineering Operations</p> <p>Level 1 NVQ in Performing Manufacturing Operations</p>
Entry				

Annexe B

Grading domains: Level 3 BTEC generic grading domains

Grading domain 1	Indicative characteristics – merit	Indicative characteristics – distinction
<p>Application of knowledge and understanding</p> <p>(Learning outcome stem <i>understand or know</i>)</p>	<ul style="list-style-type: none"> Shows depth of knowledge and development of understanding in familiar and unfamiliar situations (for example explain why, makes judgements based on analysis). Applies and/or selects concepts showing comprehension of often complex theories. Applies knowledge in often familiar and unfamiliar contexts. Applies knowledge to non-routine contexts (eg assessor selection). Makes reasoned analytical judgements. Shows relationships between pass criteria. 	<ul style="list-style-type: none"> Synthesises knowledge and understanding across pass/merit criteria. Evaluates complex concepts/ideas/actions and makes reasoned and confident judgements. Uses analysis, research and evaluation to make recommendations and influence proposals. Analyses implications of application of knowledge/understanding. Accesses and evaluates knowledge and understanding to advance complex activities/contextes. Shows relationships with p/m criteria. Responds positively to evaluation.
Grading domain 2	Indicative characteristics – merit	Indicative characteristics – distinction
<p>Development of practical and technical skills</p> <p>(Learning outcome stem <i>be able to</i>)</p>	<ul style="list-style-type: none"> Deploys appropriate advanced techniques/processes/skills. Applies technical skill to advance non-routine activities. Advances practical activities within resource constraints. Produces varied solutions (including non-routine). Modifies techniques/processes to situations. Shows relationship between p criteria. 	<ul style="list-style-type: none"> Demonstrates creativity/originality/own ideas. Applies skill(s) to achieve higher order outcome. Selects and uses successfully from a range of advanced techniques/processes/skills. Reflects on skill acquisition and application. Justifies application of skills/methods. Makes judgements about risks and limitations of techniques/processes. Innovates or generates new techniques/processes for new situations. Shows relationship with p and m criteria.

Grading domain 3	Indicative characteristics – merit	Indicative characteristics – distinction
<p>Personal development for occupational roles</p> <p>(Any learning outcome stem)</p>	<ul style="list-style-type: none"> • Takes responsibility in planning and undertaking activities. • Reviews own development needs. • Finds and uses relevant information sources. • Acts within a given work-related context showing understanding of responsibilities. • Identifies responsibilities of employers to the community and the environment. • Applies qualities related to the vocational sector. • Internalises skills/attributes (creating confidence). 	<ul style="list-style-type: none"> • Manages self to achieve outcomes successfully. • Plans for own learning and development through the activities. • Analyses and manipulates information to draw conclusions. • Applies initiative appropriately. • Assesses how different work-related contexts or constraints would change performance. • Reacts positively to changing work-related contexts • Operates ethically in work-related environments. • Takes decisions related to work contexts. • Applies divergent and lateral thinking in work-related contexts. • Understands interdependence.
Grading domain 4	Indicative characteristics – merit	Indicative characteristics – distinction
<p>Application of generic skills</p> <p>(Any learning outcome stem)</p>	<ul style="list-style-type: none"> • Communicates effectively using appropriate behavioural and language registers. • Communicates with clarity and influence. • Makes judgements in contexts with explanations. • Explains how to contribute within a team. • Demonstrates positive contribution to team(s). • Makes adjustments to meet the needs/ expectations of others (negotiation skills). • Selects and justifies solutions for specified problems. 	<ul style="list-style-type: none"> • Presents self and communicates information to meet the needs of a variety of audience. • Identifies strategies for communication. • Shows innovative approaches to dealing with individuals and groups. • Takes decisions in contexts with justifications. • Produces outputs subject to time/ resource constraints. • Reflects on own contribution to working within a team. • Generates new or alternative solutions to specified problems. • Explores entrepreneurial attributes.

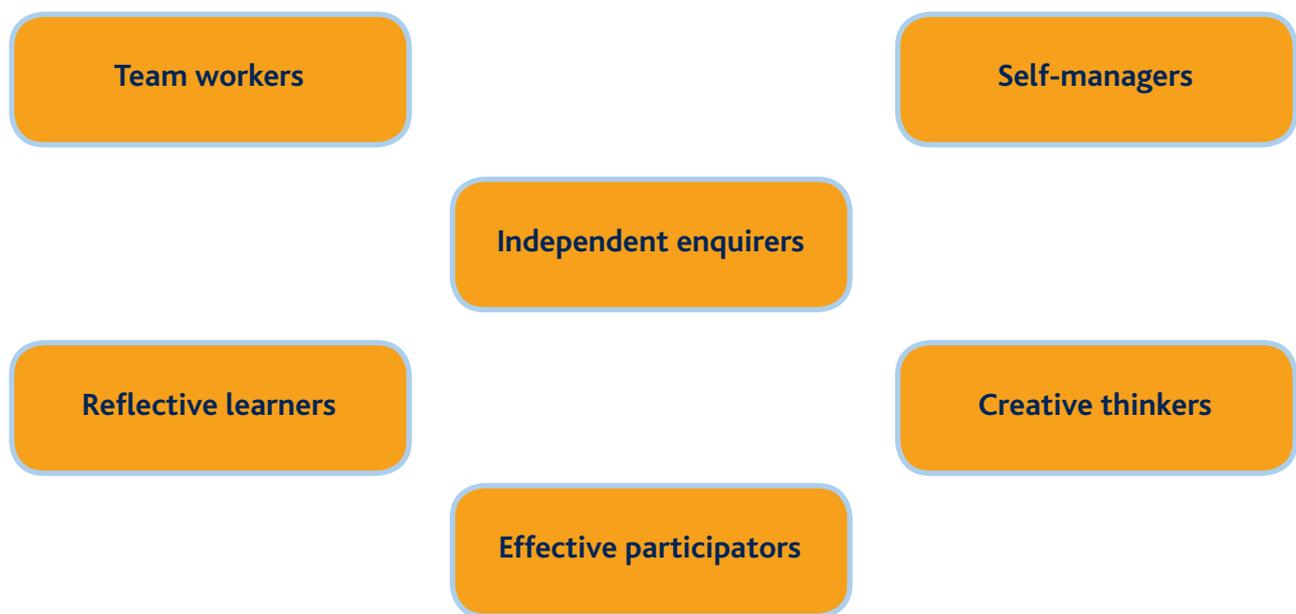
Annexe C

Personal, learning and thinking skills

A FRAMEWORK OF PERSONAL, LEARNING AND THINKING SKILLS 11–19 IN ENGLAND

The framework comprises six groups of skills that, together with the Functional Skills of English, mathematics and ICT, are essential to success in learning, life and work. In essence the framework captures the essential skills of: managing self; managing relationships with others; and managing own learning, performance and work. It is these skills that will enable young people to enter work and adult life confident and capable.

The titles of the six groups of skills are set out below.



For each group there is a focus statement that sums up the range of skills. This is followed by a set of outcome statements that are indicative of the skills, behaviours and personal qualities associated with each group.

Each group is distinctive and coherent. The groups are also inter-connected. Young people are likely to encounter skills from several groups in any one learning experience. For example an independent enquirer would set goals for their research with clear success criteria (reflective learner) and organise and manage their time and resources effectively to achieve these (self-manager). In order to acquire and develop fundamental concepts such as organising oneself, managing change, taking responsibility and perseverance, learners will need to apply skills from all six groups in a wide range of learning contexts 11-19.

The Skills

Independent enquirers

Focus:

Young people process and evaluate information in their investigations, planning what to do and how to go about it. They take informed and well-reasoned decisions, recognising that others have different beliefs and attitudes.

Young people:

- identify questions to answer and problems to resolve
- plan and carry out research, appreciating the consequences of decisions
- explore issues, events or problems from different perspectives
- analyse and evaluate information, judging its relevance and value
- consider the influence of circumstances, beliefs and feelings on decisions and events
- support conclusions, using reasoned arguments and evidence.

Creative thinkers

Focus:

Young people think creatively by generating and exploring ideas, making original connections. They try different ways to tackle a problem, working with others to find imaginative solutions and outcomes that are of value.

Young people:

- generate ideas and explore possibilities
- ask questions to extend their thinking
- connect their own and others' ideas and experiences in inventive ways
- question their own and others' assumptions
- try out alternatives or new solutions and follow ideas through
- adapt ideas as circumstances change.

Reflective learners

Focus:

Young people evaluate their strengths and limitations, setting themselves realistic goals with criteria for success. They monitor their own performance and progress, inviting feedback from others and making changes to further their learning.

Young people:

- assess themselves and others, identifying opportunities and achievements
- set goals with success criteria for their development and work
- review progress, acting on the outcomes
- invite feedback and deal positively with praise, setbacks and criticism
- evaluate experiences and learning to inform future progress
- communicate their learning in relevant ways for different audiences.

Team workers

Focus:

Young people work confidently with others, adapting to different contexts and taking responsibility for their own part. They listen to and take account of different views. They form collaborative relationships, resolving issues to reach agreed outcomes.

Young people:

- collaborate with others to work towards common goals
- reach agreements, managing discussions to achieve results
- adapt behaviour to suit different roles and situations, including leadership role
- show fairness and consideration to others
- take responsibility, showing confidence in themselves and their contribution
- provide constructive support and feedback to others.

Self-managers

Focus:

Young people organise themselves, showing personal responsibility, initiative, creativity and enterprise with a commitment to learning and self-improvement. They actively embrace change, responding positively to new priorities, coping with challenges and looking for opportunities.

Young people:

- seek out challenges or new responsibilities and show flexibility when priorities change
- work towards goals, showing initiative, commitment and perseverance
- organise time and resources, prioritising actions
- anticipate, take and manage risks
- deal with competing pressures, including personal and work-related demands
- respond positively to change, seeking advice and support when needed
- manage their emotions, and build and maintain relationships.

Effective participators

Focus:

Young people actively engage with issues that affect them and those around them. They play a full part in the life of their school, college, workplace or wider community by taking responsible action to bring improvements for others as well as themselves.

Young people:

- discuss issues of concern, seeking resolution where needed
- present a persuasive case for action
- propose practical ways forward, breaking these down into manageable steps
- identify improvements that would benefit others as well as themselves
- try to influence others, negotiating and balancing diverse views to reach workable solutions
- act as an advocate for views and beliefs that may differ from their own.

PLTS performance indicator (suggested recording sheet)

Name:	Date:				
	Level of success 1 = low, 5 = high				
Independent enquirers					
Identify questions to answer and problems to resolve	1	2	3	4	5
Plan and carry out research, appreciating the consequences of decisions	1	2	3	4	5
Explore issues, events or problems from different perspectives	1	2	3	4	5
Analyse and evaluate information, judging its relevance and value	1	2	3	4	5
Consider the influence of circumstances, beliefs and feelings on decisions and events	1	2	3	4	5
Support conclusions, using reasoned arguments and evidence	1	2	3	4	5
Creative thinkers					
Generate ideas and explore possibilities	1	2	3	4	5
Ask questions to extend their thinking	1	2	3	4	5
Connect their own and others' ideas and experiences in inventive ways	1	2	3	4	5
Question their own and others' assumptions	1	2	3	4	5
Try out alternatives or new solutions and follow ideas through	1	2	3	4	5
Adapt ideas as circumstances change	1	2	3	4	5
Reflective learners					
Assess themselves and others, identifying opportunities and achievements	1	2	3	4	5
Set goals with success criteria for their development and work	1	2	3	4	5
Review progress, acting on the outcomes	1	2	3	4	5
Invite feedback and deal positively with praise, setbacks and criticism	1	2	3	4	5
Evaluate experiences and learning to inform future progress	1	2	3	4	5
Communicate their learning in relevant ways for different audiences	1	2	3	4	5

Team workers					
Collaborate with others to work towards common goals	1	2	3	4	5
Reach agreements, managing discussions to achieve results	1	2	3	4	5
Adapt behaviour to suit different roles and situations, including leadership roles	1	2	3	4	5
Show fairness and consideration to others	1	2	3	4	5
Take responsibility, showing confidence in themselves and their contribution	1	2	3	4	5
Provide constructive support and feedback to others	1	2	3	4	5
Self-managers					
Seek out challenges or new responsibilities and show flexibility when priorities change	1	2	3	4	5
Work towards goals, showing initiative, commitment and perseverance	1	2	3	4	5
Organise time and resources, prioritising actions	1	2	3	4	5
Anticipate, take and manage risks	1	2	3	4	5
Deal with competing pressures, including personal and work-related demands	1	2	3	4	5
Respond positively to change, seeking advice and support when needed	1	2	3	4	5
Manage their emotions, and build and maintain relationships.	1	2	3	4	5
Effective participators					
Discuss issues of concern, seeking resolution where needed	1	2	3	4	5
Present a persuasive case for action	1	2	3	4	5
Propose practical ways forward, breaking these down into manageable steps	1	2	3	4	5
Identify improvements that would benefit others as well as themselves	1	2	3	4	5
Try to influence others, negotiating and balancing diverse views to reach workable solutions	1	2	3	4	5
Act as an advocate for views and beliefs that may differ from their own	1	2	3	4	5

Note to learner: The circled number represents an indication of your PLTS performance so far.

Note to tutor: Indicate the level of success by circling the appropriate number during your feedback with the learner.

Summary of the PLTS coverage throughout the programme

Personal, learning and thinking skills	Unit									
	1	2	3	4	5	6	7	8	9	10
Independent enquirers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Creative thinkers	✓	✓	✓					✓		
Reflective learners			✓							
Team workers			✓							
Self-managers	✓		✓			✓	✓			
Effective participators	✓		✓							
✓ – opportunities for development										

Personal, learning and thinking skills	Unit									
	12	15	24	35	44	45	46	47	48	49
Independent enquirers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Creative thinkers				✓		✓				
Reflective learners										✓
Team workers										✓
Self-managers			✓	✓	✓					
Effective participators										
✓ – opportunities for development										

Personal, learning and thinking skills	Unit									
	50	51	52	53	11	16	19	23	27	28
Independent enquirers	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Creative thinkers						✓	✓			✓
Reflective learners										
Team workers										
Self-managers	✓		✓	✓			✓	✓	✓	
Effective participators										
✓ – opportunities for development										

Personal, learning and thinking skills	Unit									
	54	55	56							
Independent enquirers	✓		✓							
Creative thinkers										
Reflective learners	✓									
Team workers										
Self-managers		✓								
Effective participators										
✓ – opportunities for development										



Annexe D

Wider curriculum mapping

Study of the Edexcel BTEC Level 3 National/s in Operations and Maintenance Engineering gives learners opportunities to develop an understanding of spiritual, moral, ethical, social and cultural issues as well as an awareness of citizenship, environmental issues, European developments, health and safety considerations and equal opportunities issues.

The Edexcel BTEC Level 3 National/s in Operations and Maintenance Engineering makes a positive contribution to wider curricular areas as appropriate.

Spiritual, moral, ethical, social and cultural issues

The qualification contributes to an understanding of moral and ethical issues, for example when learners are dealing with colleagues and customers.

Citizenship issues

Learners undertaking the Edexcel BTEC Level 3 Nationals in Operations and Maintenance Engineering will have the opportunity to develop their understanding of citizenship issues, for example in terms of their rights and responsibilities in the engineering workplace.

Environmental issues

Learners undertaking the Edexcel BTEC Level 3 Nationals in Operations and Maintenance Engineering will have the opportunity to develop their understanding of environmental issues, for example by considering the influence that engineering processes can have on the environment and the ways that this impact can be reduced.

European developments

Much of the content of the Edexcel BTEC Level 3 Nationals in Operations and Maintenance Engineering applies throughout Europe even though delivery is in a UK context.

Health and safety considerations

The Edexcel BTEC Level 3 Nationals in Operations and Maintenance Engineering are practically based and health and safety issues are encountered throughout the units.

Equal opportunities issues

Equal opportunities issues are implicit throughout the Edexcel BTEC Level 3 Nationals in Operations and Maintenance Engineering.

Wider curriculum mapping

Level 3

	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Unit 9
Spiritual									
Moral and ethical	✓	✓					✓		✓
Social and cultural	✓	✓					✓		✓
Citizenship issues	✓	✓					✓		✓
Environmental issues	✓		✓				✓		✓
European developments	✓		✓				✓	✓	✓
Health and safety considerations	✓		✓				✓		✓
Equal opportunities issues	✓	✓	✓	✓	✓	✓	✓	✓	✓

	Unit 10	Unit 12	Unit 15	Unit 24	Unit 35	Unit 44	Unit 45	Unit 46	Unit 47
Spiritual									
Moral and ethical									
Social and cultural									
Citizenship issues									
Environmental issues			✓						
European developments	✓		✓						
Health and safety considerations			✓	✓	✓	✓	✓		
Equal opportunities issues	✓	✓	✓	✓	✓	✓	✓	✓	✓

	Unit 48	Unit 49	Unit 50	Unit 51	Unit 52	Unit 53	Unit 11	Unit 16	Unit 19
Spiritual									
Moral and ethical									
Social and cultural									
Citizenship issues									
Environmental issues									
European developments		✓				✓		✓	✓
Health and safety considerations	✓	✓		✓	✓	✓			
Equal opportunities issues	✓	✓	✓	✓	✓	✓	✓	✓	✓

	Unit 23	Unit 27	Unit 28	Unit 54	Unit 55	Unit 56				
Spiritual										
Moral and ethical										
Social and cultural										
Citizenship issues										
Environmental issues	✓	✓								
European developments	✓	✓				✓				
Health and safety considerations	✓	✓		✓	✓	✓				
Equal opportunities issues	✓	✓	✓	✓	✓	✓				

Annexe E

National Occupational Standards/mapping with NVQs

The grid below maps the knowledge covered in the Edexcel BTEC Level 3 Diploma and Extended Diploma in Operations and Maintenance Engineering against the underpinning knowledge of the Level 3 NVQ in Mechanical Manufacturing Engineering, Level 3 NVQ in Business Improvement Techniques, Level 3 NVQ in Engineering Leadership, Level 3 NVQ in Engineering Maintenance, Level 3 NVQ in Project Management, Level 3 NVQ in Electrical and Electronic Engineering, Level 3 NVQ in Engineering Technical Support, Level 3 NVQ in Fabrication and Welding and Level 3 NVQ in Installation and Commissioning SEMTA SSC National Occupational Standards.

KEY

Relevant NVQ units are listed where the BTEC unit provides partial coverage of the underpinning knowledge and understanding.

A blank space indicates no coverage of the underpinning knowledge.

NVQs	Unit									
	1	2	3	4	5	6	7	8	9	10
Level 3 NVQ in Mechanical Manufacturing Engineering	Unit 1	Unit 2								
Level 3 NVQ in Business Improvement Techniques	Unit 1	Unit 2					Unit 1			
Level 3 NVQ in Engineering Leadership	Unit 1		Unit 4, 5, 7							
Level 3 NVQ in Engineering Maintenance		Unit 2								
Level 3 NVQ in Project Management			Unit 4, 10, 11, 15, 17							
Level 3 NVQ in Electrical and Electronic Engineering						Unit 15, 17, 18, 24, 25, 26, 27, 28, 30, 31, 32, 33				
Level 3 NVQ in Engineering Technical Support								Unit 2, 47, 58		

NVQs	Unit									
	12	15	24	35	44	45	46	47	48	49
Level 3 NVQ in Installation and Commissioning		Unit 6, 9	Unit 24				Unit 24			
Level 3 NVQ in Engineering Maintenance			Unit 40, 42	Unit 17	Unit 4, 9, 10, 15, 21, 24, 25, 26, 27, 28	Unit 5, 10, 11, 16, 19, 23	Unit 30	Unit 27, 39, 40, 42		Unit 4, 5, 6, 7, 20, 21, 22
Level 3 NVQ in Electrical and Electronic Engineering				Unit 10, 12, 18						

NVQs	Unit									
	50	51	52	53	11	16	19	23	27	28
Level 3 NVQ in Installation and Commissioning	Unit 24									
Level 3 NVQ in Engineering Maintenance	Unit 40			Unit 17, 40						
Level 3 NVQ in Electrical and Electronic Servicing			Unit 12							
Level 3 NVQ in Engineering Technical Support						Unit 2, 4, 6, 7, 9				
Level 3 NVQ in Fabrication and Welding								Unit 4, 5, 6, 7, 16, 17, 18, 20, 65		

NVQs	Unit								
	54	55	56						
Level 3 NVQ in Installation and Commissioning									
Level 3 NVQ in Engineering Leadership	Units 7, 8, 9								
Level 3 NVQ in Rail Signal Engineering		Units 3, 8, 13							

Annexe F

Unit mapping overview

BTEC National in Manufacturing legacy (specification end date 31/08/2010)/new QCF versions of the BTEC National qualifications in Operations and Maintenance Engineering (specification start date 01/09/2010) – the Level 3 BTEC Diploma in Operations and Maintenance Engineering and the Level 3 BTEC Extended Diploma in Operations and Maintenance Engineering.

New units \ Old units	Unit 1	Unit 2	Unit 3	Unit 4	Unit 5	Unit 6	Unit 7	Unit 8	Unit 9	Unit 10
Unit 1							F			
Unit 2		F								
Unit 3			F							
Unit 4				F						
Unit 5						F				
Unit 6					F					
Unit 7	F									
Unit 8								F		
Unit 9									F	
Unit 10										F

New units \ Old units	Unit 12	Unit 15	Unit 24	Unit 35	Unit 44	Unit 45	Unit 46	Unit 48	Unit 49	Unit 50
Unit 12	F									
Unit 15		F								
Unit 24			F							
Unit 35				F						
Unit 44					F					
Unit 45						F				
Unit 46							F			
Unit 47								F		
Unit 48									F	
Unit 49	F									

New units \ Old units	Old units										
	Unit 51	Unit 52	Unit 53	Unit 54	Unit 11	Unit 16	Unit 19	Unit 23	Unit 27	Unit 28	
Unit 50	F										
Unit 51		F									
Unit 52			F								
Unit 53				F							
Unit 11					F						
Unit 16						F					
Unit 19							F				
Unit 23								F			
Unit 27									F		
Unit 28										F	

New units \ Old units	Old units										
	Unit 55	Unit 56	Unit 57								
Unit 54	F										
Unit 55		F									
Unit 56			F								

KEY

P – Partial mapping (some topics from the old unit appear in the new unit)

F – Full mapping (topics in old unit match new unit exactly or almost exactly)

X – Full mapping + new (all the topics from the old unit appear in the new unit, but new unit also contains new topic(s))

Unit mapping in depth

BTEC National in Manufacturing Engineering legacy (specification end date 31/08/2010)/new QCF versions of the BTEC National qualifications in Operations and Maintenance Engineering (specification start date 01/09/2010) – the Level 3 BTEC Certificate in Operations and Maintenance Engineering, Level 3 BTEC Subsidiary Diploma in Operations and Maintenance Engineering, Level 3 BTEC Diploma in Operations and Maintenance Engineering and the Level 3 BTEC Extended Diploma in Operations and Maintenance Engineering.

New units		Old units		Mapping/comments (new topics in italics)
Number	Name	Number	Name	
Unit 1	Health and Safety in the Engineering Workplace	Unit 7	Health, Safety, Risk Assessment and Welfare in the Engineering Workplace	Full coverage
Unit 2	Communications for Engineering Technicians	Unit 2	Communications for Technicians	Full coverage
Unit 3	Engineering Project	Unit 3	Engineering Project	Full coverage
Unit 4	Mathematics for Engineering Technicians	Unit 4	Mathematics for Technicians	Full coverage
Unit 5	Mechanical Principles and Applications	Unit 6	Mechanical Principles and Applications	Full coverage
Unit 6	Electrical and Electronic Principles	Unit 5	Electrical and Electronic Principles	Full coverage
Unit 7	Business Operations in Engineering	Unit 1	Business Systems for Technicians	Full coverage
Unit 8	Engineering Design	Unit 8	Engineering Design	Full coverage
Unit 9	Commercial Aspects of Engineering Organisations	Unit 9	Commercial Aspects of Organisations Employing Engineers	Full coverage
Unit 10	Properties and Applications of Engineering Materials	Unit 10	Properties and Applications of Engineering Materials	Full coverage

New units		Old units		Mapping/comments (new topics in italics)
Number	Name	Number	Name	
Unit 12	Applications of Mechanical Systems in Engineering	Unit 12	Applications of Mechanical Systems in Engineering	Full coverage
Unit 15	Electro, Pneumatic and Hydraulic Systems and Devices	Unit 15	Electro, Pneumatic and Hydraulic Systems and Devices	Full coverage
Unit 24	Industrial Process Measurement	Unit 24	Industrial Process Measurement	Full coverage
Unit 35	Principles and Applications of Electronic Devices and Circuits	Unit 35	Principles and Applications of Electronic Devices and Circuits	Full coverage
Unit 44	Engineering Maintenance Procedures	Unit 44	Engineering Maintenance Procedures and Techniques	Full coverage
Unit 45	Monitoring and Fault Diagnosis of Engineering Systems	Unit 45	Monitoring and Fault Diagnosis of Engineering Systems	Full coverage
Unit 46	Principles and Applications of Engineering Measurement Systems	Unit 46	Principles and Applications of Engineering Measurement Systems	Full coverage
Unit 47	Industrial Plant and Process Control	Unit 48	Industrial Plant and Process Control	Full coverage
Unit 48	Function and Characteristics of Railway Signalling Systems	Unit 49	Function and Characteristics of Railway Signalling Systems	Full coverage
Unit 49	Installing and Commissioning Engineering Equipment	Unit 50	Installing and Commissioning Engineering Equipment	Full coverage
Unit 50	Industrial Process Controllers	Unit 51	Industrial Process Controllers	Full coverage
Unit 51	Electrical Technology	Unit 52	Electrical Technology	Full coverage
Unit 52	Electrical Installation	Unit 53	Electrical Installation	Full coverage
Unit 53	Electronic Measurement and Testing	Unit 54	Electronic Measurement and Testing	Full coverage

New units		Old units		Mapping/comments (new topics in italics)
Number	Name	Number	Name	
Unit 11	Further Mechanical Principles and Applications	Unit 11	Further Mechanical Principles and Applications	Full coverage
Unit 16	Engineering Drawing for Technicians	Unit 16	Engineering Drawing for Technicians	Full coverage
Unit 19	Mechanical Measurement and Inspection Techniques	Unit 19	Mechanical Measurement and Inspection Techniques	Full coverage
Unit 23	Welding Technology	Unit 23	Applications of Welding Technology	Full coverage
Unit 27	Welding Principles	Unit 27	Welding Principles	Full coverage
Unit 28	Further Mathematics for Engineering Technicians	Unit 28	Further Mathematics for Technicians	Full coverage
Unit 54	Electronic Measurement and Testing	Unit 55	Electronic Measurement and Testing	Full coverage
Unit 55	Railway Signalling Systems Testing and Maintenance	Unit 56	Installing, Commissioning, Testing and Maintenance of Railway Signalling Systems	Full coverage
Unit 56	Railway Infrastructure Construction and Maintenance	Unit 59	Railway Infrastructure Construction and Maintenance	Full coverage

Annexe G

Examples of calculation of qualification grade above pass grade

Edexcel will automatically calculate the qualification grade for your learners when your learner unit grades are submitted.

The generic examples below demonstrate how the qualification grade above pass is calculated using the following two tables which are also shown in the section earlier on in the specification *Calculation of the qualification grades above pass grade*.

Points available for credits achieved at different QCF levels and unit grades

The table below shows the **number of points scored per credit** at the unit level and grade.

Unit QCF level	Points per credit		
	Pass	Merit	Distinction
Level 2	5	6	7
Level 3	7	8	9
Level 4	9	10	11

Learners who achieve the correct number of points within the ranges shown in the 'qualification grade' table below will achieve the qualification merit, distinction or distinction* grades (or combinations of these grades appropriate to the qualification).

Qualification grade

Level 3 BTEC Certificate

Points range above pass grade	Grade	
230-249	Merit	M
250-259	Distinction	D
260 and above	Distinction*	D*

Level 3 BTEC Subsidiary Diploma

Points range above pass grade	Grade	
460-499	Merit	M
500-519	Distinction	D
520 and above	Distinction*	D*

Level 3 BTEC Diploma

Points range above pass grade	Grade
880-919	MP
920-959	MM
960-999	DM
1000-1029	DD
1030-1059	DD*
1060 and above	D*D*

Level 3 BTEC Extended Diploma

Points range above pass grade	Grade
1300-1339	MPP
1340-1379	MMP
1380-1419	MMM
1420-1459	DMM
1460-1499	DDM
1500-1529	DDD
1530-1559	DDD*
1560-1589	DD*D*
1590 and above	D*D*D*

Example 1

Achievement of pass qualification grade

A learner completing a 30-credit Edexcel Level 3 BTEC Certificate **does not** achieve the points required to gain a merit qualification grade.

	Level	Credit	Grade	Grade points	Points per unit = credit x grade
Unit 1	3	10	Pass	7	$10 \times 7 = 70$
Unit 2	3	10	Pass	7	$10 \times 7 = 70$
Unit 3	3	10	Merit	8	$10 \times 8 = 80$
Qualification grade totals		30	Pass		220

Example 2

Achievement of merit qualification grade

A learner completing a 30-credit Edexcel Level 3 BTEC Certificate achieves the points required to gain a merit qualification grade.

	Level	Credit	Grade	Grade points	Points per unit = credit x grade
Unit 1	3	10	Pass	7	$10 \times 7 = 70$
Unit 2	3	10	Merit	8	$10 \times 8 = 80$
Unit 3	3	10	Merit	8	$10 \times 8 = 80$
Qualification grade totals			Merit		230

Example 3

Achievement of distinction qualification grade

A learner completing a 60-credit Edexcel Level 3 BTEC Subsidiary Diploma achieves the points required to gain a distinction qualification grade.

	Level	Credit	Grade	Grade points	Points per unit = credit x grade
Unit 1	3	10	Merit	8	$10 \times 8 = 80$
Unit 2	3	10	Distinction	9	$10 \times 9 = 90$
Unit 3	3	10	Distinction	9	$10 \times 9 = 90$
Unit 5	3	10	Merit	8	$10 \times 8 = 80$
Unit 6	2	10	Distinction	7	$10 \times 7 = 70$
Unit 11	3	10	Distinction	9	$10 \times 9 = 90$
Qualification grade totals		60	Distinction		500

Example 4

Achievement of distinction merit qualification grade

A learner completing a 120-credit Edexcel Level 3 BTEC Diploma achieves the points required to gain a distinction merit qualification grade.

	Level	Credit	Grade	Grade points	Points per unit = credit x grade
Unit 1	3	10	Merit	8	$10 \times 8 = 80$
Unit 2	3	10	Distinction	9	$10 \times 9 = 90$
Unit 3	3	10	Distinction	9	$10 \times 9 = 90$
Unit 4	3	10	Merit	8	$10 \times 8 = 80$
Unit 5	3	10	Merit	8	$10 \times 8 = 80$
Unit 6	2	10	Distinction	7	$10 \times 7 = 70$
Unit 11	3	10	Distinction	9	$10 \times 9 = 90$
Unit 15	4	10	Merit	10	$10 \times 10 = 100$
Unit 17	3	10	Pass	7	$10 \times 7 = 70$
Unit 18	3	10	Pass	7	$10 \times 7 = 70$
Unit 25	3	20	Merit	8	$20 \times 8 = 160$
Qualification grade totals		120	Distinction Merit		980

Example 5

Achievement of merit merit merit qualification grade

A learner completing a 180-credit Edexcel Level 3 BTEC Extended Diploma achieves the points required to gain a merit merit merit qualification grade.

	Level	Credit	Grade	Grade points	Points per unit = credit x grade
Unit 1	3	10	Merit	8	$10 \times 8 = 80$
Unit 2	3	10	Pass	7	$10 \times 7 = 70$
Unit 3	3	10	Distinction	9	$10 \times 9 = 90$
Unit 4	3	10	Merit	8	$10 \times 8 = 80$
Unit 5	3	10	Pass	7	$10 \times 7 = 70$
Unit 6	2	10	Distinction	7	$10 \times 7 = 70$
Unit 11	3	10	Distinction	9	$10 \times 9 = 90$
Unit 12	3	10	Merit	8	$10 \times 8 = 80$
Unit 15	4	10	Pass	9	$10 \times 9 = 90$
Unit 17	3	10	Pass	7	$10 \times 7 = 70$
Unit 18	3	10	Pass	7	$10 \times 7 = 70$
Unit 20	3	10	Pass	7	$10 \times 7 = 70$
Unit 22	3	10	Merit	8	$10 \times 8 = 80$
Unit 25	3	20	Pass	7	$20 \times 7 = 140$
Unit 35	3	10	Distinction	9	$10 \times 9 = 90$
Unit 36	3	10	Merit	8	$10 \times 8 = 80$
Unit 38	3	10	Distinction	9	$10 \times 9 = 90$
Qualification grade totals		180	Merit Merit Merit		1410

Ofqual




Llywodraeth Cynulliad Cymru
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