Quality Assurance Year Planner

Level 1 and Level 2 Functional Skills English 2023-24

Annual Quality Assurance Planner

This table identifies the key annual quality assurance activities required for Pearson Level 1 and 2 Functional Skills English.

Month	Action	Supporting Documents
June - Sept	Production of course files and teaching materials (Assessors, Lead IVs)	- Ensure you have the required team roles fulfilled in your teaching teams - Review current documentation to ensure it is still fit for purpose and update where required. - Download Centre Guides and new bitesize videos which are available on **The Home of Quality Assurance** in the Functional Skills section. - Review SoWs and delivery plans - Course templates and teaching resources can be found on the **subject specification** page under 'Specification and sample assessments' and 'Forms and administration' sections
	Production of Assessment Plans and Internal Verification plans (Lead IV and Assessors)	- Lead IV to create an Assessment plan which shows the proposed dates for conducting Speaking, Listening & Communicating (SL&C) activity and on demand assessments for Reading and Writing. - Lead IV to create Internal Verification plan to show the volume of sampling to be carried out, by whom and when. **New templates** can be found on **The Home of Quality Assurance** in the Functional Skills section

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	Quality Nominee to ensure their details and those of the Head of Centre are up to date and correct	• Make sure the Quality Nominee box is ticked within their Edexcel Online account: **www.edexcelonline.com** • Make sure Head of Centre Details are listed within Edexcel Online • Confirm Centre details are accurate on Edexcel Online
Sept	Annual Quality Declaration (Quality Nominee and Head of Centre) Become familiar with any QA changes for 2023-24 Review Centre Policies (Quality Nominee)	• Head of Centre and Quality Nominee complete **Annual Quality Declaration** form on Progress. **Deadline for completion 14 October** • Book onto the online **Annual Quality Declaration Walk through** event on **The Home of Quality Assurance** events page to find out about this new improved process • Review centre policies as listed on the Annual Quality Declaration form and update as required
	Lead Internal Verifier Accreditation (Annual activity)	• Lead IVs **must** ensure OSCA is completed be the **31 October.** Lead IVs can do this by registering on Edexcel Online (OSCA section) and downloading the OSCA Standardisation materials • Access our bitesize video **Functional Skills Lead IV Registration (OSCA)** • Lead Internal Verifiers hold a **standardisation meeting** with their teams prior to any formal assessment taking place. This must be formally documented • See **Centre Guide to Quality Assurance** for full details

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Sept	Registration of learners (Lead IV and Exams Officer)	• Confirm registration details of continuing learners are accurate. Transfer or withdraw learners not continuing their course. • Make new registrations; these must be made no later than 3 weeks before any formal assessment
	Review Centre Policies (Quality Nominee)	• Review centre policies for this year, as listed on the Annual Quality Declaration form
Sept onwards	Teaching, learning, and assessment processes commence (ongoing throughout the academic year)	• Online CPD events supporting all aspects of Quality Assurance (TLA) can be accessed via **The Home of Quality Assurance** (Events & Support) for teaching staff and QN • Forms are available in the Functional Skills Subject page and on **The Home of Quality Assurance** • Guidance is available in the **Centre Guide to Quality Assurance** on **The Home of Quality Assurance** (Functional Skills page) • Ensure use and understanding of **Functional Skills English Specification** for details of content delivery • Access **Course Materials** sections on the **Functional Skills Webpage** for teaching support resources
Sept onwards	Conduct formal assessment of Speaking, Listening, and Communication component	• Internal Assessment can take place **at any time** if you are confident the learners are fully prepared for success

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Sept onwards	Conduct formal assessment of Reading and Writing components	• Paper based on demand tests for the Reading and Writing components must be booked at least **14 days** prior to the planned assessment date • Onscreen on demand tests for the Reading and Writing components must be booked at least 2 hours prior to the test beginning • Results are released to centres within 28 days from receipt of the test scripts or onscreen test file • Resits can be booked from the day after results are received at the centre for paper based and as soon as onscreen test results are published
Sept onwards	Conduct internal verification of SL & C assessments	• Timely internal verification to take place after assessments have been conducted, see **Centre Guide to Quality Assurance** for requirements
Jan onwards	Standards Verifier allocations for SL & C	• Allocation of Standards Verifiers **(please note this cannot take place until learners are registered)** • Look out for the SV introductory email to the QN; QN to pass to the Lead IV for action • Contact the Functional Skills team via the [Pearson Support Portal](#) if you have not been contacted by your SV by February.
Jan to June	Standards Verification activity (Lead IV)	• See the **Centre Guide to Quality Assurance** for requirements • This activity can only be deferred once, failing to organise will result in block of certification • **Deadline 30 June 2024**

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Nov to June	Claiming Certificates	• Pass results for SL&C can be submitted once achieved (please note your Lead IV must be accredited) • Once all components have been completed certification claims will be automatically generated • Certificates can be claimed once OSCA has been completed
June	Final deadline for Standards Verification Samples	• SV samples should be verified by the **30 June** to allow for claims to be made
July	Completion of certification claims	• Check the deadlines for submission of results. Full guidance is in **Entries & Information Manual**

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