

# Functional Skills English Level 1 & Level 2

Online Standardisation for Centre Assessors (OSCA)

Step by Step Guide 2023-24

### INTRODUCTION

Centres delivering Functional Skills English Level 1 and 2 must have a Lead Internal Verifier (Lead IV) for Speaking, Listening and Communicating. This person will need to register and complete the Online Standardisation for Centre Assessors (OSCA) to become accredited and to gain direct claims status. The OSCA training is designed to ensure that all centres are standardised to the same level so that all Lead IVs, Assessors, and Internal Verifiers understand how to assess and verify assessment decisions applying the national standards.

## Registering as Lead IV for Functional Skills English



1. Log into Edexcel Online and select OSCA on the left-hand menu

2. Select BTEC from the drop down menu

Pearson				
OSCA	Select a Qualification			
04/09/2019 15:37	Please select a Qualification for OSCA			
	Qualification: BTEC			

3. Select Registration on the left-hand menu

Pearso	DII	
OSCA	Select a Qualification	
04/09/2019 15:38 Qualification	Select a Qualification	
ration ion Materials	Please select a qualification Qualification: BTEC  Select	
ardisation Materials		
Standardisation	Announcements Your Messages	
	*IMPORTANT NOTICE* QCF/RQF OSCA Registration	
	Update on OSCA standardisation material for Dance Level 3 (QCF)	
	Important Notice - BTEC NQF L1/2 Health & Social Care	
	<b>TECH AWARD INFORMATION - REGISTRATION AND MATERIALS</b>	

4. Click here to register as Lead Internal Verifier

OSCA	BTEC - Registrations		
10/09/2019 14:01 Select Qualification Registration Induction Materials	Qualification Qualification: DTCC Registration Type:		
Standardisation Materials Online Standardisation	QCF Programme Group	Centre/Subsite	Registration Status
	Lapsed/Withdrawn Registrations	EDEXCEL [ONSCREEN TESTING] (03758]	Withdrawn
	NOF There are no NQF registrations at this time. Click here to register as a Internal Verifier for a Programme Terms & Conditions	Group not listed above.	

5. Select Functional Skills from the drop down menu, then click Next and agree to the Terms and Conditions

•	
OSCA	BTEC - Registration for a Programme Group
10/09/2019 14:01	
Select Qualification	Qualification
Registration	Qualification: BTEC
Induction Materials	
Standardisation Materials	Registration
Online Standardisation	Please select a Programme Group to register as Lead IV. You should register on the highest level programme that your centre is approved to offer.
	Principal Subject Area Functional Skills
	Programme Group
	FUNCTIONAL SKILLS ENGLISH L1/2 REFORM     Select
	<u>l</u>

6. Registration is now complete, you may proceed with your OSCA training

OSCA	BTEC - Registration
10/09/2019 14:03	Qualification
Registration	Qualification: STEC
Induction Materials	
Standardisation Materials	Registration
Online Standardisation	Registration Complete
	This confirms that you completed the registration process and are registered as the internal Verifier for FUNCTIONAL SKILLS ENGLISH L1/2 REFORM
	1

## Completing the OSCA training

- **1.** Access Edexcel Online and select **OSCA** in the left-hand menu, then **BTEC** from the drop down menu, as you did in steps 1 and 2 of the registration process.
- 2. Select Online Standardisation

Pearso	n
OSCA	Select a Qualification
13/09/2019 11:50	
Select Qualification	Select a Qualification
Registration	Please select a qualification
Induction Materials	Qualification: BTEC  Select
Standardisation Materials	
Online Standardisation	Announcements Your Messages
Quality Nominee View	
	*IMPORTANT NOTICE* QCF/RQF OSCA Registration
	<< < 1 > >>

3. Select Functional Skills English L1/2 Reform from the drop down menu

Pearso	
OSCA	BTEC - Standardisation Windows for BTEC
11/09/2019 17:05 Select Qualification	Qualification/Programme Group
Registration	Qualification: 8TEC
Induction Materials	Programme Group: FUNCTIONAL SKILLS ENGLISH L1/2 REFORM
Standardisation Materials	

4. Click on the current OSCA window

000/1	BIEC - Standardisation	Windows for BTEC			
25/07/2022 13:16					
Select Qualification					
Registration					
Induction Materials	Oualification/Programme Group				
Crandandisation Materials	Our Mantine 1710				
	Quantation erec				
Online Standardisation	Programme Group: FUNCTION	IAL SKILLS ENGLISH L1/2 REF	FORM V		
Centre User View					
Quality Nominee View	Standardisation Windows				
	These are the available windows for this	academic year for this Programme Group. If	you have already attempted a window in this academic year you	will not be able to attempt another.	
	These are the available windows for this Open	academic year for this Programme Group. If Close	you have already attempted a window in this academic year you Results & SSV Commentary Release	will not be able to attempt another. Status	
	These are the available windows for this Open SI 06/09/2021 00:00	Academic year for this Programme Group. If Close 30/09/2021 00:00	you have already assempted a window in this academic year you Results & SSV Commentary Release 01/10/2021 00:00	will not be able to attempt another. Status Closed	
	Open         Open           51         06/09/2021 00:00           O1         01/10/2021 00:00	Close Close 30/09/2021 00:00 31/10/2021 00:00	you hove already assempted a window in this academic year you Results & SSY Commentary Release 01/10/2021 00:00 01/11/2021 00:00	will not be able to attempt another. Status Closed Closed	
	Open         Open           S1         06/09/2021 00:00           O1         01/10/2021 00:00           N1         01/11/2021 00:00	academic year for this Programme Group. If Close 30/09/2021 00:00 31/10/2021 00:00 30/11/2021 00:00	you have already assempted a window in this academic year you Results & SSY Commentary Release 0/11/2021 00:00 0/11/2/2021 00:00 0/11/2/2021 00:00	will not be able to attempt another. Status Closed Closed Closed	
	Open         Open           51         06/09/2021 00:00           01         01/02/021 00:00           N1         01/11/02/21 00:00           D1         01/12/02/1 00:00           D1         01/12/02/1 00:00	academic year far this Programme Group. If Close 3009/2021 00:00 31/10/2021 00:00 30/11/2021 00:00 31/11/2021 00:00	you hove silvesty attempted a window in this academic year you Results & SSV Commentary Release 0/110/2021 00:00 0/11/2021 00:00 0/11/2021 00:00 0/10/2021 00:00 0/10/2021 00:00	will not be able to attempt another.  Status  Closed  Closed  Closed  Closed  Closed	
	Open         Open           51         06/09/3021 00:00           01         01/02/321 00:00           NI         01/02/321 00:00           NI         01/02/321 00:00           DI         01/02/321 00:00           DI         01/02/321 00:00           DI         01/02/321 00:00	Close Close 30.09/2021 00:00 31/10/2021 00:00 3011/2021 00:00 3011/2022 00:00 31/10/2022 00:00 31/10/2022 00:00	you hove already attempted a window in this academic year you Results & 55V Commendary Release 01/10/2021 00:00 01/11/2021 00:00 03/01/2022 00:00 01/02/2022 00:00 01/02/2022 00:00	will not be able to attempt another. Status Closed Closed Closed Closed Closed Closed	
	Desc         Open           51         06/09/3021 00:00           01         01/10/2021 00:00           01         01/10/2021 00:00           DI         01/11/2021 00:00           DI         01/12/2021 00:00           FI         01/2022 00:00	Close Close 30/09/3021/00:00 30/11/02/021/00:00 30/11/02/021/00:00 31/12/021/00:00 31/12/021/00:00 31/12/021/00:00 31/02/022/00:00 38/02/0222/00:00	you hove silvesty attempted a window in this academic year you Results & SSY Commentary Release 01/10/2021 00:00 01/11/2021 00:00 03/01/2022 00:00 03/01/2022 00:00 01/02/2022 00:00 01/02/2022 00:00	will not be able to strange soudow: Statius Closed Closed Closed Closed Closed Closed Closed	
	Descent of the evolution windows for this           Open           51         64/09/2021 00:00           01         01/02/021 00:00           NI         01/02/021 00:00           DI         01/02/021 00:00           JI         03/01/022 00:00           FI         01/02/022 00:00           FI         01/02/022 00:00           HI         01/02/022 00:00	Close Close Close 30/09/2021/00:00 30/11/02/2021/00:00 30/11/02/2021/00:00 30/11/02/2021/00:00 31/12/02/20:00 31/02/2022/00:00 31/02/202/00:00 31/02/02/00 31/02/02/00 31/02/02/00 31/02/02/00 31/02/02/00 31/02/00 31/02/02/00 31/02/00 31/02/02/00 31/00 31/02/00 31/02/00 31/02/00 31/0	you have alweady assempted a window in this academic year you Results & SSY Commentary Release 01/11/2021 00:00 01/11/2021 00:00 03/01/2022 00:00 01/02/2022 00:00 01/02/2022 00:00 01/02/2022 00:00 01/02/2022 00:00	will not be able to statempt another Statuus Closed Closed Closed Closed Closed Closed	
	Deset are the exclusive windows for this           Open           S1         06/09/2021 (00:00           O1         01/09/2021 (00:00           D1         01/09/2021 (00:00           P1         01/09/2022 (00:00           P1         01/09/2022 (00:00           P1         01/09/2022 (00:00	Close Close Close S0/09/2021/0000 31/19/2021/0000 30/004/2021/0000 30/004/2021/0000 30/004/2021/0000 30/004/2021/0000 30/004/2021/0000 30/004/2021/0000 30/004/2021/0000 30/004/2021/0000 30/004/2021/0000 30/004/0000 30/004/0000 30/004/004/0000 30/004/0000 30/004/0000 30/004/0000 30/004/0000 30/004/0000 30/004/0000 30/004/0000 30/004/0000 30/004/0000 30/004/000 30/004/000 30/004/000 30/004/004/000 30/004/004/000 30/004/000 30/004/000 30/004/004/000 30/004/000 30/004/000 30/004/000 30/004/000 30/0	you hove silvesty stampad a window in this academic year you SSV Commondary Release 0/110/2021 00:00 0/11/2021 00:00 0/11/2021 00:00 0/11/2021 00:00 0/10/2022 00:00 0/10/2022 00:00 0/10/2022 00:00 0/10/2022 00:00 0/10/2022 00:00 0/10/2022 00:00 0/10/2022 00:00	will not be able to strange another Statuw Closed Closed Closed Closed Closed Closed Closed Closed Closed Closed Closed Closed	
	Deset are the exclusive windows for this           Cycen           51         06/09/2021 00:00           01         01/05/2021 00:00           NI         01/05/2021 00:00           DI         01/05/2021 00:00           DI         01/05/2021 00:00           DI         01/05/2021 00:00           DI         01/05/2021 00:00           FI         01/05/2022 00:00           HI         01/05/2022 00:00	Close Close Close S0/99/2021 00:00 31/10/2021 00:00 30/11/2021 00:00 30/11/2021 00:00 31/10/2022 00:00 31/10/2022 00:00 31/02/202 00:00 31/02/200 00 31/02/200 00 31/02/200 00 31/02/200 00 31/02/200 00 31/02/200 00 31/02/200 00 31/02/200 00 31/02/200 00 31/02/200 00 31/02/200 00 31/02/200 00 31/02/200 00 31/02/200 00 31/02/200 00 31/02/200 00 31/02/200	you hove silvesty attempted a window in this academic year you SSV Commented ary Release 01/10/2021 00:00 01/12/2021 00:00 03/01/2022 00:00 01/02/2022 00:00 01/02/2022 00:00 01/02/2022 00:00 01/04/2022 00:00 01/06/2022 00:00 01/06/2022 00:00 01/06/2022 00:00	will not be able to statempt another.  Stative  Closed  Closed	
	Deset are the exclusive windows for this           Open           51         06/09/3021 00:00           D1         01/10/2021 00:00           D1         01/10/2022 00:00           F1         01/02/2022 00:00           H1         01/02/2022 00:00           H2         02/05/2022 00:00           H2         02/05/2022 00:00	Close	you hove silvesty stampad a window in this academic year you Results & 55V Commendary Rolease 6101030210000 601120210000 6003022020000 610320220000 610320220000 610420220000 610420220000 610420220000 610620220000 610620220000 610620220000 610620220000 610620220000	will not be able to statempt another.  Status  Closed	

**5.** Work through the OSCA training materials by selecting **View Document** foreach exercise. You will need to enter your Edexcel Online login details to access the training materials.

P Pearson	n Exit							
OSCA	BTEC - Exercises for BTEC							
25/07/2022 13:28 Select Qualification								
Registration Induction Materials	<u>« Back</u>							
Standardisation Materials	Euroim							
Centre User View Quality Nominee View	Qualification: BTEC Togramme Group: FUNCTIONAL SICUS ENGUISH LU2 REFORM							
	Online standardisation for this Programme Group consists of the exercises shown below. You must submit answers for each exercise before the window close date. You should begin by downloading the Standardisation Hatership PDE, princip dwn off and working through them offline. When you we ready to do as log lack it mo OCK and it injury por unevent by selecting the Lase of Answers link below. Which the window is injury you may edit or change your harmers to any time but note the window is used and used por unevents will be sent to you on the date shown on the privitive screen. The Serier Total competency and answers will also be released on this screen as the same time.							
	Exercise Name Standardination Material Lead IV Answers SSV Commentary Exercise Status							
	Level I Discussion and Talk Year: Document Start Online Document Not Available Not Started							
	Level 2 Discussion and Talk View Document Start Online Document Not Available Not Started							
	The exercises need to be completed by the 31 July 2022.							

The video samples and commentaries (Assessment Record Sheets) are in the same document for each task. Please read the guidance thoroughly before attempting the exercise. Watch the videos, consider the learner performance, and complete an Assessment Record Sheet for at least two of the learners.

You can compare your understanding of the criteria with the commentaries made by the Senior Standards Verifier (these become visible once you have submitted the online exercise). 6. Once you have completed the training, select **Start Online** for each exercise.Here, you will confirm that you have completed the training and click **Submit**.

Pearsor	1					Exit	
OSCA	BTEC - Exercises for BTEC						
25/07/2022 13:28						-	
Select Qualification							
Registration						_	
Induction Materials	SS Back						
Standardisation Materials						_	
Online Standardisation	Exercises						
Centre User View	Qualification: BTIC	CURVELO BROAM					
Quality Nominee View	Programme Group: Forthe Forthe access of						
	Online standardisation for this Programme Group constat of the exercises shown below. You must submit sensers for each exercise before the window close date. You should begin by downloading Standardisation Hatarica RPAs princip than off and warring through them offline Whan you are ready to also log back into (RSA and input your answers by selecting the Land V Assess tink a White the window is page you must be change you are arenary to also the hot not the invitement will be submitted by undown with the submetable you are ready to also log back into (RSA and input your answers by selecting the Land V Assess tink a White the window is page you must be change you are arenary to also window has closed prior tanswers will be submetable you down the standardisation w to you on the date shown on the pretries some. The Senior Standards Verifier commentary and answers will be loaned on the some time.						
	Exercise Name	Standardisation Haterial	Lead IV Annes	SSV Commentary	Exercise Status		
	Level I Discussion and Talk	Yew Document	Start.Online	Document Not Available	Net Started		
	Level 2 Discussion and Talk	Yew Document	Start.Online	Document Not Available	Not Sourced		
	The exercises need to be completed by the	31 July 2022.	$\sim$				

### How to submit completion of OSCA

You will need to go into the Online Standardisation box which should be on left hand menu. Here you will find the confirmation box which you can tick to confirm training and receive accreditation.

Please note; If you have not received a confirmation email, you are not accredited.

#### Important information about OSCA

Centres using a 'standard academic year' delivery plan must ensure that OSCA is completed by the Lead IV no later than **31st October 2023.** For centres using a 'roll on, roll off' delivery plan OSCA is available in monthly windows which are open between September and July.

Please also note that both Level 1 and 2 must be completed to gain full accreditation.

Lead IVs are only able to attempt OSCA once in a monthly window. See Top Tips in the <u>Centre Guide to Quality Assurance: Functional Skills Levels 1 and 2</u> <u>Speaking, Listening and Communicating</u>.

It is the responsibility of the Lead Internal Verifier to use the materials to conduct standardisation activities with all Assessors and Internal Verifiers.

If you are having any issues accessing registration or OSCA Training material, please <u>contact Pearson support</u>.