

# Quality Assurance Level 1 and Level 2

## Functional Skills



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| <p><b>Step 1:</b><br/>Quality Assurance Handbook</p>                 | <p>Check online for new Quality Assurance (QA) Handbook and familiarise yourself with QA processes and other support guides available.</p> <p><i>NB: The QA Handbook is published every September, but may be amended throughout the year.</i></p>                                                                                                                                  |
| <p><b>Step 2:</b><br/>Functional Skills updates</p>                  | <p>Sign up for Functional Skills updates.</p>                                                                                                                                                                                                                                                                                                                                       |
| <p><b>Step 3:</b><br/>Your team</p>                                  | <p>Set up your team as per the roles and responsibilities within the QA Handbook.</p>                                                                                                                                                                                                                                                                                               |
| <p><b>Step 4:</b><br/>Edexcel Online access</p>                      | <p>Ensure your Functional Skills team has appropriate access to Edexcel Online: Tutors, Assessors, Internal Verifiers (IVs) and Administrators (See FS L1/2 admin checklist).</p>                                                                                                                                                                                                   |
| <p><b>Step 5:</b><br/>Online Support for Centre Assessors (OSCA)</p> | <p>Ensure your Lead Internal Verifier (LIV) registers/renews their accreditation via Online Support for Centre Assessors (OSCA). Accreditation runs from September to August every year. Note, completion of the OSCA process gives a centre Direct Claim Status for Level 1/2. <b>You will only be able to claim certificates for English L1/2 if this has been completed.</b></p> |
| <p><b>Step 6:</b><br/>Standardisation</p>                            | <p>Use exemplar videos from OSCA to standardise your team of Assessors and Internal Verifiers before assessments begin.</p>                                                                                                                                                                                                                                                         |

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| <b>Step 7:</b><br>Registering learners                          | Register your learners (see FS L1/2 admin checklist).                                                                                                                                                                                                                                                                                            |
| <b>Step 8:</b><br>Create assessment tasks                       | Work with Assessors to create task outlines for the Speaking, Listening & Communication component of English. These can be contextualised for individual learners or groups of learners.                                                                                                                                                         |
| <b>Step 9:</b><br>Pearson Standards Verifier (SV)               | You will be contacted by your Pearson Standards Verifier (SV) by January, provided you have registered learners. Contact us to ask for an SV visit should you need to certificate before December for English L1/2.                                                                                                                              |
| <b>Step 10:</b><br>Assessments                                  | Carry out assessments with learners. Produce the required sample of video recordings for Standards Verification purposes. See Quality Assurance Handbook for guidance (ongoing).                                                                                                                                                                 |
| <b>Step 11:</b><br>Internal verification                        | Internally verify assessment outcomes according to your assessment plan using guidance in the Quality Assurance Handbook (ongoing).                                                                                                                                                                                                              |
| <b>Step 12:</b><br>Preparing for Standards Verifier (SV) visits | Prepare for your Standards Verification visit. Refer to the Quality Assurance Handbook and SV Checklist. Your Pearson Standards Verification visit will either be face to face or remote.<br><i>* Currently visits are remote due to Covid 19 restrictions.</i>                                                                                  |
| <b>Step 13:</b><br>Standards Verifier (SV) Report               | Following your Standards Verification visit, work on any actions or recommendations within the report provided by your SV.                                                                                                                                                                                                                       |
| <b>Step 14:</b><br>Accreditation status                         | Certificates will be issued automatically once your Lead Internal Verifier has completed OSCA (step 5) and following a positive Standards Verification activity outcome. For English we will print certificates once all three units are completed (you will need to claim Speaking & Listening Component (SCL) (see also L1/2 admin checklist). |