

5: Lead Internal Verifiers

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How to use this chapter

The requirements for Lead Internal Verifiers are slightly different for BTEC (QCF) and BTEC (NQF). There is also specific advice for each of the QCF Principal Subject Areas. To make sure that you can find the correct guidance easily, the chapter has three sections:

- **Section 5a: General guidance**
This section is generic and applies to both BTEC (QCF) and BTEC (NQF). It covers Lead Internal Verifier registration and guidance on accessing OSCA
- **Section 5b: Lead Internal Verifier accreditation for BTEC (QCF)**
Each Principal Subject Area is identified separately, with all the information you need for your subject in one place
- **Section 5c: Lead Internal Verifiers for BTEC (NQF)**
Please note, accreditation is not required for these qualifications, but standardisation materials must still be used. This section provides details of the process and the Lead Internal Verifier responsibilities.

Section 5a: General guidance

What is a Lead Internal Verifier?

Internal verification has always been the cornerstone of internal quality assurance for vocational qualifications. Its purpose is to ensure internal assessment consistently meets national standards. The quality assurance model for BTEC qualifications recognises and builds on the importance of this process.

Regulatory requirements state that centres identify a designated person to have overall responsibility for the assessment of a group of programmes. This is the Lead Internal Verifier.

- You should identify one Lead Internal Verifier for each QCF Principal Subject Area. A Principal Subject Area is a sector-specific group of BTEC (QCF) programmes from Entry Level to Level 3
- You should also identify one Lead Internal Verifier for each BTEC (NQF) programme you deliver. This may be the same person as your QCF Lead Internal Verifier
- The Lead Internal Verifier will oversee the internal verification activity in their subject and ensure that it is consistently applied
- The Lead Internal Verifier is not expected to undertake all the internal verification themselves
- They will sample verification and assessment across the qualifications for which they have responsibility and ensure that there is a suitable plan of activity, but they may not be undertaking any more verification than other staff.

Which qualifications require a Lead Internal Verifier?

A Lead Internal Verifier is required for the following qualifications:	A Lead Internal Verifier is not required for the following qualifications:
<ul style="list-style-type: none">• BTEC (QCF) Entry Level to Level 3<ul style="list-style-type: none">○ (see Section 5b)• BTEC (NQF) from 2012 and 2013<ul style="list-style-type: none">○ (see Section 5c)	<ul style="list-style-type: none">• BTEC technical certificates within the BTEC Apprenticeship Framework, if the full framework is supplied by us• BTEC Level 4 to 7• Any BTEC which is completely externally assessed• Customised BTECs on the Self Regulated Framework• BTEC (SQA) Security qualifications

Who should be a Lead Internal Verifier?

A Lead Internal Verifier should be:

- the person within the centre who usually has responsibility for verifying and signing off the assessment outcomes for a subject area
- involved in the assessment and delivery and have the highest understanding of the units being assessed
- the person who usually coordinates internal verification across assessors and other internal verifiers for a subject area.

Where a subject area has only one person responsible for delivery and assessment, that person should be the Lead Internal Verifier. Their assignment briefs and assessment decisions still need to be internally verified by a colleague, but as Lead Internal Verifier they will ensure that internal verification is taking place appropriately.

What are the responsibilities of a Lead Internal Verifier?

There are two key responsibilities:

Register as a Lead Internal Verifier with Pearson

In order to be recognised as a Lead Internal Verifier by Pearson, you will need to:

- register via OSCA, accessed through Edexcel Online
- reconfirm registration each year via OSCA
- undertake induction training, available as a podcast on the Pearson website
- successfully complete the online standardisation process appropriate to your BTEC qualifications.

Support assessment and internal verification within your centre

In order to support internal assessment and verification within your centre, you should:

- support the development of assessors and internal verifiers by using the practice exercises available online to registered Lead Internal Verifiers
- ensure that there is an agreed assessment and verification strategy, which is fit for purpose and meets regulatory requirements
- ensure the strategy is carried out effectively
- ensure that records of assessment and verification and current learner work are available for scrutiny by Pearson
- liaise with the Standards Verifier, if allocated, to ensure that appropriate samples of assessed and verified learner work are available for sampling
- share information about standards to other internal verifiers and assessors to ensure that assessment across the centre is to national standards.

Registering as a Lead Internal Verifier

In order to register as a Lead Internal Verifier you need an account with the appropriate level of access for Edexcel Online. Your Edexcel Online administrator, usually your Exams Officer, will be able to do this.

With the exception of centres that have subsites registered with Pearson, only one person in a centre may register as the Lead Internal Verifier for:

- a QCF Principal Subject Area
- each BTEC (NQF) programme.

If suitably experienced, the same person may register for more than one QCF Principal Subject Area and/or more than one BTEC (NQF) programme. It will be necessary to follow the required standardisation process for each Principal Subject Area and BTEC (NQF) programme that you register for.

Registration is through the OSCA platform, which is accessed via your Edexcel Online account. You will be able to register as a Lead Internal Verifier on OSCA from **2nd September 2013**.

As a registered Lead Internal Verifier, you will receive information and updates, as they become available, each time you access your Edexcel Online account.

For existing Lead Internal Verifiers, you will need to confirm that you are still in the role by reinstating your registration on OSCA from **2nd September 2013** and before **31st October 2013**.

Further information on how to register as a Lead Internal Verifier via OSCA can be found by referring to the document **OSCA Quick Start Guide 2013-14** available on the BTEC website: www.btec.co.uk/qa

Registering Lead Internal Verifiers at subsites

If you are at a large multi-site centre with defined subsites (a, b, c, etc.) you have the option of registering a Lead Internal Verifier at each subsite.

The process for registering a Lead Internal Verifier for a subsite is the same. You can register for more than one subsite within your initial registration, but will only have to access the online standardisation materials once. QCF accredited status will also cover subsites at your centre which are added subsequently to the registration.

However, please note that if you register for:

- the centre as a whole, the ability to register Lead Internal Verifiers for individual subsites will then be blocked
- a subsite, the option to register a single Lead Internal Verifier at centre level will be blocked.

We recommend that you clearly establish the relationship between subsites before attempting to register Lead Internal Verifiers. It is always best practice to standardise and coordinate assessment and verification across subsites.

Registering Lead Internal Verifiers in a BTEC consortium

The process for registering a Lead Internal Verifier for a consortium is also the same. However, only the lead centre (identified when BTEC consortium approval was granted) can register a Lead Internal Verifier for the consortium programmes.

If the Lead Internal Verifier is based at another centre within the consortium, **they must be set up with an Edexcel Online account at the lead centre.** The Lead Internal Verifier must ensure that they register on OSCA under their lead centre account and ensure that the "consortium" option is selected as part of their registration. **Failure to do this will mean that the Lead Internal Verifier's accredited status will not cover the whole consortium.**

If the lead centre also runs stand-alone qualifications in the Principal Subject Area, then a Lead Internal Verifier can add this to their registration at the same time as registering for the consortium. This will mean that they will only have to access the online standardisation materials **once** on behalf of both the centre and the consortium.

For further information on quality assurance for consortia, please refer to the **Centre Guide to Managing BTEC Consortia 2013-14**:
www.btec.co.uk/keydocuments

Withdrawing a Lead Internal Verifier registration

You must only register one Lead Internal Verifier per Principal Subject Area or BTEC (NQF) programme per year. A registered Lead Internal Verifier should not be withdrawn during an academic year. When the registration lapses at the end of the year, a new Lead Internal Verifier can be registered if required (i.e. from 2nd September of the next academic year).

For BTEC (QCF) although the accredited status belongs to the Lead Internal Verifier, the accreditation allows your centre to claim certification for learners for the remainder of the academic year.

If you need to change a Lead Internal Verifier registration before the end of the academic year then a request from your centre's Quality Nominee should be sent to btecdelivery@pearson.com

You are able to request a change of Lead Internal Verifier during the academic year if a Lead Internal Verifier:

- is incapacitated or on long term absence
- has left your centre
- has not yet attempted online standardisation

You are **not** able to change a QCF Lead Internal Verifier if they have:

- attempted online standardisation and not gained accreditation
- been through standards verification and not gained accreditation
- lost their accredited status through confirmation sampling

In these instances, the certification of learners will be released by further sampling by a Standards Verifier or intervention by the Regional Quality Manager.

Section 5b: Lead Internal Verifier accreditation for BTEC (QCF)

What is accreditation?

Accreditation is the opportunity for you to be formally recognised as being able to:

- ensure that assessment meets national standards
- implement internal verification to achieve standards across a team
- maintain quality for the programmes within your Principal Subject Area

What are the benefits of accreditation?

Accreditation has been developed to provide a number of benefits:

- Introduction of formal training and standardisation for Lead Internal Verifiers directly by Pearson
- Certification release for your Principal Subject Area (subject to successful completion of Quality Review & Development by your centre)
- Reduces the burden of providing samples every year for Standards Verification
- Formal recognition of internal verification as a key stage in the quality assurance
- Formal recognition of the Lead Internal Verifier role
- Access to free standardisation materials.

How do I gain accreditation?

In order to gain Lead Internal Verifier accreditation, you complete an online standardisation exercise using our OSCA platform, accessed via Edexcel Online. This involves you:

- completing a one-off induction
- registering online via OSCA for accreditation for one or more Principal Subject Areas
- undertaking an online standardisation exercise via OSCA.

Following successful completion of the accreditation process you will:

- be given accredited status for the current academic year plus the following three years
- be able to use the materials provided to support and standardise assessors and internal verifiers in your team.

Each year a sample of accredited Lead Internal Verifiers will be monitored through confirmation sampling by Standards Verifiers to ensure that national standards are being maintained. Centres and programmes will be chosen using a risk-based approach. These risk criteria include:

- new programmes being approved within a Principal Subject Area
- a significant rise in registrations in a Principal Subject Area in the previous year
- where specific issues have been identified through Quality Review & Development.

For BTEC (QCF), where registration covers Entry Level to Level 3, it is important to register for the online standardisation exercise at the **highest level of BTEC qualification your centre delivers in your Principal Subject Area**. Completing this exercise accredits you as Lead Internal Verifier for your Principal Subject Area at the levels your centre delivers.

During your accreditation period, if your centre starts a new programme in your Principal Subject Area at a higher level than the one for which you are accredited, you must complete online standardisation for this new level. **Please note:** if you are subsequently selected for standards verification, you will still be required to provide a sample for **all** levels you deliver.

Transferring accredited status to another centre

Accredited status belongs with the Lead Internal Verifier, so it can be taken with you if you leave one centre and join another. You may request to have your accreditation transferred only **after** you have registered as the Lead Internal Verifier for the same Principal Subject Area at your new centre. All requests must be made by 31st October 2013. The request should be sent to btecdelivery@pearson.com. Your request must clearly state the following details:

- Your name
- The programme group for which you have accredited status
- The old centre number
- The new centre number
- Your email address at your previous centre.

Your previous Lead Internal Verifier's accreditation will still release learner certification claims at your previous centre but **only** until the end of that academic year and **only** if the Lead Internal Verifier registration has **not** been withdrawn. The centre must still demonstrate that it is operating to national standards at the Quality Review & Development visit and will need to register a new Lead Internal Verifier for the Principal Subject Area from **2nd September**.

Which qualifications does Lead Internal Verifier accreditation cover?

Lead Internal Verifier accreditation covers most QCF BTEC qualifications from Entry Level to Level 3. A full list of QCF BTEC qualifications covered by the different Principal Subject Areas can be found using the **OSCA exercise calculator 2013-2014** at: www.btec.co.uk/osca

This spreadsheet will be updated during the course of 2013-14 as new BTEC qualifications become available.

The following tables identify which Principal Subject Areas are covered by Lead Internal Verifier accreditation and those that are not:

BTEC Sectors	Principal Subject Areas which require an accredited Lead Internal Verifier
Applied Science QCF	<ul style="list-style-type: none"> Applied Science Forensic Science Hair & Beauty
Creative Skills QCF	<ul style="list-style-type: none"> Art & Design Creative Media Production
Engineering QCF	<ul style="list-style-type: none"> Automotive (vehicle repair) Engineering Mechanical & Manufacturing Engineering
Business and Management QCF	<ul style="list-style-type: none"> Business
Children and Young People	<ul style="list-style-type: none"> Children and Young People (Entry Level & Level 1 only)
Construction and Building Services QCF	<ul style="list-style-type: none"> Construction Building Services & Civil Engineering*
Caring Services QCF	<ul style="list-style-type: none"> Health & Social care Emergency Care
Service Industries QCF	<ul style="list-style-type: none"> Customer Services* Service Hospitality Travel Retail
Information & Communications Technology QCF	<ul style="list-style-type: none"> ICT
Performing Arts QCF	<ul style="list-style-type: none"> Music Performance & Production Dance
Personal and Work Skills QCF	<ul style="list-style-type: none"> Vocational Studies* Work & Employment Skills Personal & Social Development
Public & Security Services QCF	<ul style="list-style-type: none"> Public Services
Sport & Recreation QCF	<ul style="list-style-type: none"> Sport Sport & Exercise Science

* Further guidance notes for Lead Internal Verifier accreditation sign off may be found in the table under the **Principal Subject Areas by Sector** section below.

The following Principal Subject Areas are **not** covered by Lead Internal Verifier accreditation. Instead, they will be allocated a Standards Verifier in 2013-14

Agriculture*
Animal Care*
Countryside*
Horticulture*
Land-based studies*
Aviation Operations Management
Management (Law)
Children and Young People (level 2 and 3 only)
Cleaning and Facilities Management
Transport and Logistics
Fire Services
Security (QCF) and Security (SQA)
Transport and Logistics

* If you gained accreditation prior to 2013, your centre will not automatically be required to undergo annual standards verification for the length of your accreditation. Please note, your centre will still be subject to Confirmation Sampling as normal.

Completing online standardisation

We will provide two standardisation “windows” in which online standardisation exercises may be completed, via the OSCA platform. We recommend that you attempt the standardisation exercise early, in the first available window for your Principal Subject Area.

The practice materials

Before completing the online standardisation exercise, you will have the opportunity to download a practice standardisation exercise that relates to your Principal Subject Area. The practice exercises will be available throughout the year from **12th September 2013** unless stated otherwise within the **Principal Subject Areas by Sector** section of this chapter.

The practice exercise comprises the following materials:

- Assignments, assessed learner work, assessor and internal verifier comments
- The questions, with a blank answer form
- Senior Standards Verifier commentaries and answers.

To get the most value from these materials, you should:

- print out and review the work against your centre's practice
- make notes on how this work would be assessed within your centre
- print out and review the Senior Standards Verifier commentaries to help understanding of the rationale for the decisions/answers, taking note of any implications for your centre's assessment and quality assurance.

These materials are not confidential and we expect you to use them with colleagues for standardisation or training.

The online standardisation exercise

The online standardisation exercise follows a slightly different format to the practice standardisation materials, however the focus remains the same. Copies of the online standardisation exercise materials should not be distributed or discussed with other Lead Internal Verifiers.

The online standardisation exercise requires you to review a sample of assessed learner work from the appropriate Principal Subject Area, usually over two units. You will be asked to make judgements and answer 28 questions on the evidence provided; 14 questions for each unit.

The questions will be about:

- the quality of the assignment brief
- the standard of learner work and criteria achieved
- the quality of the internal verification process
- assessment practice and the purpose of internal verification

These will involve a combination of Yes/No and multiple choice questions.

It is important to ensure you prepare enough time to complete **all** the questions of the standardisation exercise within the window. Rushing through or failing to complete all parts of an exercise are the most common reasons for not gaining accreditation.

We recommend that you print off all the materials at an early stage, and complete the standardisation exercise offline before inputting answers online.

You may save and return to the commentary forms as required. However, once any part of any exercise is started and comments saved, the exercise must be completed in full before the end of the window, as only **one attempt** is allowed during the academic year. Work must be saved during and at the end of each session to ensure that answers are committed. Saved work may be amended during subsequent sessions until the window closes.

Against each answer (which will be "Yes/No" or "A, B, C") it is advisable to briefly record comments for the answer chosen. **The comments will not form part of the standardisation scoring**, but may be helpful to you later when checking your answers.

In order to gain accreditation at this stage you must complete the whole online standardisation exercise (usually two units) and achieve a score that meets or exceeds the standardisation benchmark. We expect that most experienced Lead Internal Verifiers who have completed the training and made use of the practice exercise should be able to gain accreditation at this stage.

Next Steps

Results will be issued by email within ten days of the window closing. The Senior Standards Verifier answers and commentary will be released on OSCA and you will be advised of your accreditation status. There are two possible outcomes:

Accredited

You are accredited for the current academic year and a further three years, subject to you:

- remaining in post
- reinstating your accreditation by re-registering each year
- receiving a positive outcome from any confirmation sampling.

Following accreditation you should:

- read the Senior Standards Verifier commentary and compare it with your answers
- develop and oversee the internal verifier sampling strategy for your Principal Subject Area
- maintain records
- brief the rest of your team
- support standardisation activities for the assessor and verifier team
- inform your Quality Nominee.

Accredited, subject to Standards Verification

Based on your results, we feel that you would benefit from immediate support. A Standards Verifier will be allocated to support you in gaining accreditation and undertake sampling. It is not possible to retake the standardisation exercise during the same academic year.

If you receive this result, you should:

- read the Senior Standards Verifier commentary and compare it with your answers
- inform your Quality Nominee
- prepare for sampling by a Standards Verifier.

We will allocate a Standards Verifier to conduct sampling of assessed and verified learner work.

If, following sampling, the Standards Verifier is confident that national standards have been maintained then you will be granted full accredited status for the current year, plus 3 years.

If no one in your centre attempts online standardisation in a Principal Subject Area for which you have active learner registrations, we will allocate a Standards Verifier to conduct sampling of assessed and verified learner work. In this instance, standards verification can only release certification for the current year, and does not confer Lead Internal Verifier accreditation. A Lead Internal Verifier will be required to register and complete online standardisation in the following year. Full details can be found in **Chapter 6: Standards Verification for BTEC (QCF)**.

Appeals

Appeals against the outcome of online standardisation can be made to Vocational Assessment **only** on the grounds of technical problems that arise whilst completing the online accreditation exercise.

Annual re-registration

From September of each year, the Lead Internal Verifier accreditation will become inactive and you will receive an automated email reminder to re-register. You must login to OSCA, go to your registration details and click "re-register" to reinstate your accreditation. This must be done before **31st October 2013**.

Online standardisation windows

The table below shows the dates of the online standardisation windows on OSCA for 2013-14.

	Window opens	Window closes	Results released
Window 1	17 th October 2013	13 th November 2013	22 nd November 2013
Window 2	16 th January 2014	12 th February 2014	21 st February 2014

Practice exercises will be available for download by registered Lead Internal Verifiers from **12th September 2013** unless stated otherwise within the **Principal Subject Area by Sector** section of this chapter.

What if I have a learner completing in the first autumn term?

The first standardisation window should be used where possible. You can claim certificates as soon as accreditation is achieved. This will either be immediately after results from standardisation, or following successful Standards Verification. If you have learners completing earlier than this, please contact: btecdelivery@pearson.com

QCF Principal Subject Areas by Sector

The tables below show:

- whether you are required to register as a Lead Internal Verifier for individual sectors
- what the quality assurance model is
- the availability of standardisation windows for each Principal Subject Area.

A full list of QCF BTEC qualifications covered by the different Principal Subject Areas can be found using the **OSCA exercise calculator 2013-2014** at: www.btec.co.uk/osca

Each Sector is listed alphabetically, followed by the relevant Principal Subject Areas.

Applied Sciences

Sector	Principal Subject Area	Do I need to register a Lead IV?	Is accreditation prior to Sept 2013 valid?	Can the accreditation of this PSA be covered by another PSA in the sector in 2013-14?	Quality assurance for non-accredited and new Lead IVs 2013-14
Applied Sciences QCF	Applied Science (Forensic Science)	Yes	Yes	No	Lead IV accreditation via OSCA
	Applied Science	Yes	Yes	Yes – Forensic Science	Lead IV accreditation via OSCA
	Hair & Beauty	Yes	Yes	No	Lead IV accreditation via OSCA

Gaining Lead Internal Verifier Accreditation via OSCA

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Applied Science (Forensic Science) QCF	Forensic Science Level 3		✓
Applied Science QCF	Applied Science Level 3	✓	✓
	Applied Science Level 2	✓	✓
	Applied Science Level 1		✓
<ul style="list-style-type: none"> Forensic Science Level 3 will sign off Applied Science Level 3, 2 and 1 Applied Science Level 3 will not sign off Forensic Science Level 3 Lead Internal Verifiers requiring full coverage of the PSA are advised to take the Forensic Science Level 3 exercise in window 2 			

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Hair and Beauty QCF	Hair and Beauty Level 3		✓
	Hair and Beauty Level 2		✓
	Hair and Beauty Level 1 & entry		✓

Additional Information

- From September 2013, BTECs in Dental Technology and Pharmaceutical Science will no longer be covered by Applied Science QCF Lead IV accreditation. Instead, the quality assurance model for centres running these BTECs as stand-alone programmes will be by Standards Verifier sampling
- If a Lead Internal Verifier intends that their accreditation should cover **both** Applied Science and Forensic Science then that Lead Internal Verifier **must** register on Forensic Science Level 3 **and** the highest level of Applied Science that they deliver at their centre
- Accreditation will be extended automatically to Applied Science programmes only if the Lead Internal Verifier has or achieves accreditation on Forensic Science Level 3:

Highest Level

Forensic Science Level 3



Applied Science Level 3



Applied Science Level 2



Lowest Level

Applied Science Level 1

- There is no extension of accreditation from Applied Science programmes to Forensic Science

- Centres are free to register one Lead Internal Verifier for Applied Science and a different Lead Internal Verifier for Forensic Science if this meets their own local requirements but both Lead Internal Verifiers must have their own accredited status
- Centres should note that any standards verification sampling required for Applied Science and for Forensic Science in 2013-14 will entail two separate Standards Verifiers being allocated to the centre.

Business and Management

Sector	Principal Subject Area	Do I need to register a Lead IV?	Is accreditation prior to Sept 2013 valid?	Can the accreditation of this PSA be covered by another PSA in the sector in 2013-14?	Quality assurance for non-accredited and new Lead IVs 2013-14
Business & management QCF	Business	Yes	Yes	No	Lead IV accreditation via OSCA
	Law	No	N/A	N/A	Direct to SV sampling
	Management	Yes	N/A	N/A	Direct to SV sampling

Gaining Lead Internal Verifier Accreditation via OSCA

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Business QCF	Business Level 3	✓	✓
	Business Level 2	✓	✓
	Business Administration Level 1 & entry		✓

- Business Level 2 will also sign off Business Administration Level 2, Enterprise Skills Level 2 and Money & Finance Skills Levels 1-2, Enterprise and Entrepreneurship Level 2
- Business Level 3 will also sign off Finance Level 3, Enterprise Skills Levels 2 and 3, Financial Services Level 3, Business Administration Levels 2-3 and Money & Finance Skills , Enterprise and Entrepreneurship Levels 2-3

Additional Information

- There will be no OSCA exercises for the Management sector in 2013-14. Programmes in 2013-4 will continue to undergo standards verification annually
- Practice materials will be made available for the Management sector on OSCA for registered Lead Internal Verifiers for the purpose of training and

standardisation within their centres. **To view these practice materials you must register a Lead Internal Verifier**

- The practice materials will assist centres in understanding the required standard and we would encourage you to access these materials and utilise them for training purposes. These materials will be available from 17th October 2013.

Caring Services

Sector	Principal Subject Area	Do I need to register a Lead IV?	Is accreditation prior to Sept 2013 valid?	Can the accreditation of this PSA be covered by another PSA in the sector in 2013-14?	Quality assurance for non-accredited and new Lead IVs 2013-14
Caring Services QCF	Health and Social Care	Yes	Yes	No	Lead IV accreditation via OSCA

Gaining Lead Internal Verifier Accreditation via OSCA

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Health and Social Care QCF	Health and Social Care Level 3	✓	✓
	Health and Social Care Level 2	✓	✓
	Health and Social Care Level 1 & entry		✓

Construction and Building Services

Sector	Principal Subject Area	Do I need to register a Lead IV?	Is accreditation prior to Sept 2013 valid?	Can the accreditation of this PSA be covered by another PSA in the sector in 2013-14?	Quality assurance for non-accredited and new Lead IVs 2013-14
Construction and Building Services QCF	Building Services and Civil Engineering	Yes	Yes	Yes – Construction Level 3	Direct to SV sampling
	Construction	Yes	Yes	No	Lead IV accreditation via OSCA

Gaining Lead Internal Verifier Accreditation via OSCA

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Construction QCF	Construction Level 3	✓	✓
	Construction Level 2	✓	✓
	Construction Level 1 & entry		✓
<ul style="list-style-type: none"> Construction Level 3 will also sign off Building Services and Civil Engineering at Level 3 			

Additional Information

- If a Lead Internal Verifier intends that their accreditation should cover **both** Construction and Building Services & Civil Engineering then that Lead Internal Verifier **must** register on Construction Level 3 and Building Services & Civil Engineering
- Accreditation will be extended automatically to Building Services & Civil Engineering only if the Lead Internal Verifier has or achieves full accreditation on Construction Level 3 or already holds accreditation from a previous year
- There is no extension of accreditation from Building Services & Civil Engineering to Construction
- Centres are free to register one Lead Internal Verifier for Construction and a different Lead Internal Verifier for Building Services & Civil Engineering if this meets their own local requirements but both Lead Internal Verifiers must have their own accredited status
- **Please note that there is no online standardisation exercise for Building Services & Civil Engineering and accreditation can only be gained through Construction Level 3 in 2013-14**
- Whilst there will be no OSCA exercise for Building Services & Civil Engineering in 2013-14 we are introducing L3 practice materials for this sector. The practice materials will assist centres in understanding the required standard and we would encourage you to access these materials and utilise them for training purposes. These materials will be available from the 17th October 2013
- Centres should note that any standards verification sampling required for Construction and for Building Services & Civil Engineering in 2013-14 will entail two separate Standards Verifiers being allocated to the centre.

Creative Skills

Sector	Principal Subject Area	Do I need to register a Lead IV?	Is accreditation prior to Sept 2013 valid?	Can the accreditation of this PSA be covered by another PSA in the sector in 2013-14?	Quality assurance for non-accredited and new Lead IVs 2013-14
Creative Skills QCF	Art & Design	Yes	Yes	No	Lead IV accreditation via OSCA
	Creative Media Production	Yes	Yes	No	Lead IV accreditation via OSCA

Gaining Lead Internal Verifier Accreditation via OSCA

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Art and Design QCF	Art and Design Level 3	✓	✓
	Art and Design Level 2	✓	✓
	Art and Design Level 1 & entry		✓

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Creative Media Production QCF	Creative Media Production Level 3	✓	✓
	Creative Media Production Level 2	✓	✓
	Creative Media Production Level 1 & entry		✓

Engineering

Sector	Principal Subject Area	Do I need to register a Lead IV?	Is accreditation prior to Sept 2013 valid?	Can the accreditation of this PSA be covered by another PSA in the sector in 2013-14?	Quality assurance for non-accredited and new Lead IVs 2013-14
Engineering QCF	Aeronautical Engineering	Yes	N/A	Yes - Engineering Level 3	Direct to SV sampling
	Automotive	Yes	Yes	No	Lead IV accreditation via OSCA
	Engineering	Yes	Yes	No	Lead IV accreditation via OSCA
	Mech and Man Engineering	Yes	Yes	No	Lead IV accreditation via OSCA

Gaining Lead Internal Verifier Accreditation via OSCA

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Vehicle Technology (Automotive) QCF	Vehicle Technology (Automotive) Level 3		✓
	Vehicle Technology (Automotive) Level 2		✓

- Automotive also covers Vehicle Technology

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Engineering QCF	Engineering Level 3	✓	✓
	Engineering Level 2	✓	✓
	Engineering Level 1 & entry		✓

- Engineering includes Engineering, Aeronautical Engineering, Aircraft Maintenance, Electrical Engineering and Electronic Engineering

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Mechanical and Manufacturing Engineering QCF	Mechanical and Manufacturing Engineering Level 3		✓
<ul style="list-style-type: none"> • Mechanical and Manufacturing Engineering includes Mechanical Engineering, Manufacturing Engineering, and Operations and Maintenance Engineering at Level 3 • There is no online standardisation exercise at Level 2 in 2012-13 but is covered by accreditation gained by Lead Internal Verifier at Level 3 • Practice material will be made available for level 2 on OSCA for registered Lead Internal Verifiers for the purpose of training and standardisation within their centres 			

Additional Information

- From September 2013, Aeronautical Engineering QCF will exist as a new Principal Subject Area under the Engineering sector. This Principal Subject Area will cover BTECs in Aeronautical Engineering and in Aircraft Maintenance. Centres which deliver these programmes will need to register a Lead Internal Verifier and accredited status can be gained by attempting the Engineering Level 3 online standardisation exercise
- If a Lead Internal Verifier intends that their accreditation should cover **both** Engineering and Aeronautical Engineering then that Lead Internal Verifier **must** register on Engineering Level 3 and Aeronautical Engineering
- Accreditation will be extended automatically to Aeronautical Engineering only if the Lead Internal Verifier has or achieves full accreditation on Engineering Level 3 or already holds accreditation from a previous year
- There is no extension of accreditation from Aeronautical Engineering to Engineering
- Centres are free to register one Lead Internal Verifier for Engineering and a different Lead Internal Verifier for Aeronautical Engineering if this meets their own local requirements but both Lead Internal Verifiers must have their own accredited status
- Please note that there is no online standardisation exercise for Aeronautical Engineering and accreditation can only be gained through Engineering Level 3 in 2013-14
- Centres should note that any standards verification sampling required for Engineering and for Aeronautical Engineering in 2013-14 will entail two separate Standards Verifiers being allocated to the centre.

Information and Communications Technology

Sector	Principal Subject Area	Do I need to register a Lead IV?	Is accreditation prior to Sept 2013 valid?	Can the accreditation of this PSA be covered by another PSA in the sector in 2013-14?	Quality assurance for non-accredited and new Lead IVs 2013-14
ICT QCF	IT	Yes	Yes	No	Lead IV accreditation via OSCA

Gaining Lead Internal Verifier Accreditation via OSCA

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
IT QCF	IT Level 3	✓	✓
	IT Level 2	✓	
	IT Users Level 1 & entry		✓

Additional Information

- ICT professional competence Level 2 and 3 are not covered by OSCA and ITQ level 2 and 3 are also not covered so direct to standards verification.

Environment and Land-based

Sector	Principal Subject Area	Do I need to register a Lead IV?	Is accreditation prior to Sept 2013 valid?	Can the accreditation of this PSA be covered by another PSA in the sector in 2013-14?	Quality assurance for non-accredited and new Lead IVs 2013-14
Environment and Land-based QCF	Agriculture	Yes	Yes	No	Direct to SV sampling
	Animal Care	Yes	Yes	No	Direct to SV sampling
	Countryside	Yes	Yes	No	Direct to SV sampling
	Horticulture	Yes	Yes	No	Direct to SV sampling
	Sustainability	Yes	N/A	Yes – Countryside	Direct to SV sampling

Additional Information

- There will be no OSCA exercises for the Environmental and Land-based sector in 2013-14. Programmes in 2013 -2014 will be required to undergo standards verification annually
- Practice material will be made available for the Environment and Land-based sector on OSCA for registered Lead Internal Verifiers for the purpose of training and standardisation within their centres. **To view these practice materials centres must register a Lead Internal Verifier**
- We will also introduce new OSCA practice materials for Sustainability not previously offered. These practice materials will be available from 16th January 2014.
- The practice materials will assist centres in understanding the required standard and we would encourage you to access these materials and utilise them for training purposes. These materials will be available from 16th January 2014
- If you gained accreditation prior to 2013, your centre will not be required to undergo standards verification for the length of your accreditation (see **Accreditation coverage** below). Please note, your centre will still be subject to Confirmation Sampling as normal.

Accreditation coverage for accreditation gained prior to 2013

Agriculture

- OSCA Accredited gained prior to 2013:
 - Agriculture and Land Based Technology Level 3
 - Agriculture and Land Based Technology Level 2
- Agriculture & Land Based Technology Level 3 will also sign off Blacksmithing and Metalworking at Level 3 and below
- Agriculture & Land Based Technology Level 2 will also sign off Blacksmithing and Metalworking at Level 2.

Animal Care

- OSCA Accredited gained prior to 2013:
 - Animal Management Level 3
 - Animal Care Level 2
- Animal Management Level 3 will also sign off Horse Management at Level 3 and below
- Animal Care Level 2 will also sign off Horse Care at Level 2 and below.

Countryside

- OSCA Accredited gained prior to 2013:
 - Countryside and Environment Level 3
 - Countryside and Environment Level 2
 - Land Based Studies Level 1 & entry
- Countryside and Environment Level 3 will also sign off Fish Management, Forestry and Arboriculture, and Environmental Sustainability at Level 3 and below
- Countryside and Environment Level 2 will also sign off Fish Husbandry and Sustainability Skills at Level 2 and below.

Horticulture

- OSCA Accredited gained prior to 2013:
 - Horticulture Level 3
 - Horticulture Level 2
- Horticulture Level 3 will also sign off Floristry at Level 3 and below.
- Horticulture Level 2 will also sign off Floristry at Level 2.

Learning and Development

Sector	Principal Subject Area	Do I need to register a Lead IV?	Is accreditation prior to Sept 2013 valid?	Can the accreditation of this PSA be covered by another PSA in the sector in 2013-14?	Quality assurance for non-accredited and new Lead IVs 2013-14
Learning and Development	Children's Care, Learning & Development Level 3	Yes	N/A	No	Direct to SV sampling
	Children's Care, Learning & Development Level 2	Yes	N/A	No	Direct to SV sampling
	Caring for Children Level 1 and Entry	Yes	Yes	No	Lead IV accreditation via OSCA

Gaining Lead Internal Verifier Accreditation via OSCA

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Children and Young People	Caring for Children Level 1 & entry		✓

- There is no online standardisation exercise for Children's Care, Learning and Development Level 2 and 3. These qualifications will be allocated a Standards Verifier annually. If you are running Level 2 or Level 3 programmes you will be allocated a Standards Verifier and therefore you should not undertake the OSCA exercise for Caring for Children Level 1 and Entry
- Practice material will be made available for these levels on OSCA for registered Lead Internal Verifiers for the purpose of training and standardisation within their centres. These materials will be available from 17th October 2013. To view these practice materials centres must register a Lead Internal Verifier.

Performing Arts

Sector	Principal Subject Area	Do I need to register a Lead IV?	Is accreditation prior to Sept 2013 valid?	Can the accreditation of this PSA be covered by another PSA in the sector in 2013-14?	Quality assurance for non-accredited and new Lead IVs 2013-14
Performing Arts QCF	Music	Yes	Yes	No	Lead IV accreditation via OSCA
	Performing Arts	Yes	Yes	Yes – Dance (Level 2 & 1 only)	Lead IV accreditation via OSCA
	Performing Arts (Dance)	Yes	Yes	Yes – Performing Arts	Lead IV accreditation via OSCA
	Production Arts	Yes	Yes	No	Lead IV accreditation via OSCA

Gaining Lead Internal Verifier Accreditation via OSCA

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Music QCF	Music Level 3	✓	✓
	Music Level 2	✓	✓

- Music Level 3 will also sign off Music Technology at Level 3

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Performing Arts QCF	Performing Arts Level 3	✓	✓
	Performing Arts Level 2	✓	✓
	Performing Arts Level 1 & entry		✓
Performing Arts (Dance) QCF	Dance Level 3		✓
	Dance Level 2		✓
<ul style="list-style-type: none"> Performing Arts Level 3 will sign off all other programmes in the Principal Subject Area Performing Arts Level 2 will sign off all other Performing Arts and Dance programmes at Level 2 and below in the Principal Subject Area Dance Level 3 will sign off all Performing Arts and Dance programmes at Level 2 and below. It will not sign off Performing Arts at Level 3 Dance Level 2 will sign off Performing Arts at Level 1 and entry level. It will not sign off Performing Arts at Level 2 Lead Internal Verifiers requiring full coverage of the PSA are advised to take a Performing Arts Level 3 exercise 			

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Production Arts QCF	Production Arts Level 3		✓

Additional Information

- If a Lead Internal Verifier intends that their accreditation should cover both Performing Arts and Performing Arts (Dance) then that Lead Internal Verifier must register under both Principal Subject Areas at the highest level delivered at their centre
- Accreditation will be extended automatically between Principal Subject Areas as shown below:

Highest Level

Performing Arts L3



Performing Arts (Dance) L3



Performing Arts L2



Performing Arts (Dance) L2



Lowest Level

Performing Arts Foundation Learning

Personal and Work Skills

Sector	Principal Subject Area	Do I need to register a Lead IV?	Is accreditation prior to Sept 2013 valid?	Can the accreditation of this PSA be covered by another PSA in the sector in 2013-14?	Quality assurance for non-accredited and new Lead IVs 2013-14
Personal and Work Skills QCF	Personal and Social Development	Yes	Yes	No	Lead IV accreditation via OSCA
	Work skills	Yes	Yes	No	Lead IV accreditation via OSCA

Gaining Lead Internal Verifier Accreditation via OSCA

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Personal and Social Development QCF	Personal & Social Development Level 2	✓	
	Personal & Social Development Level 1 & entry		✓
<ul style="list-style-type: none"> Personal and Social Development will also sign off Personal Progress, Parenting and Parents to be, Skills for Independence and Work, Safe Road Skills and Vocational Studies 			

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
WorkSkills QCF	WorkSkills Level 3	✓	
	WorkSkills Level 2	✓	✓
	WorkSkills Level 1 & entry		✓
<ul style="list-style-type: none"> WorkSkills Level 3 and WorkSkills Level 2, 1 and entry will sign off Science, Technology, Engineering and Maths (STEM) Leadership Skills, Learning for Life, and Employability Skills 			

Additional Information

- If a Lead Internal Verifier intends that their accreditation should cover **both** Personal and Social Development and Vocational Studies then that Lead Internal Verifier **must** register on both Personal and Social Development and Vocational Studies
- Accreditation will be extended automatically to Vocational Studies only if the Lead Internal Verifier has or achieves full accreditation on Personal and Social Development or already holds accreditation from a previous year

- There is no extension of accreditation from Vocational Studies to Personal and Social Development.
- Please note that if you gained your accreditation prior to September 2010 you must re-accredit this year.
- **Please note that there is no online standardisation exercise for Vocational Studies and accreditation can only be gained through Personal and Social Development in 2013-14**

Public and Security Services

Sector	Principal Subject Area	Do I need to register a Lead IV?	Is accreditation prior to Sept 2013 valid?	Can the accreditation of this PSA be covered by another PSA in the sector in 2013-14?	Quality assurance for non-accredited and new Lead IVs 2013-14
Public and Security Services QCF	Fire Services	Yes	No	No	Direct to SV sampling
	Public Services	Yes	Yes	No	Lead IV accreditation via OSCA
	Security	Yes	No	No	Direct to SV sampling

Gaining Lead Internal Verifier Accreditation via OSCA

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Public Services QCF	Public Services Level 3	✓	✓
	Public Services Level 2	✓	✓
	Public Services Level 1 & entry		✓

Additional Information

- In 2013-14 we are introducing a set of practice materials for:
 - Level 2 and Level 3 in Security
 - Level 2 and Level 3 Fire Services
- Whilst there will be no online standardisation exercise for these areas in 2013-14 the practice materials will assist centres in understanding the required standards. These materials will be available from 16th January 2014.

Service Industries

Sector	Principal Subject Area	Do I need to register a Lead IV?	Is accreditation prior to Sept 2013 valid?	Can the accreditation of this PSA be covered by another PSA in the sector in 2013-14?	Quality assurance for non-accredited and new Lead IVs 2013-14
Service Industries QCF	Hospitality	Yes	Yes	Yes – Detailed below	Lead IV accreditation via OSCA
	Retail L1	Yes	Yes	No	Lead IV accreditation via OSCA
	Retail L2 & 3	Yes	Yes	No	Direct to SV sampling
	Travel & Tourism	Yes	Yes	No	Lead IV accreditation via OSCA
	Aviation	Yes	N/A	No	Direct to SV sampling
	Cleaning & Facility Services	No	N/A	No	Direct to SV sampling
	Transport & Logistics	No	N/A	No	Direct to SV sampling

Gaining Lead Internal Verifier Accreditation via OSCA

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Hospitality QCF	Hospitality Level 3		✓
	Hospitality Level 2	✓	✓
	Hospitality Levels 1 & entry		✓
	Home Cooking Skills Level 2 & 1	✓	✓

- There is no online standardisation exercise for Customer Services and accreditation can only be gained through Hospitality.
- Hospitality Level 3 will sign off Customer Services at Level 3 and below
- Hospitality Level 2 will sign off Customer Services at Level 2 and below
- Hospitality Level 1 & entry will sign off Customer Services at Level 1 and below
- Hospitality Level 3 or Level 2 will sign off Home Cooking Skills

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Retail QCF	Retail Knowledge Level 1 & entry		✓
<ul style="list-style-type: none"> There is no online standardisation exercise for Retail Level 2 and 3 in 2013-14. These qualifications will be allocated a Standards Verifier 			

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Travel QCF	Travel and Tourism Level 3	✓	✓
	Travel and Tourism Level 2	✓	✓
	Travel and Tourism Level 1 & entry		✓

Additional Information

- If a Lead Internal Verifier intends that their accreditation should cover **both** Hospitality and Home cooking Skills then that Lead Internal Verifier **must** register on the highest level of Hospitality and Home Cooking Skills
- Whilst there will be no OSCA exercise for Aviation Operations in 2013-14 we are introducing L3 practice materials for this sector. The practice materials will assist centres in understanding the required standard and we would encourage you to access these materials and utilise them for training purposes. These materials will be available from 16th January 2014.

Sport and Recreation

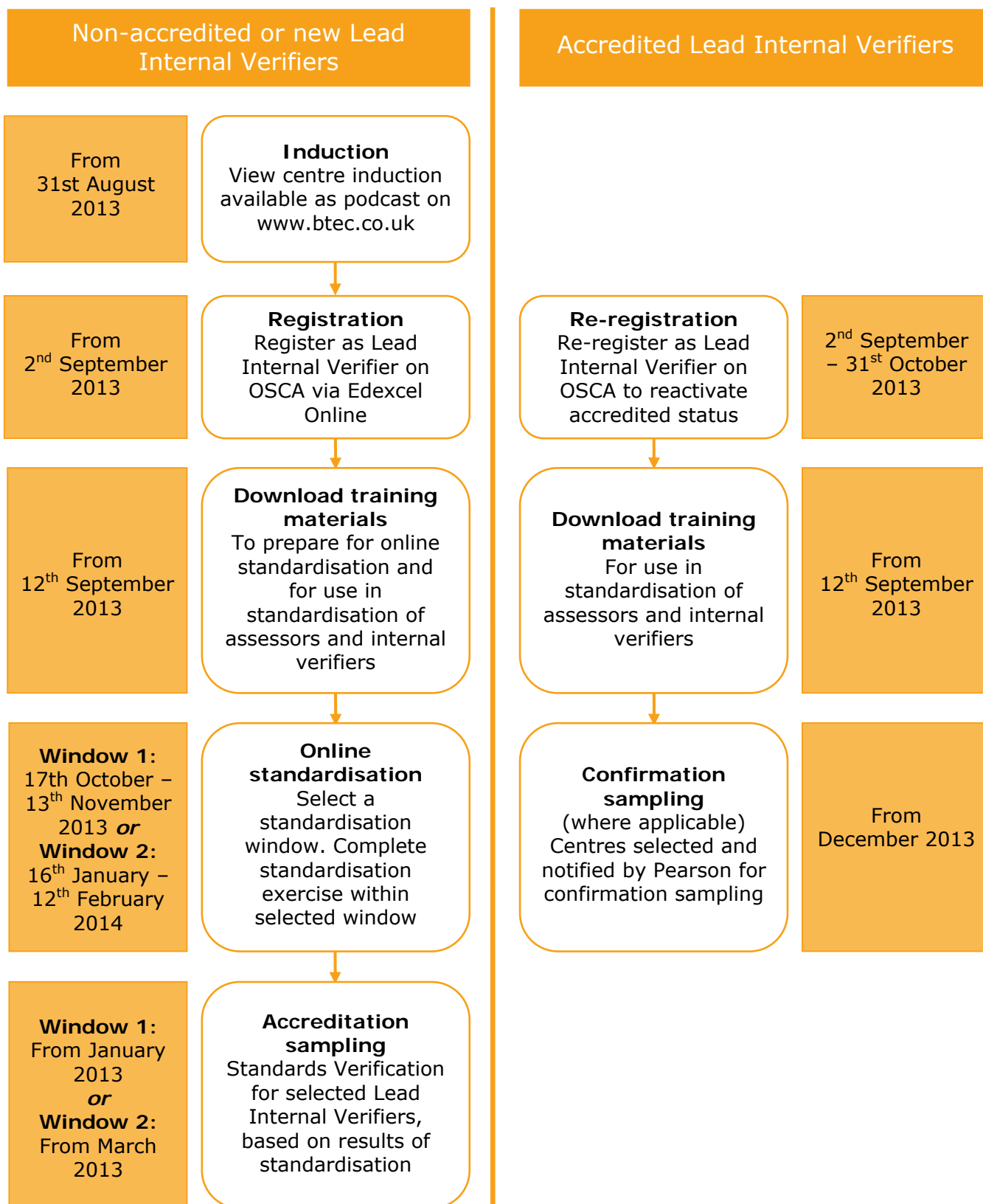
Sector	Principal Subject Area	Do I need to register a Lead IV?	Is accreditation prior to Sept 2013 valid?	Can the accreditation of this PSA be covered by another PSA in the sector in 2013-14?	Quality assurance for non-accredited and new Lead IVs 2013-14
Sport and Active Leisure QCF	Sport	Yes	Yes	No	Lead IV accreditation via OSCA
	Sport and Exercise Science	Yes	Yes	No	Lead IV accreditation via OSCA

Gaining Lead Internal Verifier Accreditation via OSCA

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Sport QCF	Sport Level 3	✓	✓
	Sport Level 2	✓	✓
	Sport and Active Leisure Level 1 & entry		✓
<ul style="list-style-type: none"> Please note that there is no sign off of Sport and Exercise Science by Sport online standardisation 			

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Sport and Exercise Science QCF	Sport and Exercise Science Level 3		✓
<ul style="list-style-type: none"> Please note that there is no sign off of the Sport principal subject area through Sport and Exercise Science online standardisation 			

Process map



Section 5c: Lead Internal Verifiers for BTEC (NQF)

Which qualifications does this section cover?

The next generation BTEC (NQF) Level 2 Firsts from 2012 and 2013 in:

- Applied Science
- Art and Design
- Business
- Children's Play, Learning and Development
- Construction
- Engineering
- Health and Social Care
- Hospitality
- Information and Creative Technology
- Media
- Music
- Performing Arts
- Sport
- Travel and Tourism

Who should be a Lead Internal Verifier for BTEC (NQF)?

If you are already running BTEC (QCF), it is likely that you already have a registered Lead Internal Verifier for each Principal Subject Area. We recommend that this person also registers as the Lead Internal Verifier for BTEC (NQF) in their subject, as the responsibilities of the role are similar across all BTECs. A Lead Internal Verifier should be:

- the person within the centre who usually has responsibility for verifying and signing off the assessment outcomes for the programme
- involved in the assessment and delivery and have the highest understanding of the subject and the units being assessed
- the person who usually coordinates internal verification across assessors and other internal verifiers for the programme.

We recommend that individuals with general quality or management roles, but who are not directly involved in delivery or assessment, don't register as Lead Internal Verifiers.

Where a programme has only one person responsible for delivery and assessment, that person should be the Lead Internal Verifier. Their assignment briefs and assessment decisions still need to be internally verified by a colleague, but as Lead Internal Verifier they will ensure that internal verification is taking place appropriately.

What are the responsibilities of a Lead Internal Verifier for BTEC (NQF)?

There is no requirement for a Lead Internal Verifier to gain accreditation for BTEC (NQF). Certification is released each year by successful completion of Standards Verification.

In order to be recognised as a BTEC (NQF) Lead Internal Verifier by Pearson, you must:

- register on OSCA, via Edexcel Online
- reconfirm registration each year via OSCA
- undertake annual Lead Internal Verifier training, available as an online presentation via OSCA (also available here: www.edexcel.com/centreinduction)
- access annual standardisation training materials via OSCA and work through these with your centre team, keeping a record of this activity
- keep evidence of the standardisation process for your team. There is a useful template for recording this along with your other notes within the standardisation materials.

There are three key responsibilities for a BTEC (NQF) Lead Internal Verifier:

- to register as a Lead Internal Verifier with Pearson
- to lead the annual process of standardisation for your programme team
- to support assessment and internal verification within your centre throughout the year

In order to support internal assessment and verification within your centre, as a Lead Internal Verifier you must:

- support the development of assessors and internal verifiers including using the current standardisation training exercises available to registered Lead Internal Verifiers
- share information about standards with other internal verifiers and assessors to ensure that assessment across the centre is to national standards
- agree and sign off an assessment and verification plan for all cohorts from the start of the programme, which is fit for purpose and meets regulatory requirements
- support assessment and internal verification within the centre throughout the programme with the aid of the internal verification plan

- oversee internal verification activity for the programme and ensure that it is consistently applied
- sample verification and assessment across the qualifications for which you have responsibility and ensure that there is a suitable plan of activity. Please note, you may not be undertaking any more internal verification than other staff
- where requested, authorise a maximum of one opportunity for any learner to resubmit work for internally assessed units following summative assessment, if requested.
- ensure that assessment and verification plans are made available to your Standards Verifier on request
- ensure that records of assessment and verification and current learner work are available for scrutiny by Pearson on request
- liaise with your Standards Verifier to ensure that appropriate samples of assessed and internally verified learner work are available for sampling
- sign the Lead Internal Verifier Declaration (available here: www.btec.co.uk/keydocuments) to confirm that samples sent for standards verification are complete, accurate and authentic.