

BTEC

UK Quality Assurance Handbook

2014-15

I. Introduction

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How to use this handbook

The handbook is divided into individual chapters to make it easier to navigate and use. Please make sure you read this introduction thoroughly. It provides important information to help you manage your BTECs:

- Key dates
- Roles & responsibilities
- Support
- A brief explanation of each chapter and the qualification types covered.

Introduction

What is quality assurance?

BTEC quality assurance is:

- at the heart of BTEC qualifications
- how we ensure the quality and standard of internal assessment in all BTEC centres.

You use quality assurance to:

- ensure that your managers, Internal Verifiers and Assessors are standardised and supported.

We use quality assurance to:

- check that all centres are working to national standards
- identify and provide support where it is needed in order to safeguard certification
- recognise and support good practice.

Every year we publish an updated **UK BTEC Quality Assurance Handbook** to explain our quality assurance processes for the coming academic year.

Along with your qualification specification, this handbook should provide your Assessors and Internal Verifiers with the information they need to ensure quality assurance is undertaken successfully.

Which qualifications does this handbook cover?

This handbook covers the following qualifications:

BTEC qualifications accredited on the:

- Qualification Credit Framework (QCF)
- National Qualifications Framework (NQF).

The guidance in this handbook relates to the quality assurance of internally assessed qualifications and units. For guidance on management and delivery of any externally assessed units, please refer to the specific qualification pages on: www.btec.co.uk

This handbook **does not** cover the following qualifications. We have separate quality handbooks with specific details for:

- Work-Based Learning centres offering BTEC Apprenticeship frameworks
- Stand-alone NVQ programmes accredited on the NQF and QCF
- BTEC Security qualifications accredited by the Scottish Qualifications Authority (SQA)
- Stand-alone Scottish Vocational Qualifications (SVQs) accredited by SQA
- Functional Skills
- Key Skills, Essential Skills Wales, Essential Skills Northern Ireland, Core Skills.

Who is this handbook for?

This handbook is for **UK centres only**. International centres should refer to the relevant International guidance documents on www.btec.co.uk/keydocuments

The handbook contains important information for anyone managing, delivering or assessing the qualifications covered above. Please make sure that all the relevant staff in your centre read and understand this document.

Which quality assurance process covers each qualification?

This table provides a quick reference to which qualifications each quality assurance process covers, and directs you to the relevant chapter for each.

Qualification type	Quality assurance process			Chapter
	Quality Review & Development	Lead Internal Verifiers	Standards Verification	
BTEC (QCF) Entry to Level 3	✓			2
		✓		3
			✓	4
BTEC (NQF) Firsts	✓			2
		✓		3
			✓	5
BTEC (NQF) in Children and Young People Level 2 to 3	✓			2
		✓		3
			✓	6
BTEC Level 4 to 7			✓	7

What other quality assurance guidance is available?

For extra support, we also provide guides and template forms that you may find useful. These guides provide essential information for anyone involved in delivery and assessment of BTEC qualifications. Please make sure that all the relevant staff in your centre read and understand them. They can be found on our Key Documents page: www.btec.co.uk/keydocuments

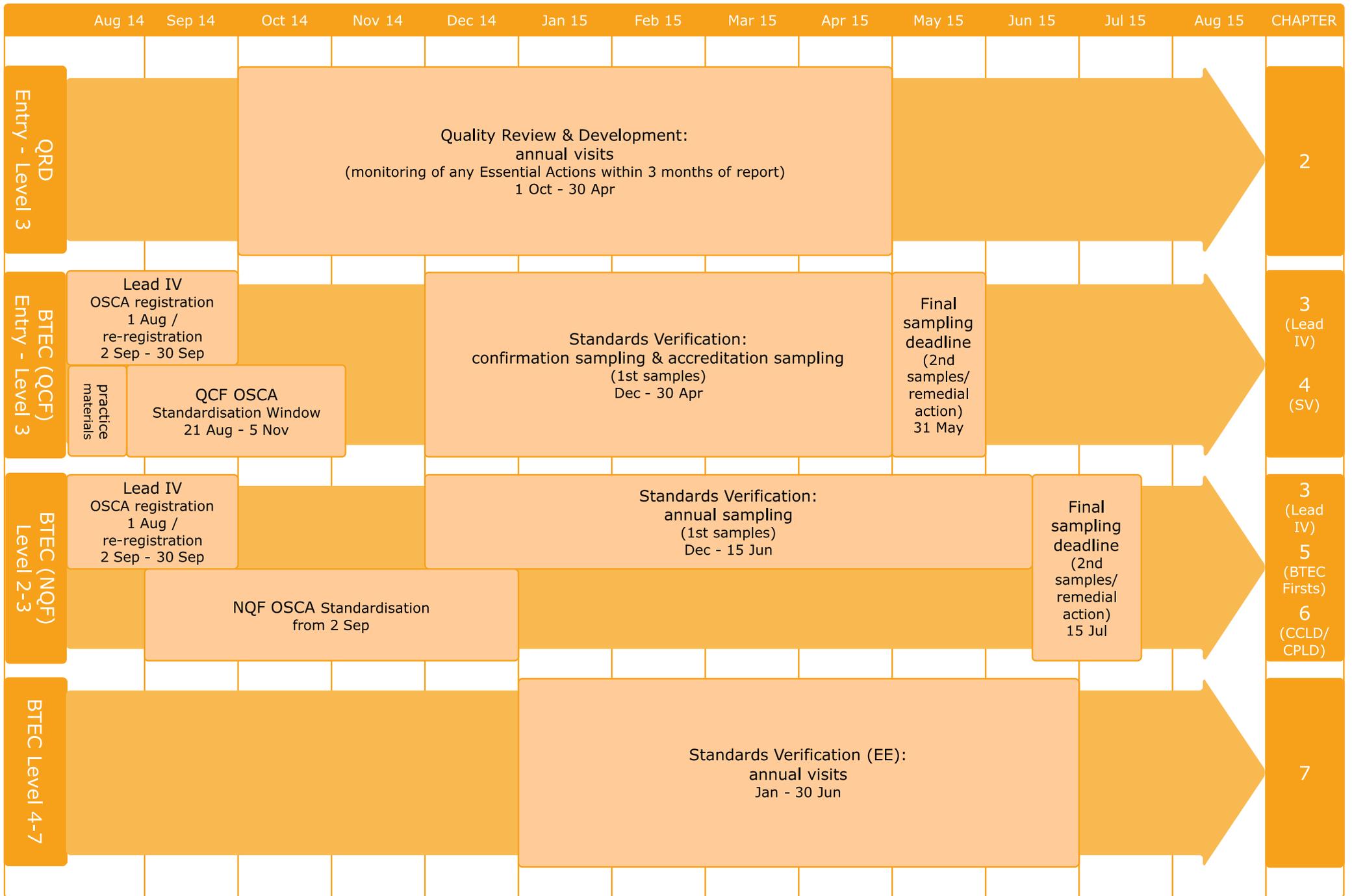
BTEC Centre Guides	
Internal Assessment for BTEC Firsts and Nationals	Provides important information and guidance for the new assessment requirements from 1 September 2014 for all BTEC Firsts and Nationals.
Subject Guides to Internal Assessment	We have provided subject-specific guides to implementing the new assessment requirements for BTEC Firsts and Nationals. These contain useful advice and guidance, examples of forms and where to get further support. These are published on each qualification specification page: www.btec.co.uk
Assessment (Entry Level to Level 3)	Overarching guide to the principles of assessment design and delivery for Entry Level to Level 3 BTEC qualifications.
Assessment (Level 4 to 7)	Overarching guide to the principles of assessment design and delivery for Level 4 to 7 BTEC qualifications.
Internal Verification	Advice and guidance on the management and implementation of internal verification and standardisation in your centre.
Managing Quality	An overview of the management of internal quality assurance of BTEC programmes across your centre, with advice and guidance on best practice.

Key Dates

Here are the key quality assurance dates during the academic year in a simple calendar format to help you plan the delivery of your BTEC programmes. Please take particular note of final deadlines for standards verification and try to arrange sampling with your Standards Verifier **as early as possible** during the reporting window. Leaving arrangements too late in the reporting window may lead to delays in certification.

Further information

- Please refer to the relevant chapters of this handbook for full details of each quality assurance process and the time frames involved: www.btec.co.uk/keydocuments
- For dates and deadlines relating to learner registration and certification, please refer to the **UK Information Manual** here: www.edexcel.com/infomanual
- For dates relating to **external assessment** of BTEC (NQF) qualifications, please refer to www.edexcel.com/quals/firsts2012/external-assessment or go to the specific qualification pages on: www.btec.co.uk.



Roles and responsibilities

This chapter gives you an outline of the key roles undertaken at your centre. The responsibilities for each role are described briefly. Where a role has specific responsibility in relation to a quality assurance process, this is also explained in the relevant chapter.

Roles at cross-centre level

Senior Managers

Senior Manager responsibilities

The Head of Centre is formally responsible for management and delivery of BTECs in your centre.

The Head of Centre must ensure that your centre acts in accordance with our terms and conditions of approval, by:

- ensuring the provision of appropriate resources
- recruiting learners with integrity
- providing full and fair access to assessment maintaining full and accurate records of assessment
- complying with all our quality assurance processes
- ensuring that all certification claims are secure and accurate.

Day to day responsibility is normally delegated to the centre's Quality Nominee.

Senior managers must:

- identify a Quality Nominee to act as a key point of contact with us
- liaise with the Quality Nominee to ensure that all processes are being conducted effectively support the Quality Nominee in putting actions in place to respond to reports on quality assurance.

Other responsibilities.

The Head of Centre or other senior managers may need to be directly involved in:

- dealing with appeals from learners that have not been resolved by the programme team
- investigating malpractice allegations related to learners or members of staff
- liaising with us where any serious breach of approval conditions has occurred
- any aspect of quality assurance which relates to the overall integrity and security of BTEC qualifications.

Quality Nominee

We ask every BTEC centre to identify a member of staff as the Quality Nominee for BTEC provision. This person is the main point of contact for information related to quality assurance. The Quality Nominee will receive regular information from us about all aspects of BTECs, which they must share with the relevant staff in your centre. Therefore, it is very important that Quality Nominee details are kept up-to-date on Edexcel Online.

Updating Quality Nominee details on Edexcel Online

- Log into your Edexcel Online account at: edexcelonline.com
- Click on My Account
- Check the box marked Please check this box if you are the Quality Nominee for your centre
- Click **Submit**.

We recommend that your Quality Nominee is someone with responsibility for your BTEC curriculum, as they will be involved in monitoring and supporting staff in your centre. As this is a curriculum role, in most cases it isn't appropriate for the Examinations Officer to also be the Quality Nominee.

Our systems will only allow one person to be identified as Quality Nominee for your centre. In larger centres, we appreciate that certain responsibilities may be delegated to a team (for example, an FE college may have a designated higher education manager). In this case, the Quality Nominee remains the main point of contact for us and must coordinate quality assurance activity undertaken by their team.

Quality Nominee responsibilities

Ensure the effective management of your BTEC programmes and actively encourage and promote good practice your centre.

The Quality Nominee is:	<ul style="list-style-type: none">● the main person involved with Quality Review & Development and will liaise directly with the Centre Quality Reviewer● the initial point of contact for our Standards Verifiers, making sure that they are put in touch with the relevant Lead Internal Verifier to conduct sampling● the person with overarching responsibility for myBTEC, allocating roles to colleagues in your centre. Find out more here: www.edexcel.com/btec/mybtec.
Liaise with the appropriate centre and Pearson staff to ensure that:	<ul style="list-style-type: none">● all programmes are approved and registrations are accurate and up-to-date● our approval conditions and policy requirements are being implemented consistently and effectively● all staff are aware of all support and guidance available and understand requirements● assessment and internal verification is effective on all BTEC programmes● there is a registered Lead Internal Verifier in place for each Principal Subject Area, where required● where required, Standards Verification is completed successfully.

Further guidance can be found in the **BTEC Centre Guide to Managing Quality** here: www.btec.co.uk/keydocuments

Examinations Officer

This is the person designated by a centre to take responsibility for the correct administration of learners with us. This may be a defined role or, in a smaller centre, an additional duty undertaken by a Programme Leader or teacher. The Examinations Officer normally acts as the administrator for Edexcel Online, which provides direct access for learner administration.

Examinations Officer responsibilities

- Liaise with programme leaders to maintain information on which programmes are running and when they start and finish
- Register learners by 1 November (for programmes starting in September) or within one month of enrolment (for other start times)
- Register learners onto the correct programmes checking that these are the specific titles and versions that learners are following
- Check registrations carefully to ensure that all data is correct and follow correct procedures if amendments are required
- Give Edexcel Online access to the Quality Nominee
- For relevant programmes, give Edexcel Online access to Lead Internal Verifiers so that they can register onto the OSCA system and access standardisation materials
- Give Edexcel Online basic access to all other BTEC staff as necessary
- For programmes that include externally assessed units, ensure that all exam entries are made according to Pearson requirements.

You can find full details on BTEC registration procedures, including deadlines and instructions for registering via EDI and Edexcel Online from the Information Manual: www.edexcel.com/infomanual

To use Edexcel Online, you will need to be set up with an account in order to obtain a username and password. Edexcel Online also provides access to services for teaching staff including OSCA.

If your centre is not registered, or you are unsure who your Edexcel Online administrator is, contact our Edexcel Online Customer Services team on 0844 576 0024. For additional Examinations Officer support, contact: examsofficers@edexcel.com

Roles at programme level

The programme team consists of the teachers or tutors who are responsible for the delivery, assessment and internal verification of BTEC programmes.

BTEC programme team responsibilities

- Read and understand the programme specification and assessment guidance
- Understand the construction of the units
- Identify opportunities to generate evidence
- Create and agree a plan of assessment activities, with timescales
- Ensure the assessment plan, assignments and assessment decisions are internally verified and appropriate action is taken by the team
- Read and understand the relevant chapters of this Quality Assurance Handbook.

The appropriate minimum size of the programme team will depend on the number of units and the number of learners. As no person can internally verify their own assessment decisions, where there is a single specialist practitioner delivering the programme, arrangements must be made for their assignments and assessment decisions to be internally verified by someone appropriately experienced.

Programme Leader

A programme leader or programme manager is a person designated by your centre to take overall responsibility for the effective delivery and assessment of BTEC qualifications. The programme leader may also act as the Lead Internal Verifier if appropriate.

Programme Leader responsibilities

- Liaise with the Quality Nominee to be aware of information updates and quality assurance requirements
- Liaise effectively with the Examinations Officer to ensure accuracy of registration and certification of learners
- Liaise with programme team to confirm assessment and internal verification schedules
- Liaise with relevant Edexcel appointed staff undertaking quality assurance
- Ensure that there are sufficient resources to deliver the programmes and units
- Ensure that programme staff have the necessary expertise and, where relevant, qualifications
- Review reports arising from quality assurance and ensure that appropriate actions are taken.

Lead Internal Verifier

The Regulatory arrangements for the Qualifications and Credit Framework 2008 require us to “put in place procedures that must ensure each centre has arrangements to identify a single named point of accountability for the quality assurance and management for the assessment of units and qualifications”. We also require this for all BTEC qualifications. A Lead Internal Verifier is a person designated by you to act as a point of sign-off for the assessment and internal verification of programmes in a Principal Subject Area (e.g. BTEC (QCF) Firsts and Nationals in Business, or BTEC (NQF) First Award in Performing Arts).

Lead Internal Verifier registration

For BTEC (QCF) Entry to Level 3	<ul style="list-style-type: none"> • Register with us via OSCA and confirm registration every year • Undertake induction training (once only) • Access practice standardisation materials (available annually for use with programme teams) • Complete the accreditation process by undertaking online standardisation (normally once every three years).
For BTEC (NQF)	<ul style="list-style-type: none"> • Register with us via OSCA and confirm registration every year • Undertake induction training (once only) • Access standardisation materials and work through these with your programme team • There is no requirement to gain accreditation via OSCA.

If you deliver both QCF and NQF BTEC in your subject area, a Lead Internal Verifier must register for both frameworks. You may opt to have two people register separately as the Lead Internal Verifier for QCF or NQF, or you may wish to have the same person register for both.

You don't have to do all the internal verification – in fact, your assessment decisions must still be internally verified by someone else. We use the term Lead Internal Verifier to emphasise the importance of proper coordination of internal verification through a single point of contact. This is a role that senior staff members within programme teams have always undertaken.

We appreciate that centres deliver BTEC programmes in different ways and have a variety of programme team and management structures. However, the Lead Internal Verifier should be:

- a subject specialist. It is important that you have an understanding of the subject you are responsible for
- someone with the authority to oversee assessment. This may be the programme leader, as this would normally be a key part of their role
- directly involved in the assessment and delivery of a programme, so that they understand the units
- able to coordinate across assessors and other internal verifiers for a Principal Subject Area.

Lead Internal Verifier responsibilities

- Ensure that there is an assessment and verification plan for your programmes which is fit for purpose and meets requirements
- Sign off the plan and check that it is being followed at suitable points
- Where possible, undertake some internal verification and/or assessment for individual units within at least one of the programmes
- Ensure that assessment plans, records of assessment and samples of learner work are retained for Standards Verification if necessary. Plan to set aside examples of work verified to different levels and grades
- Liaise with the Standards Verifier to ensure that appropriate sampling takes place, if and when sampling is required
- Make arrangements for handover to a colleague if unable to carry out the role.

For full details on the Lead Internal Verifier role, please go to **Chapter 3**.

Internal Verifiers

Internal verification is the quality assurance system you use to monitor assessment practice and decisions, ensuring that:

- assessment is consistent across the programme
- assessment instruments are fit for purpose
- assessment decisions accurately match learner work to assessment & grading criteria
- standardisation of assessors takes place.

Internal Verifiers can be anyone involved in the delivery and assessment of the programme. You cannot internally verify your own assessment. Where there is a team of assessors, it is good practice for all assessors to be involved in internally verifying each other. If there is only one main person responsible for delivery and assessment, then another person will need to be identified to undertake internal verification.

Internal Verifier responsibilities

- Agree an assessment and verification plan for each programme
- Check the quality of assessment instruments to ensure they are fit for purpose
- Ensure an effective system of recording learner achievement is in place
- Keep accurate and up-to-date records of the internal verification process
- Advise on the appropriateness of assessment evidence with regard to level, sufficiency, authenticity, validity and consistency
- Use your subject specialism to sample assessments to verify assessors' judgements, ensuring that they are consistent, fair and reliable
- Ensure your own assessment decisions are sampled when teaching on the programme
- Ensure that appropriate corrective action is taken where necessary
- Take part in the formal stages of any appeal.

Further guidance can be found in the **BTEC Centre Guide to Internal Verification** on the Key Documents page of the BTEC website: www.btec.co.uk/keydocuments

Assessors

An assessor is anyone responsible for the assessment of learners.

Assessor responsibilities

- Ensure that you have read and understood the programme specifications and the requirements of all units being assessed
- Agree an assessment and verification plan for each programme ensuring full coverage of the required units
- Teach learners the knowledge and skills required to achieve the qualification
- Design assessment activities which guide learners to produce evidence that meets the targeted learning aims and assessment criteria, using the associated assessment guidance to provide sufficient coverage of unit content
- Provide formative feedback to learners on work in progress, identifying areas for improvement
- Provide summative assessment of the completed work submitted by learners, checking authenticity and sufficiency of evidence produced against the relevant learning aims, assessment criteria and unit content
- Accurately record all summative assessment decisions
- Follow up any advice from your Internal Verifier.

Further guidance can be found in the **BTEC Centre Guides to Assessment** on the Key Documents page of the BTEC website: www.btec.co.uk/keydocuments

Support

There are many ways we can support you. We have dedicated teams available for specific advice and guidance who you can contact by telephone, fax or email.

Subject support

Pearson Authorised Assignment Briefs

A bank of Pearson Authorised Assignment Briefs for our BTEC (NQF) Firsts is available on MyBTEC: www.edexcel.com/btec/mybtec.

They are also available on the specification pages of the BTEC website: www.btec.co.uk.

These assignment briefs cover all the Learning Aims in all the units in the Award size qualifications. It is not compulsory to use these assignments but we recommend you review them to ensure that your centre devised briefs are in line with national standards, and best practice for BTEC (NQF).

You must apply internal verification to the Pearson Authorised Assignment Briefs as follows:

Assignment brief option	Internal verification required
Use a Pearson Authorised Assignment Brief as published	An internal verifier must ensure that: <ul style="list-style-type: none">• it meets the specific needs of your learners• it remains current, and relevant for learners in your area• the assessor has added correct key information including hand out dates and submission deadlines
Adapt a Pearson Authorised Assignment Brief to suit the needs of your learners	The internal verification process must be detailed and rigorous in order to ensure the assignment brief is fully fit for purpose.
Create your own assignment briefs if you think this will better meet the needs of your learners, or where an authorised assignment brief is not available	The internal verification process must be detailed and rigorous in order to ensure the assignment brief is fully fit for purpose.

For more guidance on internal verification, please see our **BTEC Centre Guide to Internal Verification**: www.btec.co.uk/keydocuments

Our Assignment Checking Service

You can also submit assignments you have written to our Assignment Checking Service. Your assignments will be reviewed by an expert who will check that you have understood and applied the relevant assessment requirements for BTEC (NQF), and provide feedback.

The Assignment Checking Service can be accessed here: www.btec.co.uk/assignmentchecking. When using this service always be careful to select the correct BTEC qualification from the drop-down list.

Please note: This free service is advisory only, it is not a replacement for internal verification, nor does it remove the need for standards verification. You must always internally verify all assignment briefs you have written to ensure they are fit for purpose and meet the specific needs of your learners.

Teachers and Heads of Department

Based on your feedback, we've changed the way we respond to calls from teachers. To connect you directly with our subject experts, we've set up 35 new subject lines just for teachers, each supported by a dedicated specialist. During busy periods, we may ask you to leave a message. If you do, we'll get back to you as soon as we can - usually within 24 hours.

You may prefer to use our subject-specific email addresses, so you can check for a response when it suits you. We aim to reply within two days at the most, but usually within a few hours. All subjects covered can be found here: www.edexcel.com/Aboutus/contact-us/teachers-hods

You can also contact the **Subject Advisors** through our subject-specific online community forums. Find out more here: community.edexcel.com

Quality Nominees

"I am a Quality Nominee" is a dedicated page with useful updates and links for Quality Nominees: www.edexcel.com/i-am-a/qualitynominee

Our Regional Quality Managers run regular Quality Nominee Networks across the UK and online. These free, half-day events keep you up to date on quality matters and will give you an opportunity to network with other Quality Nominees. You can find out details of events coming up here: www.edexcel.com/i-am-a/qualitynominee/Pages/events.aspx

Exams Officers

We now have a single customer support number for exams officers. When you call this number, you'll be connected to your account specialist: 0844 463 2535

"I am an Exams Officer" is a dedicated page with useful updates and links for Exams Officers: www.edexcel.com/i-am-a/exams-officer

Our Exams Officer Community gives you the opportunity to discuss topics related to administering Edexcel qualifications with peers from other schools and colleges. You can log in using your Edexcel Online username and password: community.edexcel.com/examsoffice

You can email us with queries concerning registrations and entries, certification, fees, invoice content or any general enquiry about administering an Edexcel qualification: examsofficers@pearson.com

Training from Pearson

Training from Pearson is our specialist training division. Training is designed to fit you, with an option of face-to-face, online or customised training so you can choose where, when and how you want to be trained. Find out more here: www.edexcel.com/training

Feedback on our Assessment Associates

Your feedback is important to us and is used to improve our services. You can provide feedback on our Assessment Associates (e.g. Standards Verifiers, Centre Quality Reviewers) easily via Edexcel Online.

When you receive an online report from one of our Assessment Associates, you will see a link to give **Your Feedback**. This opens a simple form where you can submit your ratings and feedback on their reporting, judgement, communication, responsiveness and professionalism. This feedback is formally recorded and is considered as part of our Assessment Associate monitoring process.

myBTEC

myBTEC is an online toolkit to streamline BTEC planning, delivery and assessment, liberating teachers to spend more time with their learners. If you're an approved BTEC centre in the UK, myBTEC is free to access. Discover how myBTEC can transform your BTEC experience: www.btec.co.uk/mybtec

Face-to-face support

Regional Quality Managers

Regional Quality Managers are an important part of our quality partnership and are full time managers within our BTEC Assessment team. Each Regional Quality Manager works locally to support you with quality assurance.

Their role is to:

- offer quality assurance advice and support for BTECs, s and BTEC qualifications
- provide formal support and monitoring throughout our quality assurance processes, which include Quality Review & Development and Standards Verification.

To find contact details for your Regional Quality Manager, please use the UK Regional Quality Manager map which can be found here: www.btec.co.uk/support

Curriculum Development Managers

Our Curriculum Development Managers are curriculum experts who provide information and guidance to Senior Management Teams. They'll support you in translating national policy initiatives and curriculum developments into practical solutions for your centre. Work Based Learning centres are supported by their Account Manager.

If you would like your Curriculum Development Manager or Account Manager to get in touch, contact your regional team on: 0845 373 0115

Curriculum Support Consultants

Our Curriculum Support Consultants provide invaluable support to our existing Heads of Department. They can also help new customers find all the resources and support they need when moving over to a Pearson qualification.

To find your local area consultant, please visit our Pearson website:
www.pearsonschoolsandfecolleges.co.uk/AboutUs/ContactUs/FindARep.aspx

Central support

Centre Support Advisors

Our Centre Support Advisors provide guidance on the support available to both Senior Management Teams and Heads of Department. They are the first point of contact for the Curriculum Development Managers and Curriculum Support Consultants.

Office	Manchester (covers northern area)	Harlow (covers southern area)
Phone	0161 855 7561	0800 389 0783
Fax	0161 855 7570	0207 010 2980
Email	manchester@pearson.com	harlowcentresupport@pearson.com

www.btec.co.uk

Our dedicated BTEC website contains all the information you need for successful delivery of your BTEC qualifications. Follow the qualifications links to the individual qualification pages, where you will find programme specifications, tutor support materials, exemplars and updates.

Many of our pages have an email alert facility. Look for the “Alerts” logo on the right hand side of the screen. Sign up and you will be notified if anything new is published on the page.

Follow the quick links below for specific support:	
BTEC handbooks, guides and templates	www.btec.co.uk/keydocuments
BTEC quality assurance	www.btec.co.uk/qa
Training & events, including regional networks	www.edexcel.com/training
Information Manual for exams offices	www.edexcel.com/infomanual
Assignment Checking Service	www.btec.co.uk/assignmentchecking
News and policy updates	www.edexcel.com/btec/news-and-policy

Pearson Think Tank

The Pearson Think Tank is an independent education think tank focussed on the provision of, and access to, high-quality education for all. This includes an ongoing programme of policy analysis; practical research on best practice and education improvement, and on inequalities in educational access and outcomes; as well as consideration of philosophical questions around the nature of quality in education and the principles of social justice.

We draw on research and analysis to address pressing education policy issues and provide innovative, evidence-based advice to support policy-makers and practitioners:
thepearsonthinktank.com

Contact us by email

We have a number of dedicated email addresses which will get you through to the relevant team straight away:

Follow the quick links below for specific support:	
Queries relating to the quality assurance of BTEC programmes	btecdelivery@pearson.com
Exams Officer queries relating to approval, registration and certification of BTEC qualifications	examsofficers@pearson.com
Contact our BTEC Quality Standards team for help with specific issues such as late registration, certification, special consideration and reasonable adjustment	vocationalqualitystandards@pearson.com

Contact us by phone

Please visit our website for details of how to contact us by phone: www.btec.co.uk/contactus

Write to us

Pearson Customer Services
190 High Holborn
London WC1V 7BH

Guide to the BTEC Quality Assurance Handbook chapters

2. Quality Review & Development

This chapter gives you information on Quality Review & Development, a central part of our quality assurance of BTEC programmes. Quality Review & Development looks at the management and quality assurance of your BTEC provision across your centre. It is carried out through an annual visit by a Centre Quality Reviewer.

Qualifications covered

- BTECs from Entry Level to Level 3:
 - BTEC (QCF)
 - BTEC (NQF)
 - BTEC components of The Diploma
- BTECs accredited by the Scottish Qualifications Authority (SQA) – see the BTEC Security Qualifications Handbook for details.

3. Lead Internal Verifiers

This chapter provides information on the Lead Internal Verifier role. It includes guidance on:

- the Lead Internal Verifier role and responsibilities
- Lead Internal Verifier registration
- accessing standardisation materials
- how to gain Lead Internal Verifier accreditation for BTEC (QCF)

Qualifications covered

- BTEC (QCF) programmes from Entry Level to Level 3
- BTEC (NQF) Firsts
- BTEC (NQF) in Children and Young People.

4. Standards Verification for BTEC (QCF) Entry Level to Level 3

This chapter gives you information on standards verification for BTEC (QCF). Where required, a subject specialist Standards Verifier will be allocated to verify a sample of assessed BTEC learner work and support you in working to national standards.

Qualifications covered

- BTEC (QCF) programmes from Entry Level to Level 3.

Please note: If you are delivering both BTEC (QCF) and BTEC (NQF), you will need to follow the relevant process for each qualification.

5. Standards Verification for BTEC (NQF) Firsts

While the principles remain the same, there are some differences in the standards verification requirements for the next generation BTEC (NQF) Firsts from 2012 and 2013. Each year, a subject specialist Standards Verifier will be allocated to verify a sample of assessed BTEC learner work and support you in working to national standards.

Qualifications covered

- BTEC (NQF) Firsts:
 - Application of Science
 - Principles of Applied Science
 - Art and Design
 - Business
 - Engineering
 - Health and Social Care
 - Information and Creative Technology
 - Performing Arts
 - Sport.

Please note: If you are delivering both BTEC (QCF) and BTEC (NQF), you will need to follow the relevant process for each qualification.

6. Standards Verification for BTEC (NQF) in Children and Young People

This chapter provides information on standards verification for BTECs in the Children and Young People sector. The nature of these qualifications means that they have specific quality assurance requirements that are slightly different to other subjects. Each year, a subject specialist Standards Verifier will be allocated to verify a sample of assessed BTEC learner work and support you in working to national standards.

Qualifications covered

- BTEC Firsts (from 2012) in Children's Play, Learning & Development
- BTEC Nationals (from 2012) in Children's Play, Learning & Development
- BTEC Firsts (from 2006) in Children's Care, Learning & Development
- BTEC Nationals (from 2007) in Children's Care, Learning & Development
- BTEC specialist and short course qualifications (NQF):
 - Children's Care, Learning and Development (Level 2)
 - Children's Care, Learning and Development (Level 3)
 - Paediatric First Aid (Level 2).

7. Standards Verification for BTEC Level 4 to 7: External Examination

This chapter explains external examination, the form of standards verification for BTEC programmes at Levels 4 and above. A subject specialist Standards Verifier (EE) will be allocated to verify a sample of assessed BTEC learner work and support you in working to national standards.

Qualifications covered

- BTEC Level 4 and 5 Higher Nationals
- BTEC Level 3 and 4 Foundation Diploma in Art & Design
- BTEC Professional short courses from Level 4 to 7.