

3: 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	Details
Section 3a: 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 3b: 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 3c: Lead Internal Verifiers for BTEC (NQF)	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.

3a: 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.

A Lead Internal Verifier should be:

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

Lead Internal Verifier & centre responsibilities

Your centre must:	<ul style="list-style-type: none">• 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• identify one Lead Internal Verifier for each BTEC (NQF) programme you deliver. This may be the same person as your QCF Lead Internal Verifier.
Each Lead Internal Verifier will:	<ul style="list-style-type: none">• oversee the internal verification activity in their subject and ensure that it is consistently applied<ul style="list-style-type: none">○ Please note: the Lead Internal Verifier is not expected to undertake all the internal verification themselves• 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?

Lead Internal Verifier required?	Qualifications
A Lead Internal Verifier is required for the following qualifications:	<ul style="list-style-type: none"> • BTEC (QCF) Entry Level to Level 3 (see Section 3b) • BTEC (NQF) from 2012 and 2013 (see Section 3c)
A Lead Internal Verifier is not required for the following qualifications:	<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

Lead Internal Verifier responsibilities

A Lead Internal Verifier responsibilities	
Register as a Lead Internal Verifier with Pearson	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Support the development of assessors and internal verifiers by using the practice exercises available online • Ensure that there is an agreed assessment and verification strategy, which is fit for purpose and meets current 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, where 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 current national standards.

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.

Registering as a Lead Internal Verifier

In order to register as a Lead Internal Verifier you need an Edexcel Online account with the appropriate level of access. 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. However, you must follow the standardisation process for each Principal Subject Area and BTEC (NQF) programme that you register for.

Lead Internal Verifier registration	
Registration	<ul style="list-style-type: none">• Registration is through the OSCA platform, which is accessed via Edexcel Online. You will be able to register as a Lead Internal Verifier on OSCA from 1 August 2014• As a registered Lead Internal Verifier, you will receive information and updates, as they become available, each time you access your Edexcel Online account.
Re-registration	<ul style="list-style-type: none">• Existing Lead Internal Verifiers, you will need to confirm that you are still in the role by reinstating your registration on OSCA from 2 September and before 30 September 2014.

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 2014-15** available on the BTEC website: www.btec.co.uk/osca

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**: 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 1 August 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, your Quality Nominee should send a request to: btecdelivery@pearson.com

You **can** 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 accessed online standardisation.

You **cannot** 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.

3b: Lead Internal Verifier accreditation for BTEC (QCF)

Which qualifications does QCF 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 2013-2014/2014-15 at: www.btec.co.uk/osca

BTEC sector	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
Business and Management QCF	<ul style="list-style-type: none"> ● Business
Caring Services QCF	<ul style="list-style-type: none"> ● Health & Social care ● Emergency Care
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*
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
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
Service Industries QCF	<ul style="list-style-type: none"> ● Customer Services* ● Service Hospitality ● Travel ● Retail
Sport & Recreation QCF	<ul style="list-style-type: none"> ● Sport ● Sport & Exercise Science
* Further guidance for Lead Internal Verifier accreditation sign off can be found in each table under the Principal Subject Areas by Sector section below.	

The following Principal Subject Areas are **not** covered by Lead Internal Verifier accreditation. They will be allocated a Standards Verifier in 2014-15

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

What is new for 2014-15?

One OSCA window

Following consultation with centres during 2013-14 to plan the best approach for QCF Lead Internal Verifier accreditation, we have moved to a single OSCA online standardisation window for 2014-15. The window opens earlier and is available for longer.

OSCA online standardisation window 2014-15	
21 August 2014	Window opens
5 November 2014	Window closes
21 November 2014	Results released

The practice exercises are available and will remain so throughout the year, unless stated otherwise in the **QCF Principal Subject Areas by Sector** section of this chapter.

No level 2 QCF standardisation exercise

No QCF standardisation exercises for level 2 have been created for 2014-15, where there are replacement BTEC (NQF) Level 2 Firsts. A full range of online standardisation materials have been developed for these qualifications. Please see section 3c for details.

This will only affect you if Level 2 is the highest level of BTEC you deliver in your Principal Subject Area. Lead Internal Verifiers with an existing QCF accreditation at level 2 will remain accredited as long as they re-register.

What is accreditation?

Lead Internal Verifier accreditation	
Accreditation formally recognises you as being able to:	<ul style="list-style-type: none"> 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.
The benefits of accreditation:	<ul style="list-style-type: none"> 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 to gain accreditation

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

Stage	Activity
Induction	<ul style="list-style-type: none"> Complete a one-off induction, available here: www.btec.co.uk/osca
Registration	<ul style="list-style-type: none"> Register online via OSCA for accreditation at the highest level* of BTEC qualification your centre delivers in your Principal Subject Area.
Online standardisation	<ul style="list-style-type: none"> Undertake an online standardisation exercise via OSCA at the highest level* of BTEC qualification your centre delivers in your Principal Subject Area.
Following successful completion of the accreditation process you will:	<ul style="list-style-type: none"> 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.

* 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.

Send a transfer request to btecdelivery@pearson.com

You must include the following details:

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

Your previous Lead Internal Verifier 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 quality review & development and will need to register a new Lead Internal Verifier for the Principal Subject Area from **1 September**.

Completing online standardisation

Practice materials

Before completing the online standardisation exercise, you should download the practice standardisation exercise that relates to your Principal Subject Area. These materials are not confidential and we expect you to use them with colleagues for standardisation or training.

The practice exercises are available now and will remain so throughout the year, unless stated otherwise within the **Principal Subject Areas by Sector** section of this chapter.

Practice materials

The practice exercise comprises the following materials:

- Assignments, assessed learner work, assessor and internal verifier comments
- 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 compared with your own practice
- make notes on how the work would be assessed at your centre
- 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 practice.

The online standardisation exercise

OSCA online standardisation window 2014-15	
21 August 2014	Window opens
5 November 2014	Window closes
21 November 2014	Results released

Copies of the online standardisation exercise materials should not be distributed or discussed with colleagues.

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 online standardisation exercise follows a slightly different format to the practice standardisation materials, though the focus remains the same.

The questions in the standardisation are about the:

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

There will be 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.

Against each answer (which will be “Yes/No” or “A, B, C”) it is useful to record brief 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. You may save and return to the 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. 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.

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

Results will be issued on **21 November**. 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

If your score meets or exceeds the standardisation benchmark, you will achieve accredited status.

Accredited	
You are accredited for the current academic year and a further 3 years, subject to you:	<ul style="list-style-type: none">● remaining in post● reinstating your accreditation by re-registering each year● receiving a positive outcome from any confirmation sampling.
Next steps	<ul style="list-style-type: none">● 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 your team● Inform your Quality Nominee.

Confirmation sampling

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 are 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
- grade profiles of programmes over time
- the length of time since programmes were last sampled
- specific issues identified during quality review & development

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.

Accredited, subject to standards verification	
If you receive this result, you should:	<ul style="list-style-type: none"> ● read the Senior Standards Verifier commentary and compare it with your answers ● inform your Quality Nominee ● prepare for sampling by a Standards Verifier.
Next steps	<ul style="list-style-type: none"> ● 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.

Self accreditation not attempted

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.

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 4: 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 **30 September 2014**.

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.

A full list of BTEC (QCF) qualifications covered by each Principal Subject Area can be found using the **OSCA exercise calculator 2014-15** at: www.btec.co.uk/osca

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

Please note:

No QCF standardisation exercises for level 2 have been created for 2014-15, where there are replacement BTEC (NQF) Level 2 Firsts. A full range of online standardisation materials have been developed for these qualifications. Please see section 3c for details.

This will only affect you if Level 2 is the highest level of BTEC you deliver in your Principal Subject Area. Lead Internal Verifiers with an existing QCF accreditation at level 2 will remain accredited as long as they re-register.

Applied Sciences

Sector	Principal Subject Area	Do I need to register a Lead IV?	If I re-register, is accreditation prior to Sep 2014 valid?	Can this PSA be accredited by another?	QA process for non-accredited and new Lead IVs
Applied Sciences QCF	Applied Science (Forensic Science)	Yes	Yes	No	Lead IV accreditation via OSCA
	Applied Science	Yes	Yes	Yes (Forensic Science Level 3)	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
Applied Science (Forensic Science)	Forensic Science Level 3
Applied Science	Applied Science Level 3
	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 	

Gaining Lead Internal Verifier Accreditation via OSCA	
Principal Subject Area	Standardisation exercise
Hair and Beauty QCF	Hair and Beauty Level 3
	Hair and Beauty Level 2*
	Hair and Beauty Level 1
* There is no Level 2 BTEC (NQF) equivalent for Hair & Beauty. Therefore, there will be a QCF OSCA exercise available at level 2.	

Additional Information: Applied Sciences

- BTECs in Dental Technology and Pharmaceutical Science are not covered by Applied Science QCF Lead IV accreditation. These programmes will be allocated a Standards Verifier
- 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 if the Lead Internal Verifier has or achieves accreditation for Forensic Science Level 3.
- There is no extension of accreditation from Applied Science programmes to Forensic Science
- You are free to register one Lead Internal Verifier for Applied Science and a different Lead Internal Verifier for Forensic Science if this meets your own local requirements, but both Lead Internal Verifiers must have their own accredited status
- Please note that any standards verification required for Applied Science and Forensic Science in 2014-15 will require two separate Standards Verifiers being allocated to the 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:



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

Business and Management

Sector	Principal Subject Area	Do I need to register a Lead IV?	If I re-register, is accreditation prior to Sep 2014 valid?	Can this PSA be accredited by another?	QA process for non-accredited and new Lead IVs
Business and Management QCF	Business	Yes	Yes	No	Lead IV accreditation via OSCA
	Law	No	n/a	n/a	Direct to standards verification
	Management	Yes	n/a	n/a	Direct to standards verification

Gaining Lead Internal Verifier Accreditation via OSCA	
Principal Subject Area	Standardisation exercise
Business QCF	Business Level 3
	Business Administration Level 1 & entry
<ul style="list-style-type: none"> 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: Business and Management

- There will be no OSCA exercises for the Management sector in 2014-15. Programmes 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.

Caring Services

Sector	Principal Subject Area	Do I need to register a Lead IV?	If I re-register, is accreditation prior to Sep 2014 valid?	Can this PSA be accredited by another?	QA process for non-accredited and new Lead IVs
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
Health and Social Care QCF	Health and Social Care Level 3
	Health and Social Care Level 1 & entry

Construction and Building Services

Sector	Principal Subject Area	Do I need to register a Lead IV?	If I re-register, is accreditation prior to Sep 2014 valid?	Can this PSA be accredited by another?	QA process for non-accredited and new Lead IVs
Construction and Building Services QCF	Building Services and Civil Engineering	Yes	Yes	Yes (Construction Level 3)	Direct to standards verification
	Construction	Yes	Yes	No	Lead IV accreditation via OSCA

Gaining Lead Internal Verifier Accreditation via OSCA	
Principal Subject Area	Standardisation exercise
Construction QCF	Construction Level 3
	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: Construction and Building Services

- 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
- You are free to register one Lead Internal Verifier for Construction and a different Lead Internal Verifier for Building Services & Civil Engineering if this meets your 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 2014-15
- Whilst there will be no OSCA exercise for Building Services & Civil Engineering in 2014-15 there are Level 3 practice materials for this sector. The practice materials will assist you in understanding the required standard and we would encourage you to access these materials and utilise them for training purposes
- Please note that any standards verification sampling required for Construction and for Building Services & Civil Engineering in 2014-15 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?	If I re-register, is accreditation prior to Sep 2014 valid?	Can this PSA be accredited by another?	QA process for non-accredited and new Lead IVs
Creative Skills QCF	Art and 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
Art and Design QCF	Art and Design Level 3
	Art and Design Level 1 & entry

Gaining Lead Internal Verifier Accreditation via OSCA	
Principal Subject Area	Standardisation exercise
Creative Media Production QCF	Creative Media Production Level 3
	Creative Media Production Level 1 & entry

Engineering

Sector	Principal Subject Area	Do I need to register a Lead IV?	If I re-register, is accreditation prior to Sep 2014 valid?	Can this PSA be accredited by another?	QA process for non-accredited and new Lead IVs
Engineering QCF	Aeronautical Engineering	Yes	n/a	Yes (Engineering Level 3)	Direct to standards verification
	Automotive	Yes	Yes	No	Lead IV accreditation via OSCA
	Engineering	Yes	Yes	No	Lead IV accreditation via OSCA
	Mechanical and Manufacturing Engineering	Yes	Yes	No	Lead IV accreditation via OSCA

Gaining Lead Internal Verifier Accreditation via OSCA	
Principal Subject Area	Standardisation exercise
Vehicle Technology (Automotive) QCF	Vehicle Technology (Automotive) Level 3
	Vehicle Technology (Automotive) Level 2
<ul style="list-style-type: none"> Automotive also covers Vehicle Technology. 	

Gaining Lead Internal Verifier Accreditation via OSCA	
Principal Subject Area	Standardisation exercise
Engineering QCF	Engineering Level 3
	Engineering Level 1 & entry
<ul style="list-style-type: none"> Engineering includes Engineering, Aeronautical Engineering, Aircraft Maintenance, Electrical Engineering and Electronic Engineering and Mechanical and Manufacturing engineering. 	

Additional Information: Engineering

- Aeronautical Engineering QCF exists as a Principal Subject Area under the Engineering sector. This covers BTECs in Aeronautical Engineering and in Aircraft Maintenance. You will need to register a Lead Internal Verifier and gain accreditation via Engineering Level 3
- 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
- You are free to register one Lead Internal Verifier for Engineering and a different Lead Internal Verifier for Aeronautical Engineering if this meets your 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 Mechanical and Manufacturing Engineering and accreditation can only be gained through Engineering Level 3 in 2014-15
- Please 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.

Environment and Land-based

Sector	Principal Subject Area	Do I need to register a Lead IV?	If I re-register, is accreditation prior to Sep 2014 valid?	Can this PSA be accredited by another?	QA process for non-accredited and new Lead IVs
Environment and Land-based QCF	Agriculture	Yes	n/a	No	Direct to standards verification
	Animal Care	Yes	Yes	No	Direct to standards verification
	Countryside	Yes	Yes	No	Direct to standards verification
	Horticulture	Yes	Yes	No	Direct to standards verification
	Sustainability	Yes	n/a	Yes (Countryside)	Direct to standards verification

Additional Information: Environment and Land-based

- There will be no OSCA exercises for the Environmental and Land-based sector in 2014-15. 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 2014, 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 2014	
Agriculture	<ul style="list-style-type: none"> • OSCA Accredited gained prior to 2014: <ul style="list-style-type: none"> ○ 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 Level 3 and below • Agriculture & Land Based Technology Level 2 will also sign off Blacksmithing and Metalworking Level 2.
Animal Care	<ul style="list-style-type: none"> • OSCA Accredited gained prior to 2014: <ul style="list-style-type: none"> ○ Animal Management Level 3 ○ Animal Care Level 2 • Animal Management Level 3 will also sign off Horse Management Level 3 and below • Animal Care Level 2 will also sign off Horse Care at Level 2 and below.
Countryside	<ul style="list-style-type: none"> • OSCA Accredited gained prior to 2014: <ul style="list-style-type: none"> ○ 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 Level 3 and below • Countryside and Environment Level 2 will also sign off Fish Husbandry and Sustainability Skills Level 2 and below.
Horticulture	<ul style="list-style-type: none"> • OSCA Accredited gained prior to 2014: <ul style="list-style-type: none"> ○ Horticulture Level 3 ○ Horticulture Level 2 • Horticulture Level 3 will also sign off Floristry Level 3 and below • Horticulture Level 2 will also sign off Floristry Level 2.

Information and Communications Technology

Sector	Principal Subject Area	Do I need to register a Lead IV?	If I re-register, is accreditation prior to Sep 2014 valid?	Can this PSA be accredited by another?	QA process for non-accredited and new Lead IVs
ICT QCF	IT	Yes	Yes	No	Lead IV accreditation via OSCA

Gaining Lead Internal Verifier Accreditation via OSCA	
Principal Subject Area	Standardisation exercise
IT QCF	IT Level 3
	IT Level 1 & entry

Additional Information: ICT

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

Learning and Development

Sector	Principal Subject Area	Do I need to register a Lead IV?	If I re-register, is accreditation prior to Sep 2014 valid?	Can this PSA be accredited by another?	QA process for non-accredited and new Lead IVs
Learning and Development	Children's Care, Learning and Development Level 3	Yes	n/a	No	Direct to standards verification
	Children's Care, Learning and Development Level 2	Yes	n/a	No	Direct to standards verification
	Caring For Children Level 1 & entry	Yes	Yes	No	Lead IV accreditation via OSCA

Gaining Lead Internal Verifier Accreditation via OSCA	
Principal Subject Area	Standardisation exercise
Children and Young People	Caring For Children Level 1 & entry

Additional information: Learning and Development

- 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 21st August 2014. To view these practice materials, you must register a Lead Internal Verifier.

Performing Arts

Sector	Principal Subject Area	Do I need to register a Lead IV?	If I re-register, is accreditation prior to Sep 2014 valid?	Can this PSA be accredited by another?	QA process for non-accredited and new Lead IVs
Performing Arts QCF	Music	Yes	Yes	No	Lead IV accreditation via OSCA
	Performing Arts	Yes	Yes	Yes (Dance: Perf Arts Level 1&2 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
Music QCF	Music Level 3

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

Gaining Lead Internal Verifier Accreditation via OSCA

Principal Subject Area	Standardisation exercise
Performing Arts QCF	Performing Arts Level 3
	Performing Arts Level 1 & entry
Dance QCF	Dance Level 3

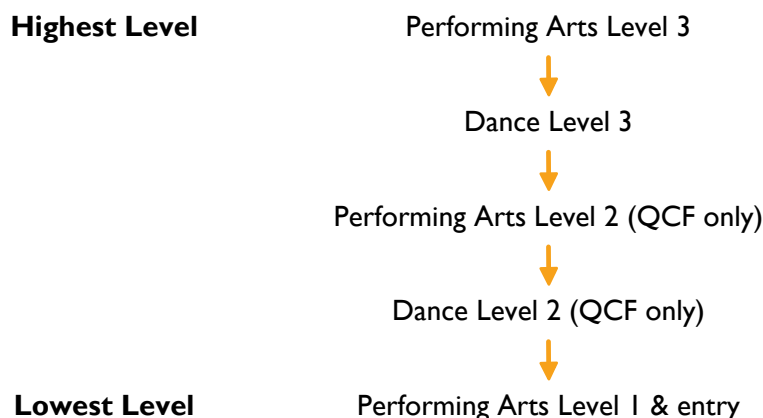
- Performing Arts Level 3 will sign off all other programmes in the Principal Subject Area
- Dance Level 3 will sign off all Performing Arts and Dance programmes at Level 2 and below. It will not sign off Performing Arts at Level 3
- Lead Internal Verifiers requiring full coverage of the PSA are advised to take a Performing Arts Level 3 exercise.

Gaining Lead Internal Verifier Accreditation via OSCA

Principal Subject Area	Standardisation exercise
Production Arts QCF	Production Arts Level 3

Additional Information: Performing Arts

- 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:



Personal and Work Skills

Sector	Principal Subject Area	Do I need to register a Lead IV?	If I re-register, is accreditation prior to Sep 2014 valid?	Can this PSA be accredited by another?	QA process for non-accredited and new Lead IVs
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
Personal and Social Development QCF	Personal and Social Development Level 2
	Personal and 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 	

Gaining Lead Internal Verifier Accreditation via OSCA	
Principal Subject Area	Standardisation exercise
Work Skills QCF	Work Skills Level 3
	Work Skills Level 2
	Work Skills Level 1 & entry
<ul style="list-style-type: none"> • Work Skills Level 3 and Work Skills Level 2, 1 and entry will sign off Science, Technology, Engineering and Maths (STEM) Leadership Skills, Learning for Life, and Employability Skills 	

Additional Information: Personal and Work Skills

- 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 2014-15.

Public and Security Services

Sector	Principal Subject Area	Do I need to register a Lead IV?	If I re-register, is accreditation prior to Sep 2014 valid?	Can this PSA be accredited by another?	QA process for non-accredited and new Lead IVs
Public and Security Services QCF	Fire Services	Yes	No	No	Direct to standards verification
	Public Services	Yes	Yes	No	Lead IV accreditation via OSCA
	Security	Yes	No	No	Direct to standards verification

Gaining Lead Internal Verifier Accreditation via OSCA	
Principal Subject Area	Standardisation exercise
Public Services QCF	Public Services Level 3
	Public Services Level 1 & entry

Additional Information: Public and Security Services

- In 2014-15 we have produced a set of practice materials for Level 2 and Level 3 in Security
- Whilst there will be no online standardisation exercise for Security or Fire in 2014-15, the practice materials will assist you in understanding the required standards. These materials will be available from 21 August 2014.

Service Industries

Sector	Principal Subject Area	Do I need to register a Lead IV?	If I re-register, is accreditation prior to Sep 2014 valid?	Can this PSA be accredited by another?	QA process for non-accredited and new Lead IVs
Service Industries QCF	Hospitality	Yes	Yes	Yes (detailed below)	Lead IV accreditation via OSCA
	Retail Level 1	Yes	Yes	No	Lead IV accreditation via OSCA
	Retail Level 2 and 3	Yes	Yes	No	Direct to standards verification
	Travel and Tourism	Yes	Yes	No	Lead IV accreditation via OSCA
	Aviation	Yes	n/a	No	Direct to standards verification
	Cleaning and Facility Services	No	n/a	No	Direct to standards verification
	Transport and Logistics	No	n/a	No	Direct to standards verification

Gaining Lead Internal Verifier Accreditation via OSCA

Principal Subject Area	Standardisation exercise
Hospitality QCF	Hospitality Level 3
	Hospitality Level 1 & entry
	Home Cooking Skills Level 2 & 1
<ul style="list-style-type: none"> 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 1 & entry will sign off Customer Services at Level 1 and below Hospitality Level 3 will sign off Home Cooking Skills. 	

Gaining Lead Internal Verifier Accreditation via OSCA

Principal Subject Area	Standardisation exercise
Retail QCF	Retail Level 1 & entry
<ul style="list-style-type: none"> There is no online standardisation exercise for Retail Level 2 and 3 in 2014-15. These qualifications will be allocated a Standards Verifier. 	

Gaining Lead Internal Verifier Accreditation via OSCA	
Principal Subject Area	Standardisation exercise
Travel QCF	Travel and Tourism Level 3
	Travel and Tourism Level 1 & entry

Additional Information: Service Industries

- 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 there are Level 3 practice materials for this sector. The practice materials will assist you in understanding the required standard and we encourage you to access these materials and utilise them for training purposes. These materials will be available from 21 August 2014.

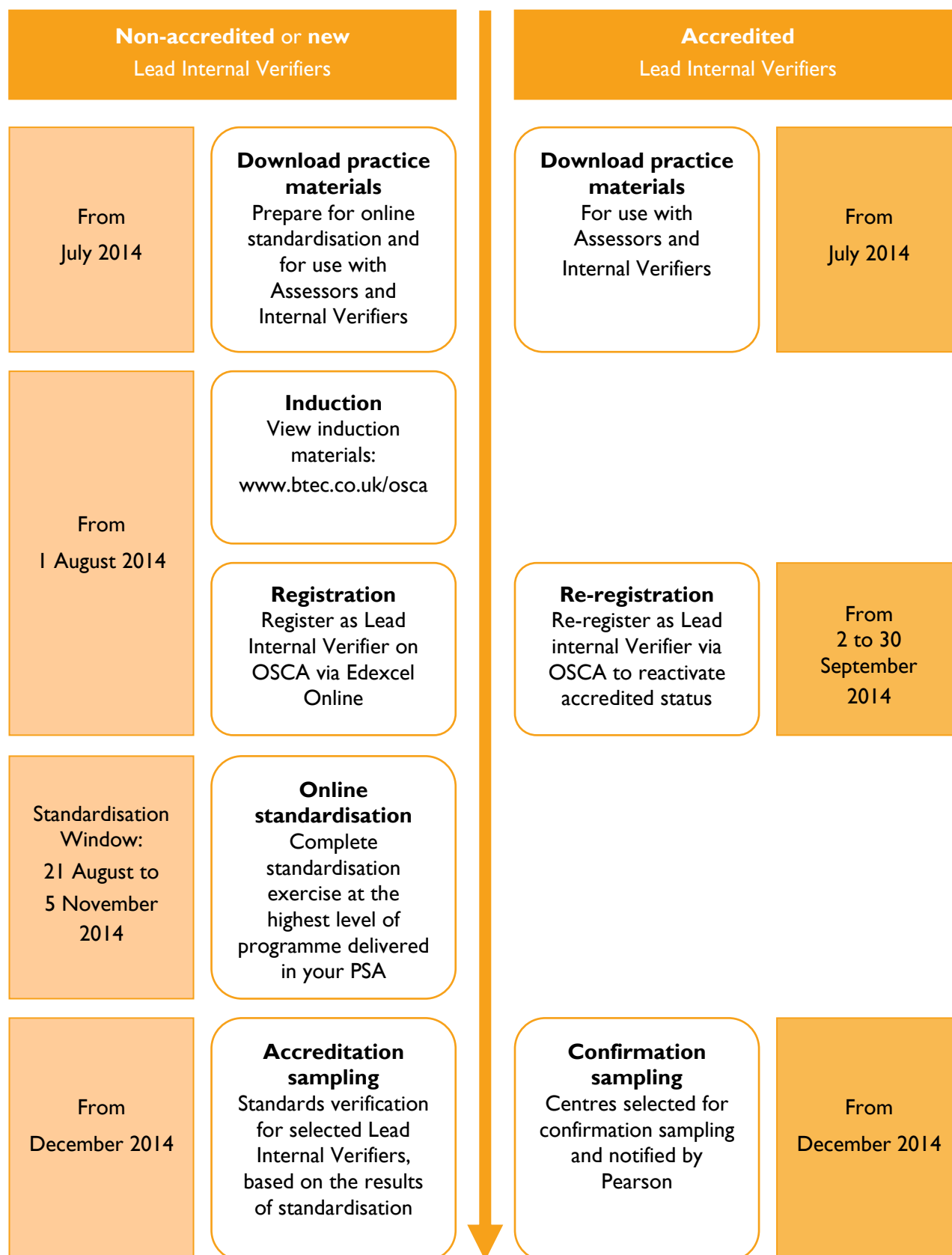
Sport and Recreation

Sector	Principal Subject Area	Do I need to register a Lead IV?	If I re-register, is accreditation prior to Sep 2014 valid?	Can this PSA be accredited by another?	QA process for non-accredited and new Lead IVs
Sport and 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
Sport QCF	Sport Level 3
	Sport 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. 	

Gaining Lead Internal Verifier Accreditation via OSCA	
Principal Subject Area	Standardisation exercise
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 Sport by Sport and Exercise Science online standardisation. 	

Process map



3c: Lead Internal Verifiers for BTEC (NQF)

Which qualifications does this section cover?

This section covers the following qualifications:

BTEC (NQF) Firsts from 2012/2013

- 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
- Public Services
- 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.

Lead Internal Verifier (NQF)

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.

Lead Internal Verifier (NQF) responsibilities

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.

A Lead Internal Verifier (NQF) responsibilities	
Register as a Lead Internal Verifier with Pearson	<ul style="list-style-type: none"> ● Register via OSCA, accessed through Edexcel Online ● Reconfirm registration each year via OSCA ● Undertake annual Lead Internal Verifier training, available as an online presentation via OSCA.
Undertake annual standardisation	<ul style="list-style-type: none"> ● 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 <ul style="list-style-type: none"> ○ There is a useful template for recording this along with your other notes within the standardisation materials.
Support assessment and internal verification within your centre	<ul style="list-style-type: none"> ● 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.