

QN Quality Focus 1: Delivering a BTEC for the first time

Starting to plan the delivery of a new BTEC programme can appear to be a daunting task. However, if you read and refer to all the guidance listed below and use the templates provided, you'll find the planning of programme delivery and quality assurance relatively straightforward!

A BTEC programme has most of its content assessed internally. A team of people will be responsible for making sure that the programme is developed and delivered appropriately and all of them will be accountable for ensuring that the quality of the programme meets national standards. Therefore, it's important that everyone involved makes full use of the support provided. We outline below what support there is available.

Roles and responsibilities at the centre

First of all, you will require the support of senior staff. Their support is critical to the success of a BTEC programme in terms of the commitment required by the staff involved, and full understanding of the objectives and outcomes of delivering a BTEC programme (in terms of funding, performance league tables and time, etc). We have produced some guides to the roles of a BTEC team here: [Web link to roles and responsibilities](#)

A BTEC staff team will typically consist of:

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| <ul style="list-style-type: none"> • Head of Centre & Senior Management • Quality Nominee • Exams Officer | <ul style="list-style-type: none"> • Programme Leader • Lead Internal Verifier • Internal Verifier • Assessor |
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BTEC Quality Assurance Processes

The responsibility for delivering and assessing a BTEC is, for a significant proportion, delegated to a BTEC team (mentioned above). Because of this, Pearson sets some quality assurance processes which support centres to deliver their BTEC programmes to national standards.

The three key quality assurance processes that ensure national standards are met at a each centre are as follows:

QMR
Quality Management Review

LIV
Lead Internal Verification

SV
Standards Verification

QMR: Pearson will make an annual check to make sure that you have the necessary quality assurance processes and policies in place to be able to deliver your BTEC programmes effectively. We will do this by allocating a Centre Quality Reviewer to **either** visit you and undergo a face-to-face review **or** undertake a remote Desk Top Review.

LIV: Every BTEC programme (from Entry to Level 3) needs a LIV to oversee that an effective system of internal verification of assignment briefs and assessment decisions takes place. There are different processes that operate for LIV's for the different BTEC suites (QCF/NQF) and you should consult the relevant section of the BTEC Quality Assurance handbook (see link below).

SV: All BTEC programmes undergo an external check on standards, (most by postal sampling) by a subject experienced academic associate appointed by Pearson.

UK BTEC Quality Assurance Handbook

To support these processes, we publish a [BTEC Quality Assurance Handbook](#) every year which provides full details on each of our quality assurance processes for the coming academic year. Each process has a separate chapter which contains the details about how each process works.

Forms and Templates

Specimen forms and templates for use with assignments and internal verification will help ensure you are meeting requirements. You can find them under **Assessment and Verification Forms** at the bottom of this page: [Web link to BTEC Assessment and verification Forms](#)

Training

We provide free training at "Getting Ready to Teach" events - invaluable for a new team starting to deliver (a) BTEC. These are run at appropriate times of the year. We also provide free network events for quality nominees which enable them to meet other QN's and receive updates on BTEC QA developments. There are lots of training events (both free and to-pay-for) throughout the year, so it's a good idea to check regularly if there are any relevant to your subject and level so that you get the most out of teaching your BTEC. [Web link to the training page](#)

Assignment Checking Service

We provide an assignment checking service to make sure your assignments are fit for purpose. You can use this service even before you start teaching your BTEC. When you have written your first two assignments, send them to our **Assignment Checking Service (ACS)** for feedback and advice: [Web link to assignment checking service](#). You can use this feedback to notify the SV that your assignment has been through the ACS process.

Support

Your Vocational Quality Advisor Team are the one-stop shop for advice and guidance on running BTEC programmes, and you can access our hub here: [Web link to BTEC Quality Nominee Information Hub](#)

Our support services include:

- Acting as the internal voice for you within Pearson
- Supporting and advising you:
 - through the annual Quality Management Review process
 - with Lead Internal Verifier queries
 - with Standards Verifier generic queries (not subject specific queries)
- Providing updates on a regular basis via our support channels in place (Newsletter)
- Providing a responsive email service to answer all your BTEC quality assurance queries (Qualitynominees@pearson.com)
- Developing and providing [resources](#) to help you address BTEC quality assurance processes; e.g, Quality Insights, Year Planner, editable templates etc.
- Providing access through the [QN Hub](#) to resources from other Pearson stakeholder departments: Centre Guides, Templates and Forms, etc.
- Don't forget you can contact us using Social media:
 - [Pearson UK Quality Nominees Facebook Group](#)
 - [QN Twitter](#)
 - [QN Community Forum](#)

Finally - for subject support (enquiries of a specific subject nature) you can contact an expert in your own subject area through the [Subject Advisors pages](#).