

Role of Quality Nominee for BTECs

Each centre is required to appoint a member of staff as the Quality Nominee. The Quality Nominee acts as the main point of contact for Pearson Edexcel and should be someone who has the capacity and authority to act for the centre.

Access to Edexcel Online is **essential** to gain information such as centre qualification programme details, registrations, the appointment of Centre Quality Reviewers and Standards Verifiers and quality reports.

The Quality Nominee will also be required to liaise with the appropriate Programme Managers and/or Lead Internal Verifiers to ensure that Centre Quality Reviewers and Standards Verifiers are able to carry out their roles.

The Quality Nominee is required to:

- Ensure that up-to-date centre contact email addresses are available, including their own details, using Edexcel Online.
- Ensure the accuracy of centre programme listings and monitor approval of BTEC programmes (including review dates).
- Monitor registrations against approved BTEC programmes.
- Liaise with Programme Managers and/or Lead Internal Verifiers to co-ordinate the effective assessment and internal verification of BTEC programmes.
- Ensure that programme teams are briefed about expectations regarding Edexcel quality assurance processes including:
 - The nomination of a Lead Internal Verifier for both QCF and NOF programmes in each Principal Subject Area.
 - Standards Verification
 - The procedures involved with the annual Quality Management Review visit.
- Liaise with Programme Managers to ensure Lead Internal Verifiers:
 - Complete induction training, available as a podcast on the Edexcel website.
 - Register for the Lead Internal Verifier role via Edexcel Online.
 - Work through OSCA practice/training materials with the programme team.
 - Confirm team members understand quality assurance processes.
 - Carry out OSCA formal exercises within the available window (QCF BTECs only).
 - Standardise team member's assessment decisions.
 - Have an awareness of the External Assessment timetable for NOF BTEC
- Monitor the results of OSCA assessments (QCF only) for each Lead Internal Verifier via the Quality Nominee view on Edexcel Online
- Liaise closely with the Programme Managers to ensure that the Principal Subject Area Lead Internal Verifiers are scheduling and monitoring internal verification across the programmes delivered in each Principal Subject Area.
- Record and manage the replacement of any Lead Internal Verifier leaving the centre.
- In the event of a Lead Internal Verifier leaving, ensure rigorous internal verification practice continues in the relevant Principal Subject Area and that another member of staff is nominated as the Lead Internal Verifier to carry out induction training,

- standardisation of the team and OSCA assessment (QCF only) during the next academic year.
- Monitor re-registration of Lead Internal Verifiers annually at the start of each academic year.
 - Monitor the standards verification process as follows:
 - Receive the Standards Verifier allocation for the specific Principal Subject Area.
 - Liaise with the Standards Verifier regarding samples required.
 - Ensure that the samples are prepared according to our guidelines and dispatched by the relevant Lead Internal Verifier in good time.
 - Monitor the results of the sampling process.
 - Check Edexcel Online for Standards Verifier reports. Ensure that Lead Internal Verifiers have access to reports and take appropriate action where necessary.

Quality Management Review

- Liaise with the Centre Quality Reviewer to organise the Quality Management Review visit and ensure that the programme teams respond appropriately to the visit requirements.
- Complete the Centre Engagement Document prior to the visit.
- Ensure documents and other evidence for the Quality Management Review visit clearly show how quality assurance is managed through quality processes within all Principal Subject Areas and qualifications delivered at the centre.
- Monitor the Quality Management Review report and manage any follow up actions within 3 months.

General operational issues

- Fulfil the Quality Nominee role in implementing myBTEC in the centre.
- Ensure parity of provision across all BTEC programmes and sites within the centre.
- Liaise with the Edexcel Regional Quality Manager regarding any quality issues.
- Encourage quality improvement across programmes by:
 - Implementing BTEC meetings and forums to disseminate good practice relating to delivery and assessment.
 - Implementing and maintaining effective processes and records for BTEC programmes.
 - Briefing vocational course teams of any changes in BTEC programmes and processes.
- Ensure continuity and succession planning is in place for all quality roles including their own.

More details regarding the Quality Nominee role can be found in the 2015-16 BTEC UK Quality Assurance Handbook:

<http://qualifications.pearson.com/en/support/support-topics/quality-assurance/btec-quality-assurance-handbook.html>