



Pearson

Annual cycle for
BTEC programmes:
*September 2015 –
July 2016*

Table in this guide identifies the various tasks in the BTEC quality assurance cycle throughout the year.





Action

**Production
of handbooks**

**Become familiar
with BTEC**

Support

Guidance for what should be included in Centre Handbook, Programme Files and Student Handbooks is available in the **Centre Guide to Managing Quality** in the **Centre Guides** section: **Key documents**

Guidance on how to deliver a BTEC course in the **Getting Started** document: **Delivering BTEC**

Action

Assignment brief writing and internal verification of all briefs

Two briefs per programme sent to assignment checking service

Production of Assessment Plans to show how the programme will be delivered

Support

- Forms and templates for QCF and NQF are available in the **Forms** section
- Assessment and internal verification forms
- Folders are provided for QCF and NQF versions
- Full guidance is available in the **Centre Guide to Internal Verification** in the **Centre Guides** section: www.btec.co.uk/keydocuments

Full details can be found at the Assignment Checking Service:
[Assignment checking service](#)

- Forms and templates for QCF and NQF are available in the Forms section: **Forms**
- Full guidance is available in the **Guides to Internal Assessment for BTEC Firsts and Nationals - Guide to internal assessment Entry - level 3**

Action

Make sure Lead IVs register or re-register each year

OSCA accreditation exercise available for QCF programmes without an accredited LIV

Support

- Lead IVs should confirm that they are still in post by re-registering on OSCA via Edexcel Online
- Full guidance can be found in the **UK Vocational Quality Assurance Handbook** **Lead internal verifier training**
- Ensure that QCF Lead Internal Verifiers complete OSCA standardisation, if applicable. There will be one OSCA window in 2015/16. This will open on Aug 20th and close on 30th October. Results will be available from Nov 20th.

Action

Quality Nominee to ensure their details are up to date and correct

Internal verification plan produced

Support

Make sure the Quality Nominee box is ticked on their Edexcel Online account: www.edexcelonline.com

Full guidance is available in the **Centre Guide to Internal Verification in the Centre Guides** section: [Guide to Internal Verification](#)

Action

Check Edexcel Online to identify the allocated Centre Quality Reviewer. Make contact to agree date for Quality Management Review visit which should take place Oct – April

Access OSCA standardisation materials, available throughout the year

Ensure that NQF Lead IVs register, download the standardisation materials and tick the box within their OSCA profile to confirm that all assessors have worked through the materials

Support

- Log into Edexcel Online at Edexcel Online: www.edexcelonline.com
- Select the **BTEC** option
- Select **Quality Review and Development**
- This will show your allocated Centre Quality Reviewer
- Click on their name to access the contact details

- For guidance on using OSCA, including OSCA Calculator: [OSCA support](#)
- For both QCF and NQF via OSCA: use these to standardise the programme team
- **NOTE** for NQF, standards verification will not take place until this standardisation has taken place

- Full guidance can be found in the **UK Vocational Quality Assurance Handbook**: [QA handbook](#)

Action

1 November - register learners and check accuracy. If this deadline is missed, there is a late fees penalty

Commence assessment & internal verification of learner work ensuring that internal verification occurs before learners are informed of the grade

Once a date is agreed for the Quality Management Review visit, ensure that the required evidence is collected from BTEC teams and Centre Engagement Document is completed

Support

Full guidance available in the **Information Manual**

Forms for QCF and NQF are available in the **Forms** section: **Forms**

Full guidance is available in the **BTEC Centre Guides to Assessment and Internal Verification** in the **Centre Guides** section: **Key documents**

Full guidance can be found in the **UK Vocational Quality Assurance Handbook: QA Handbook** chapter 2

Centre Engagement Document can be found in the **Forms** section

Action

Check Edexcel Online for Standards Verification allocations (NQF sampling and QCF confirmation or accreditation sampling). Ensure that contact is made with the Standards Verifiers to agree the requirements

Allocation of Standards Verifier (EE) for Higher level programmes

By 31 January request deletion and refund of learners registered before 1 Nov 2015 who have left

Support

- Log into Edexcel Online at Edexcel Online: www.edexcelonline.com
- Hover over External Verification and select the appropriate option
- This will show your allocated Standards Verifiers
- Click on the Standards Verifier names to access their contact details

Full guidance can be found in the **UK Vocational Quality Assurance Handbook: QA Handbook** chapter 7

Full guidance available in the **Information manual**

Contact examsofficers@pearson.com

Action

Lead Internal Verifiers to liaise with the Standards Verifier and agree the appropriate 1st sample is sent

Support

Full guidance can be found in the **UK Vocational Quality Assurance Handbook: QA Handbook** chapter 4 (QCF), chapter 5 (NQF) and chapter 6 (Children and Young People)

Action

2nd sample organised and available for the Standards Verifier if the 1st sample is blocked

Support

Full guidance can be found in the **UK Vocational Quality Assurance Handbook: QA Handbook** chapter 4, 5 or 6

Action

**End of Standards
Verification sampling
window: 1st sample for
QCF**

**Quality Review &
Development - end of
reporting window**

Support

QCF 1st samples should be verified by the end of April 2016 to allow time for any resampling

By the end of April 2016, all Quality Management Review visits should have taken place and reports submitted

Action

**End of Standards
Verification sampling
window: 2nd sample for
QCF**

Support

Any QCF 2nd samples should be verified by the end of May 2016 to ensure timely certification

Action

**End of Standards
Verification sampling
window: 1st sample for
NQF**

Support

NQF 1st samples should be verified by June 15th 2016 to allow time for any re-sampling

Action

**End of Standards
Verification 2nd sampling
(NQF)**

**Completion of certificate
claims. Double check to
ensure accuracy**

Support

NQF 2nd samples should be verified by July 15th 2016 to ensure timely certification

Full guidance available in the **Information Manual**

ALWAYS LEARNING