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**BTEC Centre Guide for
Lead Internal
Verifiers
2018/19**

Introduction

It's a regulatory requirement for centres to identify a single Lead Internal Verifier (Lead IV) for each BTEC (QCF) Principal Subject Area and each BTEC (NQF/RQF) programme being delivered. This person acts as the point of accountability for the quality assurance of these programmes.

As Lead IV, you are responsible for

- managing assessment and internal verification of units and qualifications.
- work with your Assessors and Internal Verifiers to agree an assessment and verification plan for all cohorts from the start of the programme.
- ensuring that it is fit for purpose and meets regulatory requirements before you sign it off.

This means that you should be involved in the assessment and delivery, and have a good understanding of the units being assessed.

You'll train or standardise your Assessors and Internal Verifiers to ensure that they understand national standards. By sampling assessment and verification decisions you'll ensure that activity is completed in line with your plan and that standards are applied consistently. You might only be completing the same amount of verification of other staff but you need to ensure that you sample verification and assessment across all qualifications you're responsible for.

If a learner is unhappy with their result for an assignment, you can approve a single resubmission to allow them to meet the assessment criteria targeted, providing:

- the learner submitted the work on time (or had an agreed extension)
- the tutor feels that the learner will be able to provide improved evidence without further guidance
- the learner confirmed the work was their own (by signing and dating the declaration) and the assessor has authenticated the evidence.

The tasks completed by the Lead IV are slightly different depending on the framework you're delivering so please select the relevant tab(s) below for more information. If your centre is delivering qualifications on both frameworks, we recommend that the person who registers as

Lead IV for the QCF Principal Subject Area also registers as the Lead IV for BTEC NQF/RQF programme in that sector.

Entry Level to Level 3 (QCF)

This section provides information on registering as Lead IV for BTEC (QCF) Entry Level to Level 3 programme and the accreditation process.

Registering as a Lead IV

New Lead IV's must register their details with us first. You do this by letting us know which Principal Subject Area you're responsible for confirming your details on our Online Support for Centre Assessors (OSCA) platform. Once registered, you'll need to re-register **before 30 September of each academic year**.

Top tip from the Assessment team:

Please see our OSCA Quick Start Guide on how to register [here](#)

A Principal Subject Area is a sector-specific group of BTEC (QCF) programmes from Entry Level to Level 3. You need to tell us about the highest level of qualification your centre deliver within your Principal Subject Area.

Only one Lead IV can be registered per BTEC (QCF) Principal Subject Area each year, so you may need to wait for registration to lapse on 1 August before registering if you're taking over from a colleague. Although the accredited status belongs to the Lead Internal Verifier, it will allow your centre to claim certification for learners for the remainder of the academic year, providing you're able to demonstrate you're operating to national standards during your Quality Management Review (QMR) visit.

You can find out more about **Quality Management Review [here](#)**



Your Quality Nominee can ask for us to withdraw a Lead IV registration to allow you to register earlier if the current Lead IV is incapacitated or on long term absence, has left your centre or has not yet accessed online standardisation.

We won't be able to withdraw a Lead IV if they've 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, learners will be certificated through the Standards Verification process or through intervention by the Principal Standards Manager.

Please visit our OSCA Support page [here](#) to find:

- Lead IV induction training
- OSCA support for BTEC
- OSCA calculator

Accreditation

As Lead IV, you'll be given the opportunity to gain 'accreditation' through an online standardisation exercise. Accreditation formally recognises your ability to:

- ensure assessment meets national standards
- implement internal verification to achieve standards across a team
- maintain quality for the programmes within your Principal Subject Area.

Gaining accreditation reduces the number of times you need to undergo standards verification during the accreditation period, reducing the burden of sampling.

To gain accreditation, you need to complete the online standardisation exercise within the published window 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 do this.

You can find out more about **Standards Verification for Entry Level to Level 3** [here](#)



Please Note: *Are you are an existing QCF LIV and your registration is running out in 2018 and you are moving to our new 2016 BTEC Nationals*

If you are registering no new learners on your QCF programme we will extend your OSCA accreditation by a further year to allow your remaining QCF learners to certificate without the need for further standards verification

Practice Online Standardisation

Once you're registered as Lead IV, you can download practice standardisation materials from previous years that relate to your Principal Subject Area from OSCA. The practice materials consist of:

- assignments, assessed learner work, assessor and internal verifier comments
- questions, with a blank answer form
- Senior Standards Verifier (SSV) commentaries and answers.

Practice materials aren't confidential and we expect you to use them to prepare for online standardisation and to train or standardise your Assessors and Internal Verifiers on national standards. To get the most from the materials, we suggest you:

- print off the practice materials and make notes on how the work would be assessed at your centre, comparing the work to your own practice
- have a go at answering the questions, then compare your responses to those provided by the SSV. You can use the commentaries to help understand the rationale for the SSV's decisions/answers.
- make notes on any implications for your centre's assessment and quality assurance practice

Online Standardisation (attempting accreditation)

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

The Online Standardisation window for 2018-19 is as follows:

| Date | Activity |
|-----------------|------------------|
| 24 August 2018 | Window opens |
| 19 October 2018 | Window closed |
| 2 November 2018 | Results released |

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'll be asked to make judgements and answer 28 questions on the evidence provided. There will be a combination of Yes/No and multiple choice questions which focus on 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.

The online standardisation exercise follows a slightly different format to the practice standardisation materials, though the focus remains the same. We recommend that you print off all the materials as soon as possible, and complete the standardisation exercise offline before entering answers online

When entering your answers online, you should save your work regularly. Against each answer you can record comments, which aren't reviewed as part of the standardisation scoring but can be helpful when you're checking your answers. You can return to (and amend) your saved answers until the window closes, so don't need to enter all of the information online in one go. However, once you've started any part of any exercise, you need to ensure you complete it in full before the end of the window

Top tip from the Assessment team:

It's important for you to allow enough time to complete all the questions of within the standardisation window. Rushing through or failing to complete all parts of an exercise are the most common reasons for not gaining accreditation

The outcome of online standardisation

We'll let you know how you did in the online standardisation exercise on 2 November and publish the Senior Standards Verifier's (SSV) answers and commentary on OSCA. There are two possible outcomes:

Accredited

You've gained accredited status for the rest of this academic year and for the following 3 academic years subject to you:

- remaining in post
- reinstating your accreditation by re-registering each year
- receiving a positive outcome from any confirmation sampling.

You should let your Quality Nominee know you've gained accreditation and brief the rest of your team.

Although your score met or exceeded the standardisation benchmark, you should **read the SSV's commentary and compare to your answers** to see if there any implications for your centre's assessment and quality assurance practice.

Accredited, subject to standards verification

Based on your results, we feel that you would benefit from immediate support. We'll allocate you with a **Standards Verifier to support you in gaining accreditation and undertake sampling.**

You should let your Quality Nominee know prepare for standards verification. If, following first sampling, your Standards Verifier is confident that national standards are being maintained, you'll be granted full accredited for the rest of this academic year and for the following 3 academic years subject to you:

- remaining in post
- reinstating your accreditation by re-registering each year
- Receiving a positive outcome from any confirmation sampling.

If your standards verifier blocks your centre, you will have to retake OSCA in the following year in order to gain accreditation.

It's not possible to retake the standardisation exercise during the same academic year but you should read the SSV's commentary and compare to your answers to see if there any implications for your centre's assessment and quality assurance practice.

Q: What if I do not take the OSCA exercise but still need accreditation?

Self-accreditation not attempted

We'll allocate a Standards Verifier to any Principal Subject Area for which you have active learner registrations but haven't attempted online standardisation.

You'll undergo standards verification but won't be able to gain accreditation - even if your Standards Verifier confirms you're meeting national standards.

A Lead Internal Verifier will need to register and complete online standardisation in the following academic year.

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

2012 Firsts and 2016 Nationals and Introductory Level 1

This section provides information on registering as a Lead IV for the Introductory Level 1 suite, BTEC 2012 Level 1/ 2 Firsts and 2016 Nationals programmes.

Registering as Lead IV

Introductory Level 1

The Lead IV for the Introductory Level 1 registers across the suite and not as individual sectors, one Lead IV is registered for Introductory Level 1 for each centre.

BTEC 2012 Level 1/ 2 Firsts and 2016 Nationals

There are differences between the new BTEC Nationals Level 3 and existing BTEC Firsts Level 1/2 qualifications. If you are running both levels we do encourage you to complete both sets of materials to support you with the delivery of each qualification.

When you become a Lead IV you will need to complete online training and let us know which programme you're responsible for by confirming your details on our Online Support for Centre Assessors (OSCA) platform.

Before 30 September of each academic year, you'll need to log into OSCA to re-register as Lead IV to confirm you're still responsible for your programme and complete the latest version of the training.

Once registered, you need to work with your Assessors and Internal Verifiers to agree an assessment and verification plan for all cohorts from the start of the programme. As Lead IV, you're responsible for ensuring that it is fit for purpose and meets regulatory requirements before you sign it off. Your Standards Verifier will ask to see these documents when planning your sample.

Standardisation

Once you're registered as Lead IV, you'll be able to access standardisation material, which you should use to train or standardise your Assessors and Internal Verifiers. The standardisation material will include:

- assignments, assessed learner work, assessor and internal verifier comments
- questions
- Senior Standards Verifiers (SSV) commentaries and answers.

Top tip from the Assessment team:

To get the most from the materials, we suggest you:

- print off the practice materials and make notes on how the work would be assessed at your centre, comparing the work to your own practice
- have a go at answering the questions, then compare your responses to those provided by the SSV. You can use the commentaries to help understand the rationale for the SSV's decisions/ answers
- make notes on any implications for your centre's assessment and quality assurance practice.

2017 Tech Awards and Technicals

For 2018/19, the following Tech Awards have OSCA materials available:

- Engineering Tech Award
- Enterprise Tech Award
- Health and Social Care Tech Award
- Performing Arts (Dance) Tech Award
- Performing Arts Tech Award

A bank of standardisation questions that you can use alongside our published authorized assignment briefs and sample marked learner work is available for all other Tech Awards and Technicals.



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 2018-19** [here](#)

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

Please note

No QCF standardisation exercises for level 2 has been created this year, where there are replacement BTEC (NQF) Level 2 Firsts. A full range of online standardisation materials have been developed for these qualifications.

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 2017 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 |

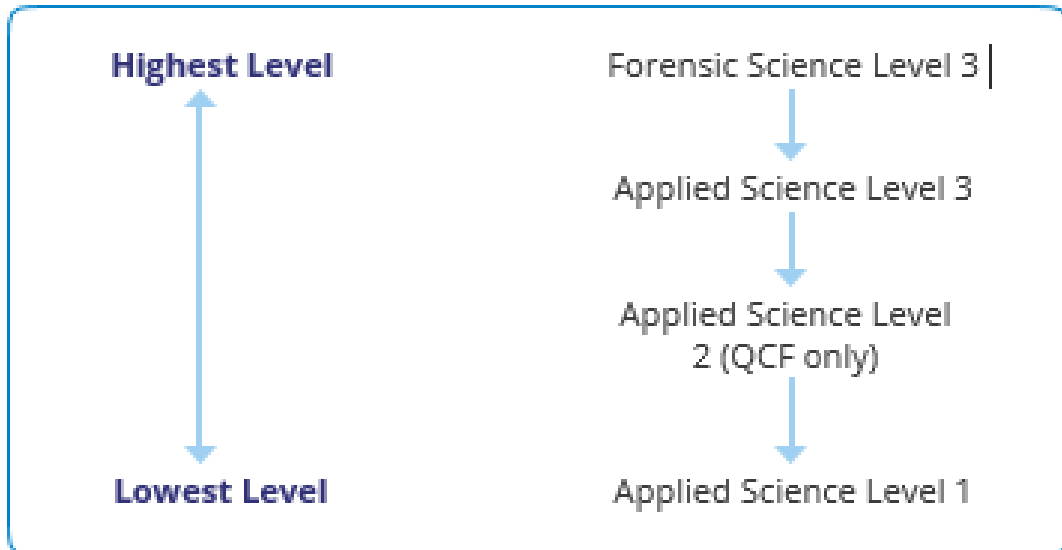
| Gaining Lead Internal Verifier Accreditation via OSCA | |
|---|--------------------------|
| Principal Subject Area | Standardisation exercise |
| Applied Science (Forensic Science) | Forensic Science Level 3 |
| Applied Science | Applied Science Level 3 |
| | Applied Science Level 1 |

- 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

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 2018-19 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 2017 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 and Applied Law sectors in 2018-19. Programmes will continue to undergo standards verification annually
- New Practice materials will be made available for the Management and Applied Law sectors 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 2017 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 |
| Hair & Beauty QCF | Hair & Beauty | 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 |

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.

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 2017 valid? | Can this PSA be accredited by another? | QA process for non-accredited 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 2018-19
- Whilst there will be no OSCA exercise for Building Services & Civil Engineering in 2018-19 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 2018-19 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 2017 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 2016 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 2018-19
- Please note that any standards verification sampling required for Engineering and for Aeronautical Engineering in 2018-19 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 2017 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 2018-19. Programmes in 2018-2019 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
- 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. The materials will be available at all times throughout the year

| | |
|--------------|---|
| Agriculture | <ul style="list-style-type: none"> • OSCA Accredited gained prior to 2017: <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 2017: <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 2017: <ul style="list-style-type: none"> • Countryside and Environment Level 3 or 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 2017: <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 2017 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 2017 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

Performing Arts

| Sector | Principal Subject Area | Do I need to register a Lead IV? | If I re-register, is accreditation prior to Sep 2017 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 |

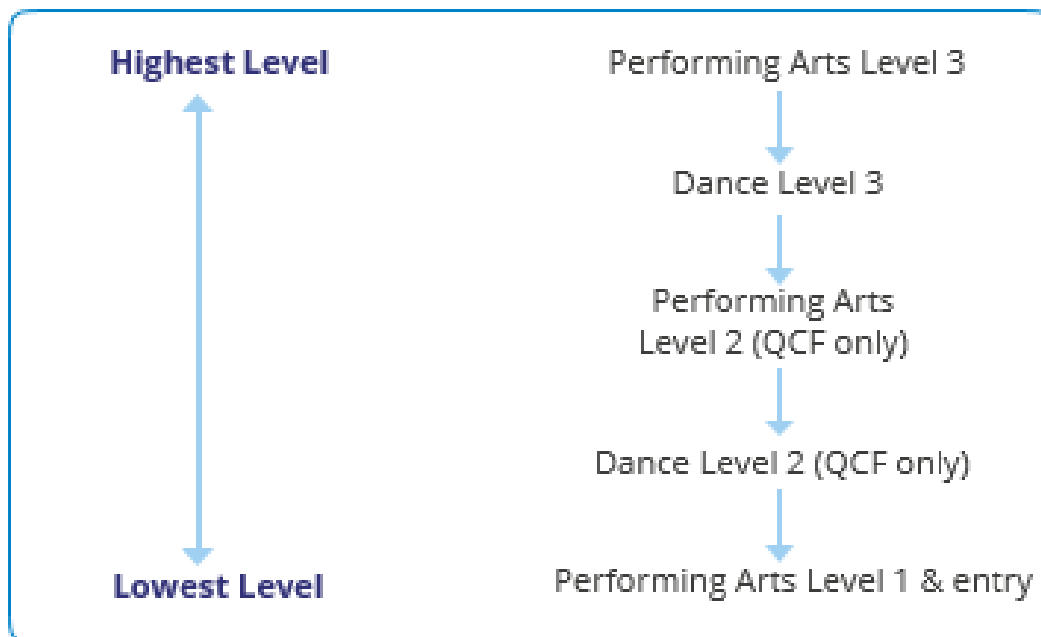
- Performing Arts Level 3 will sign off all other programmes in the Principal Subject Area
- Dance Level 3 will sign off all Performing Arts and Dance programmes at Level 2 and below. It will not sign off Performing Arts at Level 3
- Lead Internal Verifiers requiring full coverage of the PSA are advised 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 2017 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 2018-19.

Public Services

| Sector | Principal Subject Area | Do I need to register a Lead IV? | If I re-register, is accreditation prior to Sep 2017 valid? | Can this PSA be accredited by another? | QA process for non-accredited and new Lead IVs |
|---------------------|------------------------|----------------------------------|---|--|--|
| Public Services QCF | Public Services | Yes | Yes | No | Lead IV accreditation via OSCA |

| 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: Security and Fire Services

- Fire Services and Security which were previously listed in 2017/18 handbook under this sector now sit within Technical and Professional Assessment.

Service Industries

| Sector | Principal Subject Area | Do I need to register a Lead IV? | If I re-register, is accreditation prior to Sep 2017 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 2018-19. These qualifications will be allocated a Standards Verifier. | |

| 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

Sport and Recreation

| Sector | Principal Subject Area | Do I need to register a Lead IV? | If I re-register, is accreditation prior to Sep 2017 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 Sciences | Yes | Yes | No | Lead IV accreditation via OSCA |

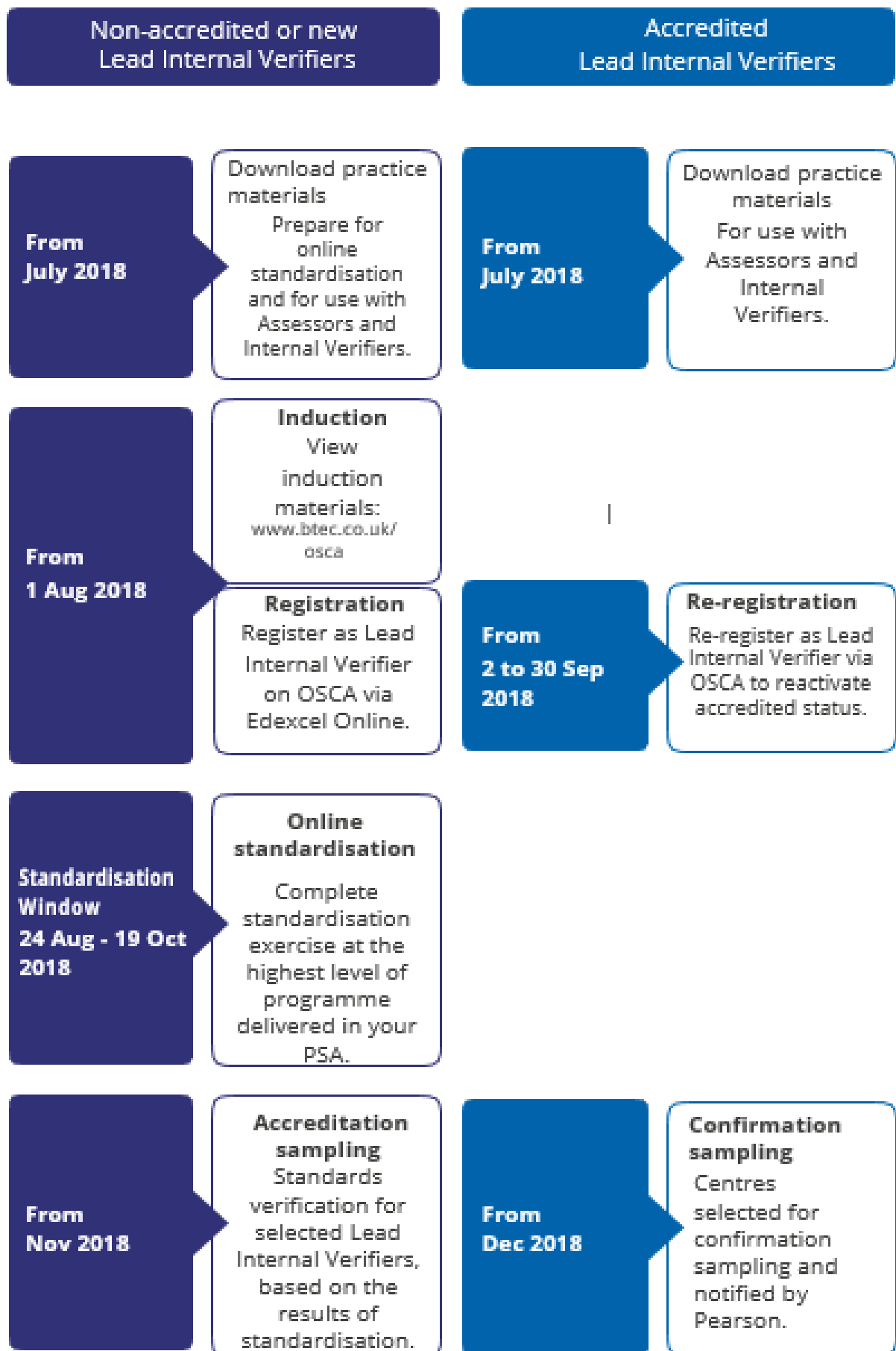
Gaining Lead Internal Verifier Accreditation via OSCA

| 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 Sciences by Sport online standardisation. | |

Gaining Lead Internal Verifier Accreditation via OSCA

| Principal Subject Area | Standardisation exercise |
|---|-------------------------------------|
| Sport and Exercise Sciences QCF | Sport and Exercise Sciences Level 3 |
| <ul style="list-style-type: none"> Please note that there is no sign off of Sport by Sport and Exercise Sciences online standardisation. | |

Process Map





3c:
Lead Internal Verifiers
for BTEC (NQF/RQF)



Which qualifications does this section cover?

This section covers the following qualifications:

| BTEC Firsts from 2012/2013 | BTEC Nationals from 2016/17 |
|---|---|
| <ul style="list-style-type: none"> • Animal Care • Applied Science • Art • Business • Construction • CPLD • Dance • Engineering • Equine Studies • Health & Social Care • Hospitality • IT • Media • Music • Performing Arts • Production Arts • Public Services • Sport • Travel & Tourism | <ul style="list-style-type: none"> • Animal Management • Applied Science • Applied Law • Art & Design • Business • Computing • CPLD • Creative Media • Dance • Engineering • Enterprise • Health & Social Care • IT • Music • Music Technology • Performing Arts • Production Arts • Sport • Sport & Exercise Science |

Additional Information:

- IT & Computing – If you are running our IT & Computing Nationals from 2016 you can register as Lead IV for each qualification individually or If you register for IT you can access both IT & Computing standardisation materials.
NB by registering as Lead IV for computing you can only access Computing standardisation materials
- Performing Arts & Dance - If your centre is running both Performing Arts and Dance programmes you will need to register a Lead IV for each Principal Subject Area. Please note, this can be the same person. Separate OSCA exercises are available for Performing Arts and Dance (Firsts and Nationals) and your registration will enable us to allocate a subject specific Standards Verifier for annual sampling. NB there is nochange to the Performing Arts or Performing Arts (Dance) qualifications.

Who should be a Lead Internal Verifier for BTEC (NQF/RQF)?

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/RQF) in their subject, as the responsibilities of the role are similar across all BTECs.

| Lead Internal Verifier (NQF/RQF) | |
|-------------------------------------|---|
| A Lead Internal Verifier should be: | <ul style="list-style-type: none">• Othe 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/RQF) responsibilities

There is no requirement for a Lead Internal Verifier to gain accreditation for BTEC (NQF/RQF). Certification is released each year by successful completion of Standards Verification.

| A Lead Internal Verifier (NQF/RQF) 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 • 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. |

