



BTEC Centre Guide to Quality Assurance 2021/22



1. Introduction

This guide provides you with the information you need to deliver BTEC Quality Assurance in 2021/22. We want to make delivering a BTEC as simple as possible, provide all the support you need from the start and tailor our Quality Assurance process towards your needs to ensure you can be confident in the assessment of BTEC qualifications.

We're here to help

If you need more information or support at any stage, please do contact us and we will do our very best to help.

For all enquiries please use the [contact us](#) link on any of our website pages. Select 'send us a message' and then complete the form in as much detail as possible to ensure a timely response by our teams. Including your centre number will help us to quickly find your records.

Version Control

Version	Description	Changed by	Date
0.3	Page 17: Removal of criteria 8	Set Up and Delivery Manager - BTEC Internal Assessment	03/12/2021
0.3	Page 19: Date for receipt of programme ratings amended	Set Up and Delivery Manager - BTEC Internal Assessment	03/12/2021
0.3	Page 20: Date for programme rating appeals amended.	Set Up and Delivery Manager - BTEC Internal Assessment	03/12/2021

2. UK Qualifications Covered by BTEC Quality Assurance

This guide provides you with the information you need to deliver quality assurance for the following BTEC programmes:

- BTEC 2012 BTEC Level 1/2 Firsts
- BTEC Tech Awards
- BTEC Level 2 and 3 Technicals
- BTEC Level 3 Nationals (from 2016)
- BTEC 2010 QCF Level 3 Nationals, Specialists, Level 1 and Entry Level

The following qualifications are subject to the Work Based Learning (WBL) Quality Assurance Lead Standards Verifier activities:

- Level 1 – 7 Pearson Edexcel and Pearson NVQs and competence-based qualifications regulated by Ofqual
- Pearson Scottish Vocational Qualifications (SVQs) regulated by SQA Accreditation
- BTEC Apprenticeship frameworks (except the Functional skills suite)
- BTEC Security and Fire qualifications
- BTEC PSD, Work Skills and Skilled for Life
- BTEC Entry Level Vocational (from 2019)
- BTEC Introductory Suite (from 2016)

The following qualifications will need to complete the Annual Declaration but will remain subject to External Examination:

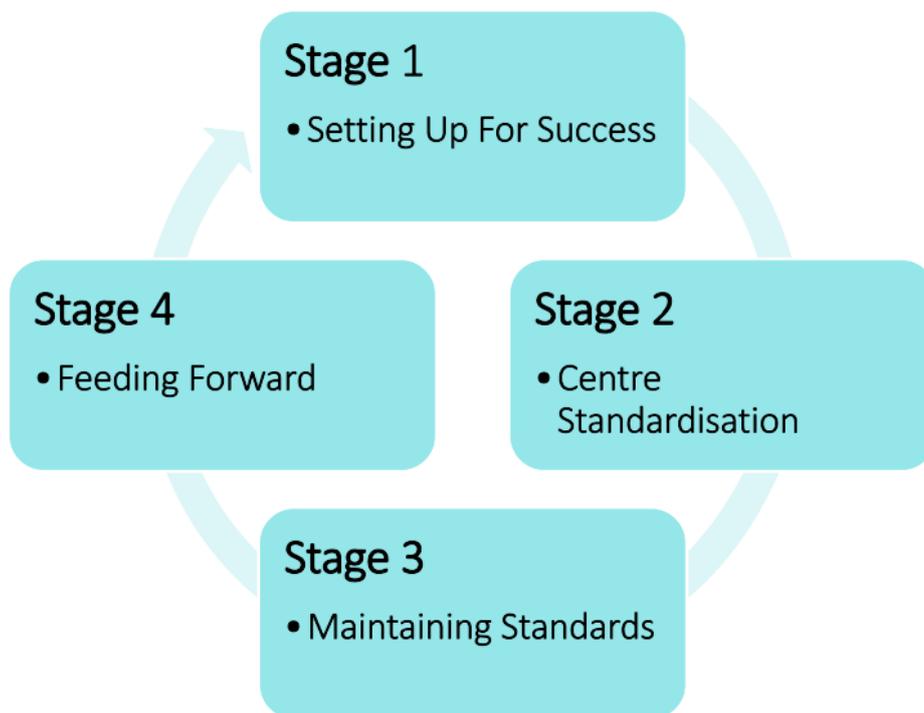
- Higher Nationals
- Level 4 – 7 BTEC Professional Qualifications

If you are a Private Training Provider delivering BTEC Level 4-7 qualifications these will remain subject to Academic Management Review (AMR) and External Examination.

3. The BTEC Quality Assurance Cycle

BTEC Quality Assurance Cycle is a four-stage process. The cycle has been designed to allow Pearson to:

- work in partnership with you with a collective responsibility in ensuring every learner receives the right result for their BTEC qualifications
- tailor our approach to provide you with more individualised and targeted advice and activity
- allow everyone involved at each stage of the process to understand their role
- ensure that you are managing appropriate quality assurance systems and procedures



The next section of this guide will explain each stage of the process in detail and provide some of our most Frequently Asked Questions to support you.

Stage 1 Setting Up for Success

Annual Centre Declaration

In September, the Quality Nominee and Head of Centre will need to complete the Annual Centre Declaration. The Declaration must be signed electronically by your Head of Centre and Quality Nominee to confirm that staff holding these roles understand and agree to their responsibilities.

The purpose of the Declaration is for you to confirm that all policies and procedures required for the delivery of BTEC qualifications are in place, effective and have been contextualised for your centre. The Declaration also serves as your acceptance of Pearson's Terms and Conditions of Centre Recognition and Qualification Approval for delivering BTEC qualifications. It will also enable you to tell us about any changes to your centre that might require our support or endorsement.

All Annual Centre Declarations will be subject to review by Pearson.

Frequently Asked Questions

How do I access the Annual Centre Declaration?

The Annual Centre Declaration is a word document which can be found on Edexcel Online under BTEC Annual Centre Declaration in the left-hand menu. You will need to download a copy, complete all sections of the declaration then upload to Edexcel Online.

What is the deadline for submission of the Centre Declaration?

You will need to submit your declaration by 30 September 2021.

Is there a requirement to complete a self-assessment statement?

No. This is not a requirement for BTEC qualifications.

What policies do we need to have in place?

You are required to have in place the following policies and procedures for managing:

- Equality and Diversity
- Safeguarding
- Health and Safety (including any arrangements for employer Involvement)
- Distance and/or Blended learning (if applicable)
- Special Consideration and Reasonable Adjustment
- Recognition of Prior Learning

- Registration and Certification of Learners
- Assessment
- Internal verification
- Plagiarism and Assessment Malpractice
- Appeals & Complaints
- Employer Involvement (if appropriate)
- Consortia / Collaboration arrangements (if applicable)

All policies and procedures must be reviewed and evaluated annually. Your centre policies and procedures must be detailed and contextualised in terms of how BTEC programmes and their quality assurance work in your centre. Although you will not have to send them all to Pearson for review, the policies and procedures may be requested if an issue arises during the quality assurance cycle.

[My centre delivers both BTEC and Work Based Learning qualifications. Do we need to complete the Centre Self-Assessment too?](#)

This will depend on the size of your provision for each qualification type. If you have significant registrations on programmes within each quality assurance model, then you will have to undergo both processes and should complete all required documentation.

[Can we commence the teaching and assessment of a BTEC programme and register the learners just before claiming certification?](#)

No. You must register learners before commencing any teaching and assessment of a BTEC qualification. Failure to do so will be in breach of your Terms of Approval and may result in sanctions being applied to your centre.

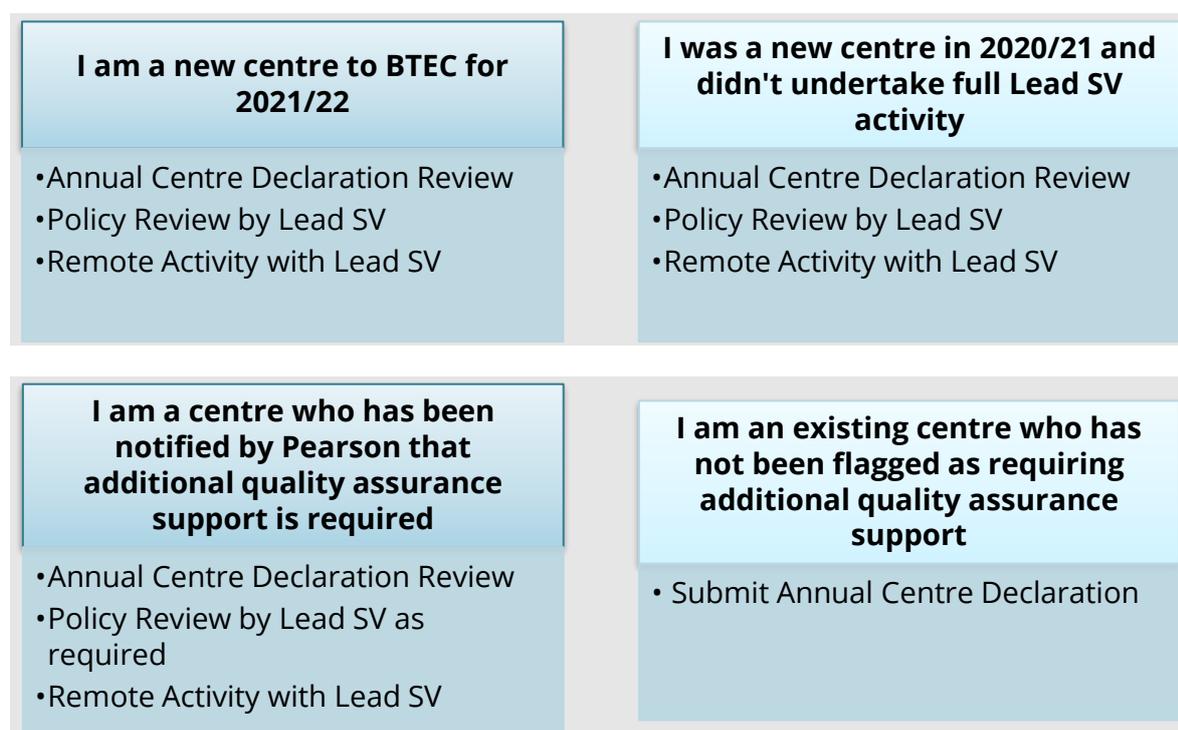
BTEC Lead Standards Verifier Activity

Overview of Activity

In 2021/22, a BTEC Lead Standards Verifier (Lead SV) or Pearson Quality Advisor will be assigned to support centres who are either new to BTEC or who have been identified as requiring additional quality assurance support.

Centres who do not fall into either category will be required to submit their Annual Centre Declaration only. Providing this is found to be fit for purpose and no concerns are raised, centres will not be required to undertake activity with a Lead Standards Verifier or Pearson Quality Advisor.

The diagram below sets out how each activity has been assigned:



Frequently Asked Questions

[Why could a centre be identified as requiring additional quality assurance support?](#)

There are a range of reasons why a centre may have been identified. These include:

- Issues found during the previous year's quality assurance cycle
- Newly merged or de-merged centres
- An adverse understanding and application of BTEC assessment methodology

- Maladministration
- Inappropriate/insufficient quality policies/procedures in place
- A high volume of grade adjustment requests received
- Late registration of learners
- Programmes being delivered without approval
- A malpractice investigation
- Collaborative arrangement concerns

Leaving issues unresolved can result in the qualification requirements not being met, a lack of validity and reliability in assessment decisions, an increased risk of malpractice and, ultimately the unsecure certification of learners. It is therefore important that Pearson works with centres at this early stage of the quality assurance cycle to provide support and correct any issues.

As in previous years, **all** centres delivering BTEC programmes will continue to receive ongoing support from the Pearson Quality Advisor team.

How will I know if my centre will be subject to Lead Standards Verifier activity this year?

We will write to you to let you know if you will be subject to Lead Standards Verifier activity by 11 October 2021. If you do not hear from us by this date, then you will be required to submit your Annual Centre Declaration only.

For how many years will a Lead Standards Verifier be allocated to my centre?

Building a relationship with our customers is important to us, therefore we have pledged that Lead SVs will be allocated to centres for 5 years where possible.

What if I am a centre offering both BTEC and WBL qualifications, which Lead Standards Verification activity do I follow?

This will depend on the size of your provision for each qualification type. If you have significant registrations on programmes within each quality assurance model and have been flagged for BTEC Lead SV activity, then you will have to undergo both processes and should complete all required documentation.

Will Welsh and Gaelic speaking centres be able to have an appropriate bi-lingual Lead Standards Verifier?

Where possible, and Welsh or Gaelic speaking Lead Standards Verifiers are available, we will aim to allocate in this way.

Please remember that the Pearson Language Policy states that all BTEC quality assurance activities must be conducted in English and requires all BTEC policies and procedures to be translated into English. All evidence requested for the Lead Standards Verifier activity must be provided in English.

BTEC Lead Standards Verifier Remote Activity

The Lead SV will conduct up to a full day's activity between October to December 2021. This timeframe will ensure programme ratings are finalised by January, ahead of a Standards Verifier being allocated to your BTEC programmes as required.

The purpose of the Lead SV activity is to:

- Meet individually with identified Lead IVs
- Review internal assessment processes to ensure accurate outcomes for learners
- Work with you to ensure continual improvement
- Provide or signpost support required by BTEC teams
- Identify any actions to improve programme delivery or QA systems
- Triangulate evidence with Pearson held data to assign a final programme rating for your BTEC standard verification schedule

Once allocated, your Lead SV will contact your Quality Nominee to arrange an initial telephone or video call to introduce themselves and get to know your centre. During this conversation, the Lead SV will agree a mutually convenient date for the activity. The conversation will also provide the opportunity to initially discuss the programme ratings assigned to BTEC programmes in your centre. There will also be the opportunity to discuss any outstanding actions or issues from the previous year's quality assurance cycle.

Your Lead Standards Verifier will have access to the following information for your centre to help them prepare and support you:

- BTEC programmes being delivered in 2021/22 and the volume of learner registrations (providing registrations have been made)
- Historical standards verification and quality assurance reports
- Programme ratings assigned to BTEC programmes

Please Note: The purpose of this activity is to support your centre to be successful. It is not an inspection.

Frequently Asked Questions

Will the phone call from the Lead Standards Verifier be pre-arranged to allow the Quality Nominee to prepare?

Yes. A mutually convenient time will be arranged to ensure the call takes place at a time suitable for both parties.

Will the Lead Standards Verifier meet with learners?

No. There is not a requirement for Lead Standards Verifiers to meet with learners.

Arranging the Remote Meeting

The activity plan (Appendix A) will outline the schedule for the day and will be agreed at least 1 week prior to the activity date. The Lead Standards Verifier will identify which Lead IVs they will need to meet with and will request that the Quality Nominee arranges convenient timings for the meetings to take place based on your centre's needs. The meeting will take place remotely using the virtual meeting software used in your centre e.g., Microsoft Teams, Skype, Zoom, Google Hangouts.

The activity should not require onerous cover arrangements and each Lead IV will be required for approximately 30 minutes. If there is a need to amend the schedule due to unforeseen circumstances please do let the Lead Standards Verifier know so that they can plan accordingly, but do not worry if changes must be made on the day. The Lead Standards Verifier is there to be supportive and flexible and will understand that sometimes changes are unavoidable.

The activity plan will also outline any evidence that the Lead Standards Verifier will need to see either on the day or to request the evidence is sent through prior to the activity date. If there are specific queries that arise on the day then the Lead Standards Verifier may ask to see other documentation, such as a policy relating to BTEC programmes for that issue.

The Day of the Meeting

At the start of the meeting, the Lead Standards Verifier will engage in an initial discussion with the Quality Nominee to pick up areas discussed during the initial telephone conversation and to ensure the Lead Standards Verifier has the most up to date information for your centre.

The Lead Standards Verifier will then **meet individually** with the Lead IVs as agreed.

The purpose of this is:

- to confirm that each Lead IV understands their own role in managing the assessment team in their subject area
- to review evidence for quality assurance processes, providing judgements and feedback against the Lead Standards Verifier Objectives and Measures framework
- to triangulate all information available to inform the standards verification schedule for that subject
- to confirm a robust and effective quality assurance process is in place for the subject which allows for valid and reliable assessment to take place

Frequently Asked Questions

Due to staff availability, we are unable to facilitate all Lead IV meetings in one day. What can we do?

Where possible Lead IV meetings should take place on the same day to support Lead Standards Verifiers with managing their caseload of centre allocations. However, there may be instances when this can't be arranged. Please speak to your Lead Standards Verifier to arrange a mutually convenient time for them to meet with the Lead IV.

Can we send documentation ahead of the day of the meeting?

Yes. Please discuss requirements with your Lead Standards Verifier.

Can we record the meeting?

No. Due to GDPR legislation, meetings must not be recorded. Your Lead Standards Verifier will include a summary of discussions and detail any required actions in their report.

Will the Quality Nominee be required to sit in the online meeting all day?

No. The Quality Nominee will not be required to sit in the meeting all day.

Some staff are not scheduled to meet with the Lead Standards Verifier but would like to speak to them. Can this be arranged?

The Lead Standards Verifier will also be available to support assessment staff throughout the day who are welcome to 'drop in' with any queries concerning the delivery and assessment of BTEC qualifications. Please speak to your Lead Standards Verifier to discuss and arrange.

Can the Quality Nominee be part of the Lead IV meetings?

We will require Lead IVs to meet individually with your Lead Standards Verifier. This is to ensure the Lead Standards Verifier can provide individual and targeted support to the Lead IV whilst obtaining an honest appraisal of the quality assurance cycle for that subject area. Lead SVs will be focused on BTEC and cannot be drawn into any conversations relating to content outside of their remit.

What will be the time delay in issuing the report if this needs to go through quality assurance checks by the Lead Standards Verifier's Team Leader?

Lead Standards Verifiers will have 10 working days from the date of their activity with you to submit their report. They will be subject to quality assurance checks from their Team Leader to ensure their decisions and report writing are appropriate. We have stated this activity needs to take place within the first 5 working days to minimise delays of issuing reports to BTEC customers.

Can inexperienced or new Lead IVs have a buddy or other member of staff with them during their meeting with the Lead Standards Verifier?

Yes. This is acceptable and Lead Standards Verifiers have been informed of this decision.

Outcomes from the Lead Standard Verifier Remote Activity

Following the remote activity, the Lead Standards Verifier will submit a report to Edexcel Online within 10 working days, providing feedback on the criteria listed in Appendix B. This will show one of the following outcomes:

Outcome	Description
Submitted	<p>Your Lead Standards Verifier has confirmed that your centre is meeting the expectations outlined in the Quality Objectives and Reliability of Assessment Criteria. This means that certification at Centre Level is released* for this academic year and no further action is required.</p> <p><i>*Programmes remain subject to standards verification to release certification at programme level.</i></p>
Pending - Centre Actions Required	<p>Your Lead Standards Verifier has identified essential actions that need to take place to ensure full compliance with the Quality Objectives and Reliability of Assessment Criteria.</p> <p>This means certification is temporarily suspended at Centre Level. You will need to provide sufficient evidence for the set actions within 1 month to your allocated Lead Standards Verifier.</p>
Certification Released	<p>Set actions have been fully met and certification is now released* at centre level.</p> <p><i>*Programmes remain subject to standards verification to release certification at programme level.</i></p>
Centre Quality Manager Support Required	<p>Your Lead Standards Verifier has confirmed that there is still insufficient evidence for one or more of the Quality Objectives and/or Reliability of Assessment Criteria following actions being set. As a result, your certification is still suspended and will be referred to the Centre Quality Manager (CQM) who will contact you to support you in ensuring your centre meets the requirements in full.</p>

Stage 2 Centre Standardisation

The Role of the Lead Internal Verifier (Lead IV)

It's a requirement for centres to identify a single Lead IV for each BTEC Principal Subject Area being delivered. This role acts as the point of accountability for the quality assurance and standards of these programmes. This means that where possible, the Lead IV should be involved in the assessment and delivery of the programme and have a good understanding of the units being assessed.

A summary of the key Lead IV responsibilities can be found in the table below:

Responsibility	Explanation	Timeline
Register as a Lead IV with Pearson	<ul style="list-style-type: none"> Register via OSCA, accessed through Edexcel Online to confirm Lead IV is still in role for the subject or has taken over as Lead IV or taken on the role for a new programme You will need to register for each qualification delivered in your centre 	By 30 September 2021
Undertake annual standardisation for your subject area	<ul style="list-style-type: none"> Access the annual Centre Standardisation Materials (CSMs) for each qualification suite delivered via OSCA and work through these with your centre team, keeping a record of this activity Confirm this activity has been completed via OSCA 	By 15 October 2021
Support assessment and internal verification within your subject area	<ul style="list-style-type: none"> Facilitate regular standardisation activities with your team throughout the academic year Share information about standards with your team to ensure that assessment across all cohorts is to national standards Agree and sign off an assessment and internal verification plan for all cohorts from the start of the programme Oversee and support internal 	September 2021 to July 2022

	<p>assessment and internal verification for all cohorts to ensure that they are consistently applied</p> <ul style="list-style-type: none"> ● Sample verification and assessment across the qualifications for which you have responsibility ● Where appropriate and required, authorise a maximum of one resubmission opportunity for any learner for internally assessed units following summative assessment ● Ensure that assessment and internal verification plans are made available to your Standards Verifier on request ● Ensure that records of assessment and internal 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 IV Declaration to confirm that samples sent for standards verification are complete, accurate and authentic ● Ensure that records of assessment and internal verification are retained for 3 years for your subject ● Ensure that learner work is retained for 12 weeks after certificates are issued 	
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Standardising Assessment Teams

Once the Lead IV has registered, they will be able to access Centre Standardisation Materials (CSMs). The Lead IV is required to use these materials to train/standardise their team of Assessors and Internal Verifiers. This ensures that everyone involved in the assessment of learner work understands national standards. Centres should retain evidence that this process has taken place and make the evidence available on request.

The standardisation material will include:

- assignments, assessed learner work, assessor and internal verifier comments
- activities
- Senior Standards Verifier (SSV) commentaries

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

1. Access the practice materials and make notes on how the work would be assessed at your centre, comparing the work to your own practice.
2. Respond to the questions, then compare your responses to those provided by the SSV. You can use the commentaries to help understand the rationale for the standard provided by the SSV.
3. Make notes on any implications for your centre's assessment and quality assurance practice.

Please note: There is no longer a requirement for Lead IVs to gain OSCA accreditation for QCF qualifications. Lead IVs will be required to register or reinstate their registration annually.

Frequently Asked Questions

What is the benefit of having a Lead IV if sampling is informed by a programme rating?

The Lead IV is a key role within the BTEC Quality Assurance cycle and has responsibility for ensuring their assessing teams understand national standards. It is therefore important to have a member of staff assigned to this role for each BTEC subject delivered, as it enables consistency in national assessment standards.

Do we still need to register Lead IVs?

Yes. Lead IVs will still need to register to confirm they are still in role for the BTEC qualifications within their subject area.

Stage 3 Maintaining Standards

Standards Verification

Standards verification is an annual process that will take place each year that you have 'live' learner registrations. As in previous years, we will allocate subject sector expert Standards Verifiers to conduct sampling of learner work for BTEC Entry to Level 3 qualifications. Standards verification ensures that Assessors are making accurate assessment decisions in a fair and consistent manner.

You will be allocated **one** Standards Verifier for all BTEC Entry to Level 3 programmes in a subject area where sampling is required. For example, if you are delivering a Tech Award, First and Level 3 National in a subject, and the programme rating has determined that all require sampling, one Standards Verifier will be allocated and will sample all qualifications.

For more detailed guidance on the standards verification process, please refer to the Centre Guide to Standards Verification which will be available [here](#) from 18 October 2021.

Programme Ratings for BTEC Qualifications

Overview

Pearson takes a risk-based approach to how we will approach standards verification for the coming year. We apply pre-determined criteria to your BTEC programmes at the start of the academic year to give us an idea of where to start.

A list of the criteria we use is detailed below. By applying a risk-based approach, we can target standards verification to where it is needed the most. It also ensures we support centres that need it the most, whilst reducing the administrative burden for centre that have a proven record of maintaining standards.

Programmes can only have one rating assigned and this will be the highest level of risk criteria.

Criteria Reference		Sampling Control	Definition
4	Programme has been subject to or flagged for Principal Standards Support	Enhanced	This means where the programme has been subject to Principal Standards Support in previous standards verification cycle or has been flagged by the Principal Standards Manager as requiring support/presenting risks to accurate assessment.
6	Programme has investigation record	Enhanced	This means that the programme has been subject to a Pearson investigation within the past 12 months, which resulted in either a written warning or a sanction. We will be manually mapping this as the system doesn't currently hold the required data.
12	Programme is being delivered by the centre for the first time	Enhanced	This means the programme has not been delivered in the centre before.
15	Programmes has deviated from historic outcomes	Enhanced	This means the programme is within the top 10% of programmes which have significantly deviated from prior qualification outcomes at the centre.
7	Programme has pending centre actions required outcome for Allocation Code in previous year's standards verification activity	Medium	This means where a programme has been blocked at first sample at least once within the past 3 years.
5	Programme has NYFS outcome for Allocation Code in previous year's standards verification activity	Medium	This means where a programme has not been fully sampled within the past 3 years.
14	Programme has exemption record within the past 12 months	Medium	This means the programme has not been subject to standards verification in the past 12 months They will have been subject to either: <ul style="list-style-type: none"> • Advised Pearson the Programme as 'Not Running' • Deferred in the previous year (learners not certificating) • Designated Low Control in previous year

3	Programme was not sampled in previous year	Medium	This means the programme did not have registrations in the previous year but has registered learners previously
2	Programme has registrations for the new specifications	Medium	<p>This means where there are registrations for one of the following qualification suites:</p> <ul style="list-style-type: none"> • BTEC Tech Awards • BTEC Level 2 and 3 Technicals • BTEC Level 3 Nationals First Teach from 2018 • Revised BTEC Level Firsts from 2018 • BTEC Level 2 Skills (Creatives Only) • BTEC Level 2 and 3 Esports • BTEC Level 2 Preparation for Public Services • BTEC Level 3 Art & Design Practice • BTEC Level 3 Creative Media Practice • BTEC Level 3 Music/Music Production • BTEC Level 3 Performing Arts Practice • BTEC Level 3 Production Arts Practice • BTEC Level 3 Uniformed Protective Services
1	Programme is linked to a Licence to Practice	Medium	This means the programme is linked to Licence to Practice.
11	Programme has changes in registration patterns	Medium	This means where the registration patterns for the programme have seen a significant increase in cohort size
13	Programme didn't come up with any of the risk factors	Low	This means that all risk criteria have been exhausted for the programme and none have been flagged.

			*Programmes cannot be subject to Low Control in consecutive years (see Criteria 14)
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Standards Verification Sampling Controls

There are three sampling controls which will be applied to standards verification:

Enhanced Control	Medium Control	Low Control
<ul style="list-style-type: none"> • Randomised Sample • Remote • Enhanced SV Support 	<ul style="list-style-type: none"> • Pre-Defined Sample • Remote 	<ul style="list-style-type: none"> • Exempt from sampling for one year only - subject to changes in cohort size and subject to random sampling

Low Control

Programmes assigned Low Control will be subject to quarterly registration checks and depending on the registrations made by your centre in year, the risk level for a programme may change from Low to Medium.

In addition, Low Control programmes will be subject to random sampling. An unsuccessful outcome here will result in a risk level change from Low to Medium. We will contact you by 10 January 2022 to inform you if a programme delivered in your centre will be required to undertake standards verification as part of this random sample.

Frequently Asked Questions

Will I have access to the programme ratings prior to the remote activity?

Yes. We are currently unable to provide this to you online. A copy of the initial programme ratings will be sent to you by your Lead Standards Verifier. Once the Lead Standards Verifier report has been submitted, you will be able to see the confirmed programme ratings [here](#).

My centre hasn't been allocated a Lead Standards Verifier. How do I view the programme ratings?

Centres in this scenario will be allocated to Dr LSV Not Required. We send a copy of the programme ratings to you by 03 December 2021.

We will be delivering a new BTEC programme this year, so this won't have been subject to a programme rating in 2020/21. How will this be determined?

All new programmes will be subject to a default Medium control sample. This applies to all centres regardless of Lead Standards Verifier activity.

My programme has never been assigned Low Control. Why is this?

Low Control cannot be assigned if the programme meets one of the following criteria:

1. The programme is one of the following:
 - BTEC Tech Awards
 - BTEC Level 2 and 3 Technicals
 - BTEC Level 3 Nationals First Teach from 2018 (including off-measures)
 - Revised BTEC Level Firsts from 2018
 - BTEC Level 2 Skills (Creatives Only)
 - BTEC Level 2 and 3 Esports
 - BTEC Level 2 Preparation for Public Services
 - BTEC Level 3 Art & Design Practice
 - BTEC Level 3 Creative Media Practice
 - BTEC Level 3 Music/Music Production
 - BTEC Level 3 Performing Arts Practice
 - BTEC Level 3 Production Arts Practice
 - BTEC Level 3 Uniformed Protective Services

2. The qualification has a Licence to Practice including CIMPSA accreditation for Sport

3. The programme has not been sampled, was Not Yet Fully Sampled (NYFS) or not released at first sample in the previous year

If a programme is assigned Low Control, will we be able to receive certification as soon as we submit a claim?

All certification for BTEC programmes, regardless of the control assigned, will be set to pending and will be subject to monitoring throughout the year before certificates can be issued in Summer 2022.

I disagree with a programme rating. Can I appeal it?

Yes. This will need to be made in writing with supporting evidence attached and submitted to the BTEC Assessment team via the [customer support portal](#). The deadline for Appeals to be received by Pearson is 15 December 2021.

Stage 4 Feeding Forward

To support you with improving the quality assurance and delivery of BTEC programmes delivered in your centre, we publish annual sector focused Senior Standards Verifier reports and for 2021/22 will introduce a Senior Lead Standards Verifier report for quality assurance. You should refer to these when planning for the next year's quality assurance cycle and to support and train assessment teams within your centre.

Supporting You

BTEC Qualification Specification

The specification for each BTEC qualification is the document that programme leaders and teams should use as their first point of reference for all planning and assessment. Specifications are accompanied by important assessment and delivery guidance which provide instructions and advice for each unit in the qualification. All BTEC specifications are freely available on the BTEC website under the relevant subject page.

Forms and Templates

We publish a range of useful forms and templates [here](#) for you to use in your centre. These templates are not mandatory, and you can devise your own. They include:

- Assessment Plan
- Internal verification of assignment briefs
- Assignment briefs
- Internal verification of assessment decisions
- Assessment Record
- Record of Activity
- Record of Activity Guidance
- Learner declaration
- Lead Internal Verifier declaration.

You should also view our policies on assessment, which can be found [here](#).

Contact Us

If you do have a question, please contact **BTEC Assessment** or your **Pearson Quality Advisor** via [The Pearson Contact Portal](#).

In addition, you will find further information on the [Quality Nominee Support Hub](#).

Appendices

Appendix A: BTEC Lead Standards Verifier Activity Plan

Centre Number	
Centre Name	
Lead Standards Verifier Name	
Lead Standards Verifier Contact Details	
Telephone Number	
Email Address	
Activity Date and Time	
Platform to be Used and Link	

Draft agenda for the day

Time	Activity		
	Welcome and introduction		
	Discussion with Quality Nominee		
	Lead Internal	1	
	Verifiers to	2	
	attend 1:1	3	
	discussion with	4	
	Lead SV	5	
	Working lunch to meet with any staff members who may have questions regarding BTEC internal assessment delivery		
	Lead Internal	6	
	Verifiers to	7	
	attend 1:1	8	
	discussion with	9	
	Lead SV	10	

	Feedback and next steps
	Close

In preparation for the Lead Standards Verifier activity, please arrange for the following information to be available on the day. There is no need to provide a hard copy if the material is available electronically:

Quality Nominee and Exams Officer if available	Centre policies and procedures may be requested.
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Please ask Lead Internal Verifiers to familiarise themselves with the Lead SV criteria and be able to discuss and show evidence for each criterion.	A programme file will usually contain typical evidence which will include:
	Evidence of Lead IV accreditation/registration
	Evidence that initial standardisation has taken place with the subject team and is planned throughout the year as appropriate
	Assessment Plans for all programmes
	A selection of Assignment Briefs covering all programmes
	Internal Verification covering a range of Assignments, programmes, Assessors, units and assessment decisions
	A selection of Assessment Records covering all programmes and a range of units, Assessors and Assessment Decisions
	Evidence of Assessment Tracking
	Evidence of Resubmissions/Retakes and the associated assessment records
	Evidence of any action plans for continual improvement following standards verification
Evidence of Employer Involvement planning and monitoring where applicable	

Appendix B: Lead Standards Verifier Reporting Criteria

LSV reporting criteria	
2.1	Lead Internal Verifier has been appropriately registered
2.2	Lead Internal Verifier has been appropriately registered for any multi-sites, consortia and/or collaborative arrangements
2.3	Lead Internal Verifier understands their responsibilities regarding internal standardisation of assignments and assessed learner work
2.4	Lead Internal Verifier assures assessment standards amongst all assessors and internal verifiers
2.5	Lead Internal Verifier provides the required internal standardisation training for teaching staff
2.6	For Assignments, programme team:
	Use the Pearson Authorised Assignment Briefs
	Adapt the Pearson Authorised Assignment Briefs
	Create their own Assignment Briefs
2.7	Programme team use Sample Marked Learner Work to support with the application of standards
	RQF L3 Nationals
	L1/2 Firsts
	L1/2 Tech Awards
2.8	L2/L3 Technicals
	Assessment planning is in place for all programmes delivered
2.9	Assessment Planning ensures that a range of units are available for standards verification sampling
2.10	An internal verification process is in place to inform and record that all assignments and assessment outcomes are compliant with awarding organisation and regulatory requirements, by ensuring:
	<ul style="list-style-type: none"> all assignment briefs are internally verified annually
	<ul style="list-style-type: none"> sufficient samples of learner work covering all Assessors and all assessed units are internally verified annually
	<ul style="list-style-type: none"> a record of internal verification outcomes is maintained
	<ul style="list-style-type: none"> a process is in place to deal with inaccuracies and weaknesses in assessment identified by internal verification, or by Pearson quality processes

2.11	Learners are provided with appropriate Teaching and Learning opportunities before formal assessment takes place
2.12	Learners are provided with appropriate feedback at all stages of the assessment process
2.13	Learners have the opportunity for resubmission and/or retakes where appropriate
2.14	Evidence of resubmission meets Pearson requirements
Programme Title	
Unit Name and Number	
Learner Number	
Learner Name	
First submission Grade	
Resubmitted Grade	
2.15	Assessment tracking records are maintained, accurate and up to date in order to support the accurate sign off of learner achievement and certification claims
2.16	Certification claims on each programme are confirmed by an appropriate member of staff e.g., Lead Internal Verifier, Programme Manager
2.17	Sample of assessment records match the grades claimed by the centre on Edexcel Online
Programme Title	
Unit Number and Name	
Learner Number	
Learner Name	
Centre Record Unit Grade	
Claimed Unit Grade	
2.18	The Standards Verification process is facilitated by providing: <ul style="list-style-type: none"> ● timely samples of learner work ● additional information where requested ● additional sampling material where required
2.19	<i>For RQF L3 National Tech Levels and L2/L3 Technicals only (not applicable to Tech Awards)</i> Appropriate arrangements and opportunities are in place for employer involvement
2.20	Learners have access to the equipment, resources and IT needed for their programmes