



BTEC Centre Guide to Standards Verification Entry to Level 3

2023 - 2024

Contents

<u>Introduction</u>	4
<u>How We Verify Standards</u>	5
<u>Allocation of a Standards Verifier</u>	7
<u>BTEC Standards Verification Control Measures</u>	8
<u>Sampling Explained</u>	
<u>Stage 1: Arranging the Sample</u>	10
<u>Stage 2: Selecting the Sample</u>	13
<u>Stage 3: Preparing the Sample</u>	14
<u>Stage 4: Outcomes of First Sampling</u>	16
<u>Stage 5: Second Sample Requirements</u>	16
<u>Stage 6: Outcomes of Second Sampling</u>	17
<u>Stage 7: Claiming Grades Post-Standards Verification</u>	18
<u>Accessing the Report</u>	18
<u>Appeals</u>	19
<u>BTEC Sample Sizes</u>	20
<u>Appendix A - Checklist for Standards Verification</u>	37

Version Control

Page and Change	Date of Change
Page 9 – Update to sharing Enhanced sample with Standards Verifiers	1.02.2024
Page 22 & 23 – Update to sharing Enhanced sample with Standards Verifiers – Underneath Sampling Tables for Enhanced.	1.2.2024
Page 33 – Change of Programme on Sampling Table from Extended Certificate to Foundation Diploma	5.2.2024
Page 21-23 – Inclusion of Level 2 Skills All Sizes in sampling tables for Standard and Enhanced	7.2.2024
Page 14 – Removal of Assignment Checking Service reference	21.2.2024
Page 35 – Greater Clarification for CPLD EYE Sampling	5.3.2024

Introduction

This guide provides you with the information you need to be prepared for the standards verification process in 2023/24 for BTEC Entry to Level 3 qualifications.

You will find all the key information and contact details to support successful standards verification for BTEC qualifications.

Standards verification is part of our wider BTEC Quality Assurance process, and you can find further details in our Centre Guide to Quality Assurance. This can be found [here](#).

We're here to help.

If you need more information or support at any stage, please contact the BTEC Assessment Team. Centres can also contact their dedicated Vocational Quality Assurance Manager by using the [Pearson Contact Portal](#).

Centres can also use the portal for other general queries so questions can be answered as quickly as possible by our teams.

How We Verify Standards

Standards verification is how we check that national standards are maintained at programme level.

Sampling requirements for 2023/2024

The units/components in scope for sampling are primarily those that have been assessed during the academic year 2023/2024. The sample can be from a year 1 or year 2 cohort.

Where the assessment plan clearly shows that sufficient completed units are NOT available within the sampling window, the SV may consider work completed in the previous academic year provided:

- the unit was not used for sampling last year with the same learners
- the unit has not been used as part of any certification claim for top-up learners.

We allocate a Standards Verifier (SV), who is a subject expert, to conduct sampling of assessment plans, assignment briefs and assessed learner work, along with the associated internal verification. This is to provide confirmation that national standards have been met. SVs will identify good practice and areas for further development and provide guidance on how to improve assessment practice.

If the SV finds that learner work does not meet the national standards outlined in the specification, actions will need to be agreed and completed before we can issue certificates to learners. This will include the SV reviewing a second sample to show that report feedback has been applied to all learners in the cohort.

Timelines

It is important that the following deadlines are met to ensure the timely release of results and certification.

15 May 2024	First sample to the SV
31 May 2024	First sample report to have been submitted by the SV
15 June 2024	Second sample to the SV (if required)
30 June 2024	Second sample report to have been submitted by the SV
5 July 2024	Deadline for claims for summer 2024 certification
<p>Please note, these are the deadline dates the activities should be completed rather than target dates for completion. To ensure the timely certification of learners and enable centres to receive support with the accuracy of assessment decisions, we strongly advise that sampling is undertaken at the earliest opportunity.</p>	

Allocation of a Standards Verifier

To enable the timely allocation of an SV:

- Examinations Officer has registered all learners onto the appropriate programme(s) by 01 November.
- Quality Nominees or Head of Centre have completed and submitted the Annual Quality Declaration by 14 October.
- Centres will have completed activity with a Centre Assessment Standards Reviewer (where applicable)

We will begin to roll-out allocations from mid- January 2024 and allocated SVs will be in contact with centres shortly after. Quality Nominees will be informed that a programme has been allocated to an SV via our Edexcel Online system.

The One SV Approach

We will aim to allocate the same SV for a subject for centres running programmes across more than one framework.

The role of the SV is to ensure accurate standards have been applied to the assessment of learner work and that centres are marking accurately. They can support centres with queries in relation to the standards verification process and work reviewed as part of this process.

All other queries from centres will need to be directed to Pearson via the [Pearson Contact Portal](#)

BTEC Standards Verification Control Measures

A Programme Control Measure (PCM) will be applied to each qualification group in the subject. One of the following two levels of control will be applied.

Standard Control

Standard Control is the normal measure applicable to annual sampling. Sampling will be conducted remotely, and the sample submitted electronically. The SV will inform centres of the units and learners to be sampled. Please refer to the sample size tables later in this guide to confirm the number of units and learners which will be requested.

Enhanced Control

Programmes assigned Enhanced Control will be provided with additional support through more detailed scrutiny of their assessment decisions, which is reflected in the number of units to be standards verified. Sampling will be conducted remotely, and the sample submitted electronically. The SV will inform centres of the units and learners to be sampled. Please refer to the sample size tables later in this guide to confirm the number of units and learners which will be requested.

All controls:

To ensure all learners studying BTEC qualifications receive fair and accurate results, Pearson reserves the right to sample learner work at any stage of the quality assurance cycle.

For further guidance and FAQ's on Programme Control Measures please see our support article [here](#).

Sampling for the majority of BTEC programmes in 2023/24 will be conducted **remotely**. Please note, the following programmes will be sampled remotely but have their own bespoke sampling strategies – see pages 24-28.

BTEC Level 3 Creative Media Practice
BTEC Level 3 Music and Music (Production)
BTEC Level 3 Performing Arts Practice
BTEC Level 3 Production Arts Practice
BTEC Level 3 Uniformed Protective Services

Centres allocated a 'Standard' or 'Enhanced' control measure will need to submit their remote standards verification samples digitally using Pearson's [Learner Work Transfer platform](#) (LWT). We have provided guidance on how to submit files via the LWT [here](#).

Uploading work to this portal ensures that your sample always remains secure.

Programmes subject to centre visits

The following Licence to Practice Qualifications will have bespoke sample sizes and will have a Centre Visit – see pages 29-36.

Licence to Practice – Centre Visit

BTEC Level 3 Nationals in Dental Technology
BTEC Level 3 Sports Coaching and Development with CIMSPA Accreditation
BTEC Level 3 Sport, Fitness & Personal Training with CIMSPA Accreditation
BTEC Level 3 Sports Excellence & Performance with CIMSPA Accreditation
BTEC Level 3 Sport & Outdoor Activities with CIMSPA Accreditation
BTEC Level 2 Technical Diploma in Children's Play Learning and Development (Early Years Practitioner)
BTEC Level 3 Nationals in Children's Play Learning and Development (Early Years Educator) 2016 Specification

Off Measure – Centre Visit

BTEC Level 3 Art & Design Practice

Sampling Explained

Stage 1: Arranging the Sample

Once initial contact has been made between the centre and SV, the first stage will be for the Lead IV to email the SV the assessment plan(s) for all registered programmes in the subject. This document must include:

- who is assessing each unit/component and when assessment is expected to be completed
- who is internally verifying the assessment decisions and when internal verification is expected to be completed
- planned resubmission opportunities and internal verification dates for resubmission

If the programme is administered using myBTEC, the SV can access the assessment plan through the platform. There is no need for centres to email a copy to the SV, instead they should simply let them know they use myBTEC and to access the documentation through this tool.

If the programme uses paper-based quality assurance documentation, then the assessment plan can be emailed to the SV.

Sampling requirements for 2023/24 –

The units/components in scope for sampling are primarily those that have been assessed during the academic year 2023/24. The sample can be from a year 1 or year 2 cohort.

Where the assessment plan clearly shows that sufficient completed units are not available within the sampling window, the SV may consider work completed in the previous academic year provided:

- the unit was not used for sampling last year with the same cohort,
- the unit has not been used as part of any certification claim for top-up learners.

The SV will review the assessment plan to:

- check and confirm that the correct combination of units/components is being assessed for the programme(s) delivered.
- check that synoptic assessment is taking place at an appropriate point of the programme, where relevant
- check all assessments are scheduled to be completed prior to 5 July to allow for timely and accurate certification.
- confirm the units/components to be sampled.
- suggest the date(s) by which they will need to receive the sample electronically. The date will be mutually agreed between the centre and SV.

Employer Involvement

Some BTEC Qualifications require evidence of employer involvement which we verify through quality assurance and verification activity. SVs will look at planned employer involvement in assessment plans for these qualifications and will ask to see Employer Involvement Plans.

Centres can use [our templates](#) or their own forms and documentation for these.

Not Yet Fully Sampled (NYFS)

If a centre is delivering a qualification for the first time, they may not have completed enough units for standards verification by the end of the sampling window in the first year. In this scenario, where a full sample cannot be provided, SVs will look at a partial sample. This can mean fewer units than specified, or just the assessment plan or assignment brief(s). Any learner work sampled must still be from completed units.

Please Note: NYFS does not apply if you have certifying learners or to the 2010 (QCF) Entry to Level 3 qualifications.

Sampling for Multi-Sites, Consortia and Collaborative Arrangements

Multi Sites

If centres deliver programme(s) at different subsites, then our system allows them to register a Lead Internal Verifier EITHER at the main site OR at every subsite. The centre's assessment plans should include all learners registered under all sites.

- If the Lead Internal Verifier is registered at the main site, the assessment plan(s) sent to the SV must cover all sites and Assessors.
- If there is a Lead Internal Verifier registered at each subsite, then the SV will check that every subsite with registrations has a Lead Internal Verifier and obtain assessment plans from each subsite to plan the sample.

Strategy for sampling:

- *1-3 sites* - All sites to be sampled applying the published sampling strategy for the academic year to each site.
- *4-10 sites* - 4 sites to be sampled, as above
- *11+ sites* - 5 sites to be sample, as above

For visiting sectors (Art, Dental and some Sport and Childcare qualifications) visits to the site where the subject is predominantly delivered, as identified by the centre, will be the target centre to visit. The LIV will ensure that any samples from other sites are collated on this one site, so the SV should only need to visit one site for that allocation. Additional visits may be required where necessary.

Formal Collaborative Arrangements (Consortia)

If centres deliver programme(s) in a BTEC consortium, they will have identified a Lead Centre when they gained BTEC consortium approval. The SV should liaise directly with the Lead Internal Verifier at the Lead Centre.

- The centre's assessment plan(s) should include all Assessors delivering across all sites registered under the consortium.
- **The sample should come from Assessors across all the consortium centres within the prescribed sample size.**
- The Lead Internal Verifier at the Lead Centre will collate and sign off the sample.
- Outcomes of standards verification apply to all centres running the consortium programme(s).

Exceptional Collaborative Arrangements

If two or more organisations are working together to deliver, assess and quality assure BTEC qualifications, they will have identified a Lead Centre when they gained exceptional collaborative arrangement approval. The Lead Centre is responsible for registering a Lead Internal Verifier.

- The centre's assessment plans should include all Assessors delivering across all sites.

- The assessment plan(s) sent to the SV must cover all sites i.e., every registered learner.

The sample will need to cover Assessors from all sites within the prescribed sample size. This may mean that multiple assignments are reviewed if delivery of the qualification differs across each site.

Please Note: If the centre delivers across many sites, then the sample size may be increased to cover all assessors. The SV will advise in this scenario what the sample size will be.

Stage 2: Selecting the Sample

The SV is responsible for selecting the sample. They will make their selection as follows:

- predominately sampling units/components assessed during the academic year 2023/24 *see FAQs below.
- sampling can be taken from either Year 1 or Year 2 learners.
- the SV sample must include learner work which has been resubmitted where applicable.
- the SV will select a range of unit types for the sample (where applicable).
- the full range of grades awarded will be selected for the sample. However, if a significant number of learners have achieved Distinction grades, then the sample will predominantly focus on this level of achievement.
- SVs will select some internally verified learners as part of the sample. Learners who have been internally verified should be identified on the assessment tracking document when this is requested. *Please note*, that it is not a requirement that all learners selected for the sample need to have been internally verified.

Completed assessment tracking should be sent to the SV as soon as it is available. This is to ensure that learners can be selected for the sample in good time ahead of the sampling date.

Frequently Asked Questions

Should my SV ask for work from last year?

Although the sample should be from this year's work there may be circumstances where the SV may need to use work from last year:

1. Where the assessment plan clearly shows that sufficient completed units are not available within the sampling window, the SV may consider work completed in the previous academic year provided:

- the unit was not used for sampling last year with the same cohort.
 - the unit has not been used as part of any certification claim for top-up learners.
2. Where the programme was not sampled in 2022/23 and learners require certification in 2023/24.
 3. Where the programme was Not Yet Fully Sampled (NYFS) in 2022/23 and learners require certification in 2023/24.
 4. Where an additional unit is required for a re-sample and no other units are being delivered in 2023/24. In this case the additional unit must not have been selected for standards verification in 2022/23.

If there is no unit/component from 2022/23 that meets the requirements, will SVs be able to sample?

Yes. However, if late sampling is agreed, this carries risks for timely certification.

We currently deliver the Licence to Practice/Off measure Qualifications and therefore require a centre visit, what will this look like?

The Standards Verifier will agree a suitable date to visit. Standards Verifiers should be supervised by centre staff whilst on-site. Assessment Plans will be made available as usual, and a sample selection agreed beforehand. Centres must ensure that all unit evidence is available for Standards Verifiers if required. For example, in Childcare, access to learner's full Practical Evidence Portfolio is required. Standards Verifiers may also discuss delivery and assessment of the programmes with Centre Assessors.

Stage 3: Preparing the Sample

For each learner selected as part of the sample, centres will need to provide the SV with definitive evidence of the assessment process for an entire unit/component. The materials that need to be shared with SVs are listed below. On receipt of a sample, if any evidence appears to be missing the SV will contact the centre to request the missing materials.

Assignment Briefs

- all assignment briefs used to generate learner evidence for the units/components selected for sampling.
- if an Authorised Assignment Brief (AAB) has been used then confirmation is needed if this has been used 'off the shelf' or has been adapted
- internal verification documentation for the assignment brief

Learner Evidence and Assessment Records

- completed unit/component of learner work.
- assessment decisions for the learner work and related assessment record showing Assessor feedback.
- signed and dated declaration of authenticity by the learner (this is accepted in an electronic format) *
- confirmation from the Assessor that the evidence is authentic and is the learner's own work*
- learner consent form*
- internal verification documentation relating to the assessment decisions where this activity has taken place for the learner.
- the Lead Internal Verifier declaration*
- evidence of Employer Involvement in line with any approved adaptation requirements, where applicable

Where a resubmission opportunity has been approved for a learner:

- signed and dated authorisation from the Lead Internal Verifier, showing the resubmission deadline and any conditions that were put in place e.g., to prevent collusion*
- initial assessment record
- original and resubmitted learner evidence with a signed and dated declaration of authenticity from the learner*
- assessment records for the resubmission
- confirmation from the Assessor that the resubmitted evidence is authentic and the learner's own work*

* In response to centre feedback and to reduce the administration burden, we have improved the *Assessment Record template* to incorporate all required declarations and signatures of consent in one place. The previous separate declaration templates (marked * above) have been removed from the website, however centres may continue to use these if they have a copy on file. Please note, the [BTEC Assessment and IV templates](#) are not compulsory to use and centres may design their own documentation providing it includes our template's content as a minimum.

Stage 4: Outcomes of First Sampling

Once a sample has been reviewed by an SV, a report will be submitted and one of the following outcomes will be applied:

Not Yet Fully Sampled (NYFS)	A full sample has not taken place and certification cannot be released.
Released	All assessment decisions have been agreed and certification can be released. No further action is required; however, Pearson reserves the right to request an additional sample of learner work if the cohort profile is showing evidence of potential grade inflation.
Certification Pending - Centre Action Required	The SV has identified inaccurate assessment for one or more learners. A second sample is required.

Stage 5: Second Sample Requirements

If the outcome of sampling is 'Certification Pending - Centre Action Required' the SV will want to see evidence that all actions described in the report have been completed and the assessment decisions for the whole cohort for the affected unit/component(s) have been reviewed. They will also want to sample revised assessment decisions for the learners included in the first sample, along with additional learners who will be identified once the re-assessed tracking documentation has been received. SVs will also provide centres with an opportunity to discuss and clarify the requirements of the second sample.

For example, for a BTEC RQF National at Certificate size:

- in the first sample, Learning Aim A has shown inaccurate decisions have been made for Learners 1, 2 and 3. The decisions are accurate for Learners 4 and 5 and all other Learning Aims have been assessed accurately.
- the second sample should therefore consist of Learners 1, 2 and 3 plus an additional 3 learners for Learning Aim A only, as the rest of the unit has been assessed accurately.
- a further unit will also be requested.
- the SV will also need to see evidence that there has been a review of all assessment decisions for learners regarding Learning Aim A for the affected

unit. This usually takes the form of a tracking document showing revised assessment decisions for this unit.

SV Authorised Resubmission Opportunities

SVs are looking to ensure that standards are maintained over time. Instances may be identified where a learner has been disadvantaged through flawed assignments or inaccurate assessment decisions. If this is the case, the SV may authorise an additional resubmission opportunity for learners. This will always be decided in consultation with the SV's Team Leader. The resubmitted work will be part of the second sample and certification will not be released until standards verification has confirmed the grades as being accurate.

Stage 6: Outcomes of Second Sampling

Once the second sample has been reviewed, SVs will submit a report and apply one of the following outcomes:

Certification Released	This means that all assessment decisions have been agreed as accurate and certification can be released. No further action is required; however, Pearson reserves the right to request an additional sample of learner work if the cohort profile is showing evidence of potential grade inflation.
Certification Pending - Principal Standards Support Required	The SV has found evidence of inaccurate assessment for one or more learners. The sample will be referred to the Principal Standards Manager for the sector who will support centres with a tailored action plan to secure the release of certification.

Stage 7: Claiming Grades Post-Standards Verification

Only **completed units** with finalised grades can be sampled. Therefore, standards verification must happen **after all the assessment opportunities (including resubmissions, and where appropriate retakes)** have taken place for learners for the unit being sampled. Centres should speak to their SV if they have concerns about meeting the sampling requirements for the qualification.

Standards verification is the final stage of the assessment process and once completed and the report released, **the grades agreed by the Standards Verifier for the sampled unit(s) for the entire cohort must not change.**

To prevent any delay to certification, it is important that **grades are entered into Edexcel Online before the 5 July deadline** and match the grades agreed with the Standards Verifier for the entire cohort.

We will review grades claimed and where we find a discrepancy, we will contact centres to discuss the reason for the discrepancy. If learners have been granted a resubmission following standards verification which has not been approved by the Standards Verifier, then **the learner grades agreed in the standards verification report will stand** and adjustments to the claim will need to be made.

Accessing the Report

SVs will produce a report within 10 working days of the sample date on Edexcel Online. Once the report has been submitted, Quality Nominees will receive an email to let them know the report is available to view on Edexcel Online and the SV will also contact the Lead IV to inform them of the outcome.

Please see [BTEC: SV Allocation Details](#) for a step by step guide.

Every SV is subject to performance monitoring during the sampling window and will submit standards verification samples and reports to their Team Leader for review. If a report is going to be reviewed, it may take longer than 10 working days to be made available to centres. SVs will inform centres if this is the case.

Appeals

Should a centre wish to appeal a standards verification outcome, the following steps should be followed:

- Any concerns about standards verification outcomes, should be communicated to us via the [Pearson Contact Portal](#) within 14 days of receiving our decision or results.
- Learners may also apply directly to us if they have first been through the centre's internal appeals process. Learners who want to enquire about a centre's decision which they feel has disadvantaged them, should be communicated to us via the [Pearson Contact Portal](#) within 14 working days of being told the outcome of the centre's appeals process.
- All cases are reviewed by our assessment experts who have responsibility for the qualification subject.

When to apply: 14 days of receiving the decision or result

How to apply: [Pearson Contact Portal](#)

Acknowledgment: we will acknowledge the review within three working days

Outcome of the application: we will respond to a review within 30 days of receiving it

BTEC Sample Sizes

The tables in this section set out the first and second sample sizes for the following BTEC qualifications **excluding where there is a licence to practice**:

- BTEC 2012 BTEC Level 1/2 Firsts
- BTEC Tech Awards 2017
- BTEC Level 2 and 3 Technicals
- BTEC Level 3 Nationals (from 2016)
- BTEC 2010 Level 3 Nationals, Specialists, Level 1, and Entry Level
- BTEC Level 2 Skills (Creative Sectors Only) Please Note: *For Art & Design Skills and Creative Media Skills qualifications, a unit refers to an assessment unit (e.g., A1).*
- BTEC Level 2 Preparation for Public Services
- BTEC Level 2/3 ESports

Sample sizes for qualifications where there is a Licence to Practice, and the 'off-measures' Level 3 qualifications can be found in the next section.

Consortium and Multi Site Sampling Arrangements

Please see page 11 for more details, and bear in mind that the number of samples required may increase if there is delivery at more than one site.

Standard control

Number of Registrations	BTEC First Award & Certificate, L2 Technical 240 & 360, QCF L2 all sizes, Level 2 Skills All Sizes	BTEC First Extended Certificate & Diploma, L2 Technical 480	Second Sample Requirements
	L3 National Certificate, Extended Certificate and Foundation Diploma L3 Technical 240 & 360 QCF L3 Certificate, Subsidiary Diploma, 90 Credit Diploma	L3 National Diploma and Extended Diploma L3 Technical 480 QCF L3 Diploma, Extended Diploma	
1 to 100 learners	1 unit/ x 3 learners	2 units x 3 learners	The initial learners where inaccurate assessment was found. And +3 learners for this unit And 1 further unit x 3 learners
101 to 249 learners	1 unit x 4 learners	2 units x 4 learners	The initial learners where inaccurate assessment was found. And +4 learners for this unit And 1 further unit x 4 learners
250+ learners	1 unit x 5 learners	2 units x 5 learners	The initial learners where inaccurate assessment was found. And +5 learners for this unit And 1 further unit x 5 learners

Enhanced control

Number of Registrations	BTEC First Award & Certificate, L2 Technical 240 & 360, QCF L2 all sizes Level 2 Skills All Sizes	BTEC First Extended Certificate & Diploma, L2 Technical 480	Second Sample Requirements
	L3 National Certificate, Extended Certificate and Foundation Diploma L3 Technical 240 & 360 QCF L3 Certificate, Subsidiary Diploma, 90 Credit Diploma	L3 National Diploma and Extended Diploma L3 Technical 480 QCF L3 Diploma, Extended Diploma	
1 to 100 learners	2 units x 3 learners	3 units x 3 learners	The initial learners where inaccurate assessment was found. And +3 learners for this unit And 1 further unit x 3 learners
101 to 249 learners	2 units x 4 learners	3 units x 4 learners	The initial learners where inaccurate assessment was found. And +4 learners for this unit And 1 further unit x 4 learners
250+ learners	2 units x 5 learners	3 units x 5 learners	The initial learners where inaccurate assessment was found. And +5 learners for this unit And 1 further unit x 5 learners

If two units are not available for the enhanced control sample in the smaller size qualifications, as evidenced by the assessment plan, the sample will instead increase by learner number as shown in the following table:

Centres allocated a 'Standard' or 'Enhanced' control measure will need to submit their remote standards verification samples digitally using Pearson's [Learner Work Transfer platform](#) (LWT). We have provided guidance on how to submit files via the LWT [here](#).

Uploading work to this portal ensures that your sample always remains secure.

Enhanced Control (two units not available)

Number of Registrations	BTEC L1/2 First Award & Certificate L2 Technical 240 & 360, QCF L2 all sizes Level 2 Skills All Sizes	Second Sample Requirements
	L3 National Certificate, Extended Certificate, & L3 Certificate, Subsidiary Diploma L3 Technical 240 & 360	
1 to 100 learners	1 unit x 6 learners*	The initial learners where inaccurate assessment was found. And +6 learners* for this unit And 1 further unit x 3 learners*
101 to 249 learners	1 unit x 8 learners	The initial learners where inaccurate assessment was found. And +8 learners for this unit And 1 further unit x 4 learners
250+ learners	1 unit x 10 learners	The initial learners where inaccurate assessment was found. And +10 learners for this unit And 1 further unit x 5 learners

**If there are fewer than the number of learners stated in the cohort, all learners will be sampled.*

Centres allocated a 'Standard' or 'Enhanced' control measure will need to submit their remote standards verification samples digitally using Pearson's [Learner Work Transfer platform](#) (LWT). We have provided guidance on how to submit files via the LWT [here](#).

Uploading work to this portal ensures that your sample always remains secure.

Bespoke Sampling Strategy Programmes

The following programmes will be sampled remotely but have their own bespoke sampling strategies.

Level 3 Creative Media Practice

Number of registrations	First Sample Size	Second Sample Size
1 - 100 learners	3 learners per assessment unit	The initial learners where inaccurate assessment was found And +6 learners for this assessment unit
101-249 learners	4 learners per assessment unit	The initial learners where inaccurate assessment was found And +8 learners for this assessment unit
250+ learners	5 learners per assessment unit	The initial learners where inaccurate assessment was found And +10 learners for this assessment unit
SAMPLE Year 1	Either A1 or A2 (Diploma and Extended Diploma)	
SAMPLE Year 2	Either B1 or B2 (Extended Diploma only) Sampling of B2 is the priority if B2 is available	
Total number of assessment units sampled over a two-year programme		2

Level 3 Music and Music (Production)

Number of registrations	First Sample Size	Second Sample Size
1 - 100 learners	3 learners per assessment unit	The initial learners where inaccurate assessment was found And +3 learners for this assessment unit And 1 further assessment unit x 3 learners
101-249 learners	4 learners per assessment unit	The initial learners where inaccurate assessment was found And +4 learners for this assessment unit And 1 further assessment unit x 4 learners
250+ learners	5 learners per assessment unit	The initial learners where inaccurate assessment was found And +5 learners for this assessment unit And 1 further assessment unit x 5 learners
	Music	Music (Production)
SAMPLE Foundation Diploma (540 GLH)	One Skills Development assessment unit: A1, A2 or A3	One Skills Development assessment unit: B4, B5 or B6
	and Module C: C7 The Music Industry (minimum of one criterion strand 1 st sample; whole unit for any 2 nd sample)	and Module C: C7 The Music Industry (minimum of one criterion strand 1 st sample; whole unit for any 2 nd sample)
SAMPLE Extended Diploma (1080 GLH)	One Skills Development assessment unit: A1, A2 or A3	One Skills Development assessment unit: B4, B5 or B6
	and Module C: C7 The Music Industry (minimum of one criterion strand 1 st sample; whole unit for any 2 nd sample)	and Module C: C7 The Music Industry (minimum of one criterion strand 1 st sample; whole unit for any 2 nd sample)
	and Two assessment units from across Modules D and/or E	and Two assessment units from across Modules D and/or E
Total number of assessment units sampled for a Foundation Diploma programme		2
Total number of assessment units sampled for an Extended Diploma programme		4

Level 3 Performing Arts Practice

Number of registrations	First Sample Size	Second Sample Size
1 - 100 learners	3 learners per assessment unit	The initial learners where inaccurate assessment was found And +3 learners for this assessment unit And 1 further assessment unit x 3 learners
101-249 learners	4 learners per assessment unit	The initial learners where inaccurate assessment was found And +4 learners for this assessment unit And 1 further assessment unit x 4 learners
250+ learners	5 learners per assessment unit	The initial learners where inaccurate assessment was found And +5 learners for this assessment unit And 1 further assessment unit x 5 learners
SAMPLE Foundation Diploma (540 GLH)	One of the 3 x 150 GLH assessment units from the Skills Development Module (A – E) and Module F F16 The Performing Arts Industry (minimum of one criterion strand 1 st sample; whole unit for any 2 nd sample)	
SAMPLE Extended Diploma (1080 GLH)	One of the 3 x 150 GLH assessment units from the Skills Development Module (A – E) and Module F F16 The Performing Arts Industry (minimum of one criterion strand 1 st sample; whole unit for any 2 nd sample) and Two assessment units from across Modules G and/or H	
Total number of assessment units sampled for a Foundation Diploma programme		2
Total number of assessment units sampled for a Foundation Diploma programme		4

Level 3 Production Arts Practice

Number of registrations	First Sample Size	Second Sample Size
1 - 100 learners	3 learners per assessment unit	The initial learners where inaccurate assessment was found And +3 learners for this assessment unit And 1 further assessment unit x 3 learners
101 - 249 learners	4 learners per assessment unit	The initial learners where inaccurate assessment was found And +4 learners for this assessment unit And 1 further assessment unit x 4 learners
250+ learners	5 learners per assessment unit	The initial learners where inaccurate assessment was found And +5 learners for this assessment unit And 1 further assessment unit x 5 learners
SAMPLE Foundation Diploma (540 GLH)	One of the 3 x 150 GLH assessment units from the Skills Development Module (A – E) and Module F F16 The Production Arts Industry (minimum of one criterion strand 1 st sample; whole unit for any 2 nd sample)	
SAMPLE Extended Diploma (1080 GLH)	One of the 3 x 150 GLH assessment units from the Skills Development Module (A – E) and Module F F16 The Production Arts Industry (minimum of one criterion strand 1 st sample; whole unit for any 2 nd sample) and Two assessment units from across Modules G and/or H	
Total number of assessment units sampled for a Foundation Diploma programme		2
Total number of assessment units sampled for an Extended Diploma programme		4

Level 3 Uniformed Protective Services

Number of registrations	First Sample Size	Second Sample Size			
1 - 100 learners	3 learners per unit	The initial learners where inaccurate assessment was found And +3 learners for this unit And 1 further unit x 3 learners			
101-249 learners	4 learners per unit	The initial learners where inaccurate assessment was found And +4 learners for this unit And 1 further unit x 4 learners			
250+ learners	5 learners per unit	The initial learners where inaccurate assessment was found And +5 learners for this unit And 1 further unit x 5 learners			
	Certificate	Extended Certificate	Foundation Diploma	Diploma and Extended Diploma (top up reg)	Diploma and Extended Diploma (2-year programme)
Sample	1 optional unit	1 mandatory or 1 optional unit	Unit 1 Pearson Set plus, either 1 mandatory or 1 optional unit – total 2 units	2 units, either 1 mandatory plus 1 optional or 2 optional units - total 2 units from yr 2 assessment plan <i>*For Top-up registrations the Standards Verifier will sample both the Extended Diploma and the Foundation Diploma to a maximum of 4 units</i>	Unit 1 Pearson Set according to assessment plan plus 1 other mandatory and 2 optional across the 2 year programme (2 in yr 1, 2 in yr 2)
Total number of units sampled over a two-year programme	1	1	2	4	4

Programmes subject to centre visits

The following Licence to Practice Qualifications have bespoke sample sizes and will have a Centre Visit.

Licence to Practice – Centre Visit

BTEC Level 3 Nationals in Dental Technology

BTEC Level 3 Sports Coaching and Development with CIMSPA Accreditation

BTEC Level 3 Sport, Fitness & Personal Training with CIMSPA Accreditation

BTEC Level 3 Sports Excellence & Performance with CIMSPA Accreditation

BTEC Level 3 Sport & Outdoor Activities with CIMSPA Accreditation

BTEC Level 2 Technical Diploma in Children's Play Learning and Development (Early Years Practitioner)

BTEC Level 3 Nationals in Children's Play Learning and Development (Early Years Educator) 2016 Specification

Off Measure – Centre Visit

BTEC Level 3 Art & Design Practice

BTEC Level 3 Nationals in Dental Technology

Number of registrations	Diploma	Extended Diploma	Second Sample Requirements
1 to 100 learners	2 units x 4 learners	4 units x 4 learners	All learners per affected unit & 1 further unit x 4 learners
100+ learners	2 units x 8 learners	4 units x 8 learners	All learners per affected unit & 2 further unit x 8 learners

Dental Technology – Visit, followed by remote sampling if required.

BTEC Level 3 Sports Coaching and Development with CIMSPA Accreditation

Key

Yr. 1 Sampling					
Yr. 2 Sampling					
	Sample one Learning Aim from	Sample full unit	Sample one Learning Aim from	Sample full unit	Sample one Learning Aim from
BTEC National Extended Certificate	Unit A <u>OR</u> B	C1			
BTEC National Foundation Diploma	Unit A <u>OR</u> B	C1	5, 11, 12 or 14		
BTEC National Diploma	Unit A <u>OR</u> B	C1	3, 4, 5, 6, 11, 12, 13, 14 or 20	D1	Any unit <u>not</u> sampled in Yr1 from: - 1 3, 4, 5, 6, 11, 12, 13, 14 or 20
BTEC National Extended Diploma	Unit A <u>OR</u> B	C1	Any option unit from 3-20	D1	Unit E
Number of Registrations	Number of Learners		Second Sample Requirements		
1 to 100 learners	4 learners		The initial learners where inaccurate assessment was found And +2 learners for this unit And 1 further LA from another unit x 2 learners		
101+ learners	5 learners				

Centre Visit

BTEC Level 3 Sport, Fitness & Personal Training with CIMSPA Accreditation

Key

Yr. 1 Sampling					
Yr. 2 Sampling					
	Sample one Learning Aim from	Sample full unit	Sample one Learning Aim from	Sample full unit	Sample one Learning Aim from
BTEC National Extended Certificate	Unit A <u>OR</u> B	C2			
BTEC National Foundation Diploma	Unit A <u>OR</u> B	C2	4, 8, 9, 14, 21		
BTEC National Diploma	Unit A <u>OR</u> B	C2	2, 4 or 21	D2	Any unit not sampled in Yr1 from 2, 4 or 21
BTEC National Extended Diploma	Unit A <u>OR</u> B	C2	6, 7, 8, 9, 14, 15, 16, 17, 18, 19 or 21	D2	Unit E
Number of Registrations	Number of Learners		Second Sample Requirements		
1 to 100 learners	4 learners		The initial learners where inaccurate assessment was found And +2 learners for this unit And 1 further LA from another unit x 2 learners		
101+ learners	5 learners				

Centre Visit

BTEC Level 3 Sports Excellence & Performance_with CIMSPA Accreditation

Key

Yr. 1 Sampling					
Yr. 2 Sampling					
	Sample one Learning Aim from	Sample full unit	Sample one Learning Aim from	Sample full unit	Sample one Learning Aim from
BTEC National Extended Certificate	Unit A <u>OR</u> B	C3			
BTEC National Diploma	Unit A <u>OR</u> B	C3	1, 4, 7, 11, 13,14, 15, 20, 22 or 23	D3	Unit E If Unit E <u>not</u> selected, then sample from 1, 4, 7, 11, 13,14, 15, 20, 22 or 23
BTEC National Extended Diploma	Unit A <u>OR</u> B	C3	1, 4, 7, 11, 13,14, 15, 16, 17, 18, 19, 20, 22 or 23	D3	Unit E
Number of Registrations	Number of Learners		Second Sample Requirements		
1 to 100 learners	4 learners		The initial learners where inaccurate assessment was found And +2 learners for this unit And 1 further LA from another unit x 2 learners		
101+ learners	5 learners				

Centre Visit

BTEC Level 3 Sport & Outdoor Activities with CIMSPA Accreditation

Key

Key

Yr. 1 Sampling					
Yr. 2 Sampling					
	Sample one Learning Aim from	Sample full unit	Sample one Learning Aim from	Sample full unit	Sample one Learning Aim from
BTEC National Foundation Diploma	Unit A <u>OR</u> B	C4	4, 24, 25, 26 or 27		
BTEC National Diploma	Unit A <u>OR</u> B	C4	1, 2, 4, 5, 14, 24, 25, 26 or 27	D4	24 or 25
BTEC National Extended Diploma	Unit A <u>OR</u> B	C4	1, 4, 5, 6, 9, 13, 14, 15, 16, 18, 19, 24, 25, 26 or 27	D4	Unit E
Number of Registrations	Number of Learners		Second Sample Requirements		
1 to 100 learners	4 learners		The initial learners where inaccurate assessment was found And +2 learners for this unit And 1 further LA from another unit x2 learners		
101+ learners	5 learners				

Centre Visit

BTEC Level 2 Technical Diploma in Children's Play Learning and Development (Early Years Practitioner)

Qualification Size	Number of registrations	Units sample (Total units)	Total number of samples	Extra learners required for second sample
Technical Diploma	1-100 learners	Two units plus 1 TD-CPLD 2 form and 1 TD-CPLD 3 form x 4 learners	4	The initial learners where inaccurate assessment was found And +2 learners per affected unit (or all if 5 or less registrations)
	101+ learners	Two units plus 1 TD-CPLD 2 form and 1 TD-CPLD 3 form x 8 learners	8	

Centre Visit

BTEC Level 3 Nationals in Children's Play Learning and Development (Early Years Educator) 2016 Specification

Remote Sample

Qualification Size	Number of registrations	Units sampled (Total units)	Total number of samples	Extra learners required for second sample
Extended Certificate	1-100 learners	One unit x 4 learners	4	The initial learners where inaccurate assessment was found And +2 learners per affected unit (or all if 5 or less registrations)
	101+ learners	One unit x 8 learners	8	
Foundation Diploma	1-100 learners	One unit plus PEP (CPLD 2, 3, 4 form and 10 skills) x 4 learners	4	
	101+ learners	One unit plus PEP (CPLD 2, 3, 4 form and 10 skills) x 8 learners	8	

Centre Visit

Diploma & Extended Diploma (Licence to Practice)	1-100 learners	Two units plus PEP (CPLD 2, 3, 4 form and 10 skills) x 4 learners.	4	The initial learners where inaccurate assessment was found And +2 learners per affected unit (or all if 5 or less registrations)
	101+ learners	Two units plus PEP (CPLD 2, 3, 4 form and 10 skills) x 8 learners.	8	

The Extended Certificate/Foundation Diploma are sampled remotely; however, the sample size will remain 4 learners (1-100). This is a requirement to ensure alignment with the EYE. Whilst Ext Cert/FD is not an EYE size of the qualification, we must sample, with the potential, that a learner could progress to a larger size (either within the same centre or another). We therefore need assurance that lower sizes which contain the Early Years Educator criteria are sampled appropriately.

Level 3 Art & Design Practice

Number of registrations	First Sample Size	Second Sample Size
1 - 100 learners	3 learners per assessment unit	The initial learners where inaccurate assessment was found And +6 learners for this assessment unit
101 - 249 learners	4 learners per assessment unit	The initial learners where inaccurate assessment was found And +8 learners for this assessment unit
250+ learners	5 learners per assessment unit	The initial learners where inaccurate assessment was found And +10 learners for this assessment unit
SAMPLE Year 1	Either A1 or A2 (Diploma and Extended Diploma)	
SAMPLE Year 2	Either B1 or B2 (Extended Diploma only) Sampling of B2 is the priority if B2 is available	
Total number of assessment units sampled over a two-year programme		2

Centre Visit

Appendix A – Checklist for Standards Verification

Checklist	Centre	SV
Exams Officer has registered learners on Edexcel Online and details checked for accuracy.		
<p>The assessment plan includes all the required information:</p> <ul style="list-style-type: none"> • dates for assessment and internal verification • resubmission • correct rules of combination are being followed for the qualification 		
Assignment briefs have been internally verified prior to being issued to learners.		
Contact details are correct and shared.		
Units have been selected for standards verification. This is based on the information in the assessment plan and the sampling rationale for the qualification.		
Tracking information for the units/components selected for sampling indicates which learners have been internally verified.		
<p>The sample should include:</p> <ul style="list-style-type: none"> • Assignment brief(s) • Internal verification of assignment brief(s) • Learner evidence • Authentication declaration for each learner* • Sample consent permission form* • Assessment records for each learner including any resubmissions and/or retakes • Employer Involvement form (where applicable) • Internal verification of assessment decisions • Lead IV Declaration form* <p>*If the 2023/24 Assessment Record template is used, separate declaration forms are not required as all signatures / declarations are included on the new form.</p>		

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

In addition, you will find further information on our
[Quality Assurance webpages](#).