



Pearson

BTEC Guide to

Standards Verification Entry to Level 3

2021-2022



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Version Control

Version	Description	Changed by	Date
0.2	Page 7: Adjustment to date	Set Up and Delivery Manager - BTEC Internal Assessment	10/01/2022
0.2	Page 17: Adjustment to Level 3 Uniformed Protective Services sampling strategy	Set Up and Delivery Manager - BTEC Internal Assessment	10/01/2022
0.2	Page 29: Adjustment to Level 3 Music/Music Production sampling strategy	Set Up and Delivery Manager - BTEC Internal Assessment	10/01/2022
0.2	Page 30: Adjustment to Level 3 Performing Arts sampling strategy	Set Up and Delivery Manager - BTEC Internal Assessment	10/01/2022
0.2	Page 31: Adjustment to Level 3 Production Arts sampling strategy	Set Up and Delivery Manager - BTEC Internal Assessment	10/01/2022

Introduction

This guide provides you with the information you need to be prepared for the standards verification process in 2021/22 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 [Pearson Quality Advisor](#) by using the [Pearson Customer 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.

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 doesn't 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 2022	First sample to the SV
30 May 2022	First sample report to have been submitted by the SV
15 June 2022	Second sample to the SV (if required)
30 June 2022	Second sample report to have been submitted by the SV
05 July 2022	Deadline for claims for summer 2022 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 2021
- Quality Nominees and Head of Centre have completed and submitted the Annual Centre Declaration
- Lead Internal Verifiers (Lead IV) will have completed registration and standardisation activities (where available)
- Centres will have completed activity with a Lead Standards Verifier (where applicable)

We will begin to roll-out allocations from 21 January 2022 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 sampled. 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 Customer Portal](#).

BTEC Standards Verification

Sampling Controls

There are three levels of sampling control which will be applied to standards verification. This is defined by the programme rating applied to each qualification group in the subject.

Enhanced Control

An SV will be allocated to conduct sampling remotely. 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.

Centres should submit samples electronically.

Medium Control

Sampling will be conducted remotely by the SV who 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.

Centres should submit samples electronically.

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 21 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. 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 centres should retain all learner evidence and assessment documentation.

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.

Due to the ongoing COVID-19 pandemic, **all sampling for BTEC programmes in 2021 will be conducted remotely**. This includes for sectors where a visit is usually undertaken (Art & Design, Dental Technology, Childcare). We strongly recommend for centres to submit their standards verification samples digitally using Pearson's [Learner Work Transfer platform](#) (LWT) or their own **file-share platform**. We have provided guidance on how to submit files via the LWT [here](#) and guidance on how to encrypt files in Appendix A of this guide (page 22).

Please do not send us the originals of the work when submitting as we will be unable to return them to you once sampling has been completed.

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 provide the SV with 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 send a copy to the SV, instead they should simply let them know they use myBTEC and to access the documentation through this tool. You can find out more about myBTEC [here](#).

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

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
- 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

For assessment plans to be considered fit for purpose, they must ensure a range of completed units will be available for sampling. If qualifications are being run 'long and thin' with all assessments taking place towards the end of the qualification, a sample will take place once a range of completed units are available. Delays to sampling may impact on learners receiving certification in a timely manner.

The assessment plan should also indicate which units are subject to assessment adaptations and subject to a U-TAG.

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 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

In both instances, **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.

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 sites. 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:

- sampling will include assessment decisions made by all Assessors on the programme during the registration period
- the sample can be taken from either Year 1 or Year 2 learners
- the SV can select a unit from the first year of the programme providing learners have not been certificated
- the sample must include learner work which has been resubmitted where applicable
- the SV will select a range of unit types for the sample
- 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.

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.

Please note that it is not a requirement that all learners selected for the sample need to have been internally verified.

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 needed 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
- if the Assignment Checking Service (ACS) has been used then confirmation is needed along with a copy of the feedback received from the service
- 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



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 Opportunity

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 entered into Edexcel Online before the 5 July deadline 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 hasn't 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.**

2. Accessing the Report

SVs will produce a report within 10 working days of reviewing the sample. 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.

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.

3. 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 Support 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 centres decision which they feel has disadvantaged them, should be communicated to us via the [Pearson Support 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 Support 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
- 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 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.

Medium Control Sampling

Number of Registrations	All Qualification Sizes	Second Sample Requirements
1 to 100 learners	1 unit/component x 3 learners	The initial learners where inaccurate assessment was found And +3 learners for this unit/component And 1 further unit/component x 3 learners
101 to 249 learners	1 unit/component x 4 learners	The initial learners where inaccurate assessment was found And +4 learners for this unit/component And 1 further unit/component x 4 learners
250+ learners	1 unit/component x 5 learners	The initial learners where inaccurate assessment was found And +5 learners for this unit/component And 1 further unit/component x 5 learners

Enhanced Control Sampling

Number of Registrations	All Qualification Sizes	Second Sample Requirements
1 to 100 learners	2 units/components x 3 learners	The initial learners where inaccurate assessment was found And +3 learners for this unit/component And 1 further unit/component x 3 learners
101 to 249 learners	2 units/components x 4 learners	The initial learners where inaccurate assessment was found And +4 learners for this unit/component And 1 further unit/component x 4 learners
250+ learners	2 units/components x 5 learners	The initial learners where inaccurate assessment was found +5 learners for this unit/component And 1 further unit/component x 5 learners

Low Control Sampling

Number of Registrations	All Qualification Sizes	Second Sample Requirements
All	1 unit/component x 1 learner	The initial learners where inaccurate assessment was found And +1 learner for this unit/component And 1 further unit/component x 1 learner

Licence to Practice Qualifications

BTEC Level 3 Nationals in Dental Technology

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
Diploma	Unit 2	Unit 1	Unit 3	Unit 5	Unit 4
Extended Diploma	Unit 2	Unit 1	Unit 5	Unit 7 or 12	Unit 11
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 or LA And 1 further LA from another unit x 2 learners		
101+ learners	5 learners				

BTEC Level 3 Sports Coaching and Development with CIMPSA 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				

BTEC Level 3 Sport, Fitness & Personal Training with CIMPSA 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				

BTEC Level 3 Sports Excellence & Performance_with CIMPSA 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				

BTEC Level 3 Sport & Outdoor Activities with CIMPSA 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 OR B	C4	4, 24, 25, 26 or 27		
BTEC National Diploma	Unit A OR B	C4	1, 2, 4, 5, 14, 24, 25, 26 or 27	D4	24 or 25
BTEC National Extended Diploma	Unit A OR 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				

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

Qualification Size	Number of registrations	Units sampled (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	

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

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	
Diploma and Extended Diploma (Licence to Practice)	1-100 learners	Two units plus PEP (CPLD 2, 3, 4 form and 10 skills) x 4 learners	4	
	101+ learners	Two units plus PEP (CPLD 2, 3, 4 form and 10 skills) x 8 learners	8	

BTEC Level 3 Nationals in Children's Care Learning and Development 2007
Specification (Northern Ireland Only)

Qualification Size	Number of registrations	Units sampled (Total units)	Total number of samples	Extra learners required for second sample
Award	1-100	1 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)
	101-250	1 unit x 8 learners	8	
Certificate and Diploma (Licence to Practice)	1-100	Two units plus Unit 4 (1 activity plan, 1 observation, 1 routine, and 1 CCLD 1, 2, 3 and 4 forms) x 4 learners	4	
	101-250	Two units plus Unit 4 (1 activity plan, 1 observation, 1 routine, and 1 CCLD 1, 2, 3 and 4 forms) x 8 learners	8	

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 +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 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 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 +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 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	and Module C: C7 The Music Industry
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	and Module C: C7 The Music Industry
	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	
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 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	
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 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 ESports

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		
	Extended Certificate (360)	Foundation Diploma (540)	Diploma (720)	Extended Diploma (1080)
Sample Year 1	One unit from: Unit 1 or Unit 3 or Unit 4 For a one-year programme, Unit 2 and one other unit	One unit from: Unit 1 or Unit 3 or Unit 4 or one optional unit For a one-year programme, Unit 2 and one other unit	One unit from: Unit 1 or Unit 2 or Unit 3 or Unit 4 or one optional unit	One unit from: Unit 1 or Unit 2 or Unit 3 or Unit 4 plus one optional unit
Sample Year 2	Unit 2 or one other unit if Unit 2 was sampled in year 1.	Unit 2 or one other unit if Unit 2 was sampled in year 1.	Unit 5 plus one other unit	Unit 5 plus one other unit
Total number of units sampled over a two-year programme	2	2	3	4

Level 3 Travel and Tourism

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
	Diploma	Extended Diploma
Sample Year 1 Mandatory Units	Unit 3, Unit 4, or Unit 5	Unit 3, Unit 4, or Unit 5
Sample Year 2 Mandatory unit(s)	Unit 16	Unit 16, Unit 17, or 18
Total number of units sampled over two-year programme	2	2

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	2	4

Appendices

Appendix A: Guidance for Encryption of Multimedia Assessment Evidence

Guidance for entries for Pearson BTEC and/or Pearson Edexcel qualifications in which recordings or images of candidates are sent to Pearson for assessment purposes.

Context

Changes to Data Protection legislation has led to a concern about the privacy of candidate data when sending work for assessment. This guidance has been written to help you understand how to protect this data.

Submission of candidate / learner evidence

This guidance applies to units where assessment evidence is submitted on multimedia devices, such as discs or USBs, in the form of either audio and/or visual recordings, or images of candidates. Other units, which do not involve images or recordings, can be sent in the usual way.

Method of postage

All packaging in which the candidate/learner work is submitted must be securely tied, sturdy and double wrapped to protect the materials.

We advise that work is despatched by tracked delivery.

Other specific methods of despatch for Pearson BTEC internal units

- For BTEC internally assessed units, centres can take advantage of the paid for Parcelforce tracked service. There is also the option to submit units electronically for sampling via Dropbox, Google Classroom or Google Drive or to upload recordings onto a platform such as YouTube or Vimeo where they can be password protected. Folders or files can be shared with the allocated SV until sampling has been completed; if these are password protected, the password should be sent in a separate email to the SV.
- Internal assessment documentation can also be produced using [myBTEC](#) which removes the need for hard copies of these documents to be sent.

Encryption

To ensure that evidence of this nature remains secure, we recommend that centres encrypt the media upon which it is saved.

For us to support encryption, we need to ensure that our appointed Assessors can access it. For this reason, only material that can be viewed on VLC media player, QuickTime player and/or Windows media player should be submitted.

Guidance on encryption of portable media:

1. USB Removable Drive

Windows

(This method only works for Windows versions with Bitlocker support if you use a version of Windows with no Bitlocker support use the zip method below and copy the zip file to USB)

- a) Insert an empty USB drive.
- b) Right-click the USB drive icon and select **“Turn on Bitlocker”** option.
- c) Select **“Use a password to unlock the drive”** and enter and confirm a password.
- d) Copy the data to the target USB drive.

Mac

- a) Insert an empty USB drive.
- b) Right-click the USB drive icon and select the **“Encrypt”** option.
- c) Enter and confirm a password.
- d) Copy the data to the target USB drive.

2. CD or DVD

As it is not possible to directly encrypt a CD or DVD using common tools, this submission method will require you to create an encrypted compressed .zip file which should then be saved onto a CD or DVD. Third party software will be needed for this operation. Some examples are given below but other programmes are available.

7-Zip

These instructions are for the 7-Zip program which is free and open-source software available from www.7-zip.org.

- a) Open 7-Zip and browse to the data location on your drive (file or folder)
- b) Click **“Add”** and in the Add to Archive window select archive format as **“zip”** and in the encryption section enter and confirm a password.
- c) The zip file will be created in the target location.
- d) Create a CD or DVD containing just the zip file

WinZip

These instructions are for the Winzip program which has a free evaluation version available from www.winzip.com

- a) Open WinZip and in the actions pane change the slider option for Encrypt to **"on"**
- b) Add data to the new zip file by dragging and dropping into Winzip
- c) Enter a password when prompted and confirm.
- d) Once all the required data is in the zip file then save the zip file.
- e) Create a CD or DVD containing just the zip file

Appendix B: Checklist for Standards Verification

Checklist	Centre	SV
Exams Officer has registered learners on Edexcel Online and details checked for accuracy.		
The assessment plan includes all the required information: <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.		
The sample should include: <ul style="list-style-type: none"> • Assignment brief(s) • Internal verification of assignment brief(s) • Learner evidence (photocopies only if remote sample) • 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 		

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Pearson