

Welcome to BTEC



We're delighted to have you on board



Your quick
guide to getting
started with
BTEC in colleges.



We've created this short guide to help you get started delivering your new BTEC qualifications.

You'll find a summary of the different roles, responsibilities and requirements to be aware of when planning and delivering your new BTEC course as well as information on how to get in touch for help or advice.

We're here to help you every step of the way so if you need anything don't hesitate to ask us.

We look forward to working with you.

The BTEC Team



Getting started with BTEC	4-5
Creating your BTEC Team	6-7
Help and support from Pearson	8-9
myBTEC	10
Frequently Asked Questions	11
Useful guides, resources and training	12

Stage 1 New to BTEC?

If you're new to BTEC you'll need to be set up as an **approved BTEC centre**. Getting set up is easy, contact our **FE support team** who will be happy to help you get started.



FE centre support
0845 373 0114



fecentresupport@pearson.com

Stage 2 Completed Stage 1 or already a BTEC centre?

1 Check you are approved for the qualifications you want to deliver with your exams officer, via Edexcel Online (EOL) or by contacting your account specialist in our customer services team:

Customer services 0344 463 2535 **examsofficers@pearson.com**

2 Register your learners at the beginning of the BTEC programme as this will trigger the allocation of your Pearson Standards Verifier.

3 Identify your BTEC team so everyone understands their roles and responsibilities and you're off to a flying start. See pages 6 and 7 of this guide where you can download a detailed activity timeline for each BTEC role.

Get started with myBTEC – see page 10

To plan, deliver and assess your new BTEC programme effectively, it's important that you have your BTEC team in place. This could involve as few as **two members of staff** as one person can take on several BTEC roles at the same time though you may prefer to increase this depending on the size of your department. Here's a summary of the roles you will need in place:



Head of Centre (College Principal)

Formally responsible for the management and delivery of BTEC at your centre. Their main responsibility is to ensure that your college acts in accordance with our conditions of approval, regulations and any other terms and conditions or policies. [Download your Head of Centre activity timeline on our website.](#)



Quality Nominee (QN)

Our main point of contact for quality assurance in your college and responsible for ensuring effective management of your BTEC programmes. Visit our Quality Nominee Support Hub at at: quals.pearson.com/BTECQNhub [Download your QN activity timeline on our website.](#)



Exams Officer (EO)

Our point of contact for administration at your college. The Exams Officer is responsible for ensuring learners are registered on time and correctly. Visit our Exams Officers page at: quals.pearson.com/BTECexamsofficers [Download your EO activity timeline on our website.](#)



Programme Leader (PL)

A **Programme Leader** or Programme Manager has overall responsibility for the effective delivery and assessment of BTEC qualifications. For Entry to Level 3 qualifications, the Programme Leader (PL) may also act as the Lead Internal Verifier (LIV) if appropriate. [Download your PL activity timeline on our website.](#)



Lead Internal Verifier (LIV)

A **Lead Internal Verifier** acts as a single point of accountability for quality assurance across a subject area. For Entry to Level 3 qualifications in colleges, the Lead Internal Verifier (LIV) often also acts as Programme Leader (PL) depending on size of your department. [Download your Lead Internal Verifier activity timeline on our website.](#)



Internal Verifiers (IV)

Internal Verifiers are responsible for ensuring assessment decisions are consistent across the programme. Internal Verifiers are usually Assessors also, but as an Internal Verifier, you cannot internally Verify your own assignment briefs and assessment decisions. [Download your IV activity timeline on our website.](#)



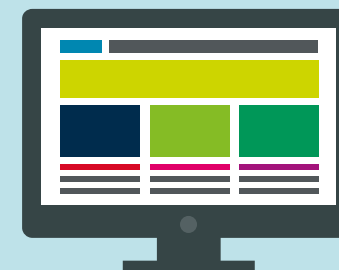
Assessor (Course tutor)

Assessors are responsible for teaching and assessing learners against the learning aims and assessment criteria of the course specification. Please note, an Assessor cannot also act as Internal Verifier for their own assignment briefs or assessment decisions. [Download your assessor activity timeline on our website.](#)

We've teams of BTEC experts in place to help you with every aspect of delivering your new BTEC course as well as a wide range of resources to download and free training courses you can sign-up for.

Here's a summary of how to get in touch, however, if you are at all unsure who to contact, your Account Specialist in customer services will be happy to direct you to the right person.

Useful links



- myBTEC** – quals.pearson.com/myBTEC
- Fees** – quals.pearson.com/BTECFees
- Exam timetables** – quals.pearson.com/BTECtimetables
- Statistics** – quals.pearson.com/BTECstats
- UCAS points** – quals.pearson.com/UCAS
- BTEC equivalencies** – quals.pearson.com/BTECequivalencies
- BTEC acronyms** – quals.pearson.com/BTECacronyms
- Support services** – quals.pearson.com/supportservices



Curriculum Development Manager

Your Curriculum Development Manager is the best person to speak to if you are looking for a new qualification or considering delivering a new BTEC course. For details of your local Curriculum Development Manager please contact our customer services team on:

0344 463 2535 examsofficers@pearson.com



Subject Advisor

Our teams of specialist subject advisors offer advice across a range of sectors and are your best point of contact for queries relating to teaching our qualifications.

Find your subject advisor at quals.pearson.com/BTECsubjectadvisors



Vocational Quality Advisors

If you need help with any aspect of our Quality Assurance process our Vocational Quality Advisors in our customer services team will be happy to help.

0344 463 2535 qualitynominees@pearson.com

quals.pearson.com/BTECQNhub



Customer Services Account Specialist

Your Account Specialist in our customer services team is your first point of contact if you are unsure who best to speak to. They will be able to help with a range of queries and also direct you to other teams for specialist advice where appropriate.

0344 463 2535 examsofficers@pearson.com

myBTEC Your time-saving free workflow tool

Designed to work alongside your current VLE or MIS system to save you time throughout the assessment process, myBTEC will:

- help you quickly get started with your new BTEC course
- save you time with course planning, assignments, internal verification, marking and progress tracking
- give you complete visibility of all courses, assessment, internal verification and results at your centre
- provide support for your entire BTEC team, whatever their department or role.

myBTEC has been specially designed for BTEC qualifications, so you can be confident that you are getting it right. Find out more at:

quals.pearson.com/myBTEC

See also:

examWizard

Create mock exams from our bank of past paper questions at:

quals.pearson.com/examwizard

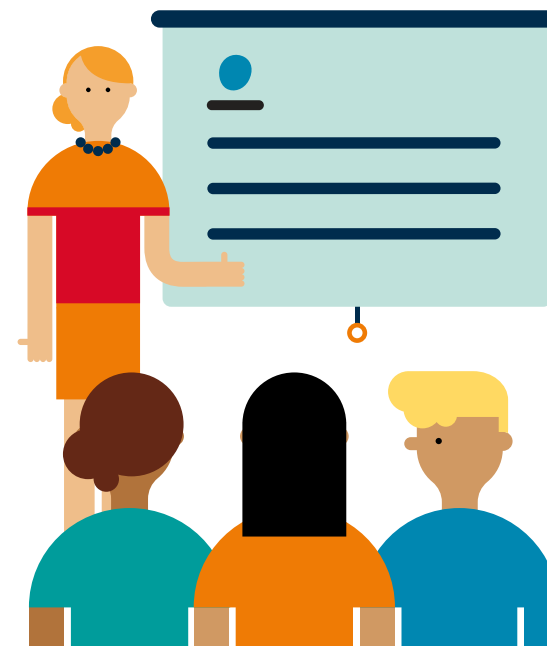
ResultsPlus

Explore our free online results analysis tool at:

quals.pearson.com/resultsplus

We've included answers to some of the most frequently asked BTEC questions on our website which we hope you find helpful. You can watch a series of short video clips or simply read through the questions and answers at:

quals.pearson.com/deliveringBTECFAQs



Topics included cover:

- **BTEC Curriculum Planning**
- **BTEC Teaching and Learning**
- **BTEC Assessment**
- **BTEC Quality Assurance**

Guides and resources

We've included a range of helpful guides and resources on our website to help you with every stage of your BTEC Journey at:

 quals.pearson.com/deliveringBTEC

Training

Sign-up for our free Quality Assurance training events at:

quals.pearson.com/BTECQAevents

Explore all our BTEC training events including those for help delivering specific qualifications at: quals.pearson.com/BTECTraining



quals.pearson.com/deliveringBTEC



Customer services
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