

# **Location of Centre Engagement Document (CED)**

2017-18

**Quality Management  
Review (QMR)**

June 2017 - Version1

# Introduction

Part of the process for Quality Management Review requires the Quality Nominee to complete the **Centre Engagement Document (CED)**.

The CED is made up of three sections:

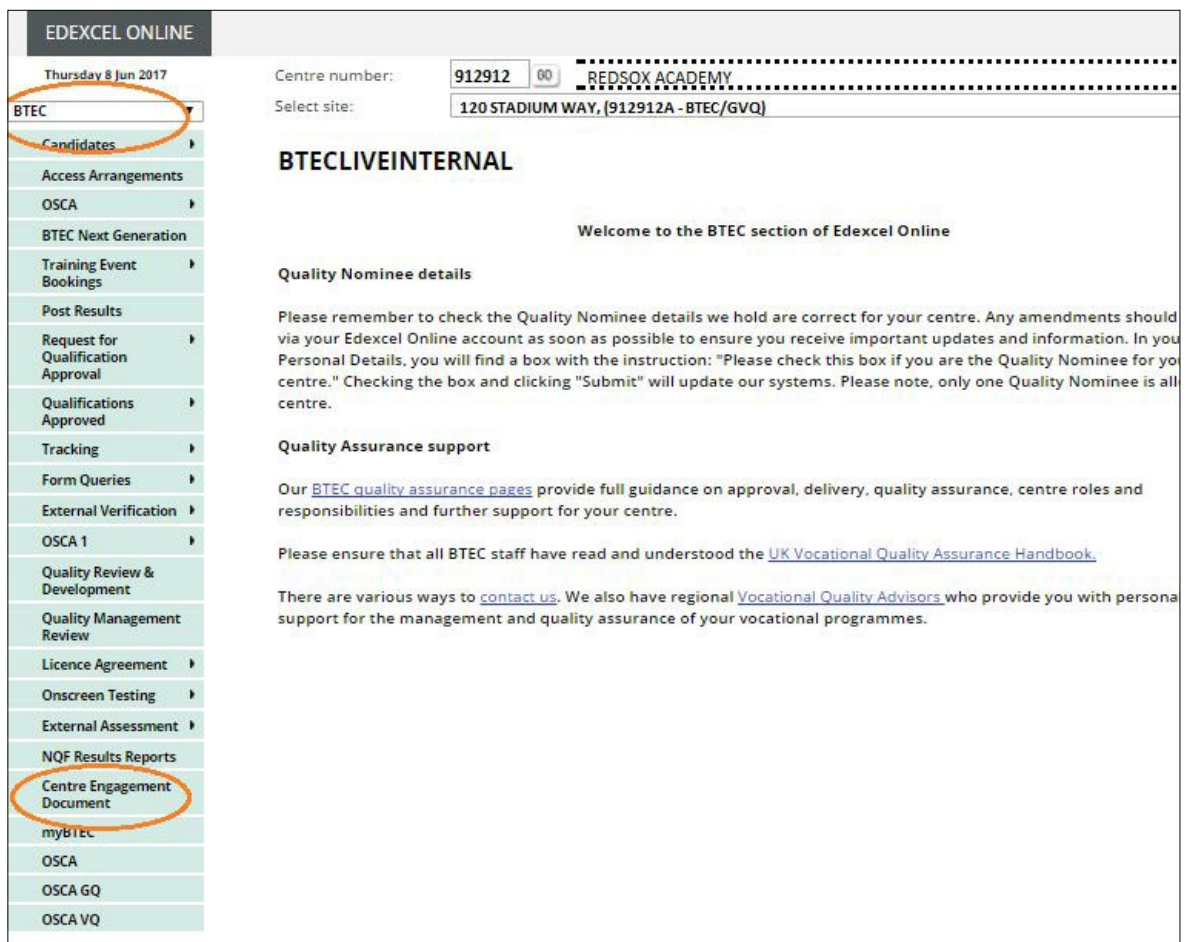
- **Section A: Progress Summary** - this is a self-evaluation of your progress against any essential actions and recommendations identified in your last Quality Management Review report;
- **Section B Centre Recognition & Qualification Approvals Re-Declaration** - this document must be signed by the Head of Centre;
- **Section C: Centre Strengths and Weaknesses Statement** - this is a self-evaluation against the quality objectives and measures.

The CED will be used alongside the QMR report/Desk Top Review (DTR) report to provide a record of the QMR review process. It can **only** be completed and **uploaded once each academic year**.

# Location of the Centre Engagement Document

You can find the Centre Engagement Document on Edexcel Online. To access the document please follow the steps below:

**Step 1:** Select BTEC from the drop down box on the left hand side menu and click on 'Centre Engagement Document'.



The screenshot shows the Edexcel Online interface. On the left is a navigation menu with a search bar containing 'BTEC'. The menu items include: Candidates, Access Arrangements, OSCA, BTEC Next Generation, Training Event Bookings, Post Results, Request for Qualification Approval, Qualifications Approved, Tracking, Form Queries, External Verification, OSCA 1, Quality Review & Development, Quality Management Review, Licence Agreement, Onscreen Testing, External Assessment, NQF Results Reports, Centre Engagement Document (highlighted with a red circle), myBTEC, OSCA, OSCA GQ, and OSCA VQ. The main content area displays the 'BTECLIVEINTERNAL' page, which includes a welcome message and sections for Quality Nominee details and Quality Assurance support.

**EDEXCEL ONLINE**

Thursday 8 Jun 2017

Centre number: 912912 60 REDSOX ACADEMY

Select site: 120 STADIUM WAY, [912912A - BTEC/GVQ]

## BTECLIVEINTERNAL

Welcome to the BTEC section of Edexcel Online

### Quality Nominee details

Please remember to check the Quality Nominee details we hold are correct for your centre. Any amendments should be made via your Edexcel Online account as soon as possible to ensure you receive important updates and information. In your Personal Details, you will find a box with the instruction: "Please check this box if you are the Quality Nominee for your centre." Checking the box and clicking "Submit" will update our systems. Please note, only one Quality Nominee is allowed per centre.

### Quality Assurance support

Our [BTEC quality assurance pages](#) provide full guidance on approval, delivery, quality assurance, centre roles and responsibilities and further support for your centre.

Please ensure that all BTEC staff have read and understood the [UK Vocational Quality Assurance Handbook](#).

There are various ways to [contact us](#). We also have regional [Vocational Quality Advisors](#) who provide you with personal support for the management and quality assurance of your vocational programmes.



**N.B:** The CED document will only be accessible once your Centre Quality Reviewer has been allocated; this happens during the month of October. **Please do not use last year's document as the objectives and measures have changed.**

## Step 2: Click on 'CED.Doc' to download the document

**EDEXCEL ONLINE**

Thursday 8 Jun 2017

Centre number:   REDSOX ACADEMY

Select site:

**BTEC** ▾

- Candidates ▾
- Access Arrangements
- OSCA ▾
- BTEC Next Generation
- Training Event Bookings ▾
- Post Results
- Request for Qualification Approval ▾
- Qualifications Approved ▾
- Tracking ▾
- External Verification ▾
- OSCA 1 ▾
- Quality Review & Development
- Quality Management Review
- Onscreen Testing ▾
- External Assessment ▾
- NQF Results Reports
- Centre Engagement Document

### Centre Engagement Document

Year:

**AA Number:**

**Centre Quality Reviewer:**

**Centre Engagement Document:**

Click here to download document [CED.docx](#)

Once completed the form please   No file chosen

1. Download the Centre Engagement Document via the link above.
2. Complete the relevant sections as explained within, ensuring that the form is signed by the head of centre.
3. Save and upload the document either as document(.docx,.doc) or as PDF(.pdf).

If you have any problems carrying out these steps, please [contact us](#).

**Step 3:** Once you have completed and signed the document, click on the 'Choose File' button, select the signed document from your computer, and then 'Upload'.

EDEXCEL ONLINE

Thursday 8 Jun 2017

Centre number: 91291 00 REDSOX ACADEMY

Select site: 120 STADIUM WAY (912912A - BTEC/ GVQ)

**Centre Engagement Document**

Year: 2016/17 (J Registrations) Go

AA Number:

Centre Quality Reviewer:

Centre Engagement Document: [Click here to download document: CED.docx](#)  
Once completed the form please upload  No file chosen

1. Download the Centre Engagement Document via the link above.
2. Complete the relevant sections as explained within, ensuring that the form is signed off by the head of centre.
3. Save and upload the document either as document(.docx,.doc) or as PDF(.pdf).  
If you have any problems carrying out these steps, please [contact us](#).



**N.B:** We have added a new feature which now enables you to upload the CED in either word or PDF format with a maximum file size of 5mb.

