Quality Assurance Year Planner for Schools and FE
2018-19

Annual Cycle for BTEC Programmes in Schools and FE 2018-19

Month	Action	Supporting Documents
July	Production of BTEC files and handbooks Become familiar with BTEC	• Templates suggesting what should be included in Programme and Centre Quality Management files, Student and Staff handbooks are available on the **BTEC Quality Nominee Hub** in the **Resources** section. • Guidance on how to deliver a BTEC course in the **Getting Started** section of our QN Support page and on the **Deliver BTEC** page.
July/ Aug/ Sept	Assignment brief writing and internal verification of all briefs	• Forms and templates for all BTEC course are available on the **Assessment and Verification Tools** page: • Assessment and internal verification forms • Full guidance is available in the **BTEC Centre Guide to Internal Verification** on the **BTEC Prepare for September 2018** page
	Two briefs per programme sent to assignment checking service	• Full details can be found at the Assignment Checking Service: **Assignment checking service**
	Production of Assessment Plans to show how the programme will be delivered	• Forms and templates are available on the **Assessment and Verification Tools** page • Full guidance is available in the **BTEC Centre Guide to Internal Assessment** on the **BTEC Prepare for September 2018** page

Aug / Sept	Make sure Lead IVs register or re-register each year OSCA accreditation exercise available for QCF programmes without an accredited LIV Standardisation materials for all NQF/RQF, BTEC Tech Awards	• **ALL** Lead IVs should confirm that they are still in post by re-registering on OSCA via Edexcel Online • Full guidance can be found in the **BTEC Centre Guide for Lead Internal Verifiers** on the **BTEC Prepare for September 2018** page • Ensure that QCF Lead Internal Verifiers complete OSCA standardisation, if applicable. There will be one OSCA window each year, normally from late August until mid October. Results will be available in November. • Ensure that all NQF/RQF Lead IV's hold a **standardisation meeting** with their teams prior to any formal assessments. • Ensure that all Lead IVs for NQF courses have ticked the box to confirm that the standardisation meeting has taken place.
Sept	Quality Nominee to ensure their details are up to date and correct	• Make sure the Quality Nominee box is ticked on their Edexcel Online account: **www.edexcelonline.com**
	Internal verification plan produced	• Full guidance is available in the **BTEC Centre Guide to Internal Verification** on the **BTEC Prepare for September 2018** page
Sept / Oct	Ensure that the evidence required for Quality Management Review is collected from BTEC teams and the Centre Engagement Document is completed in as much detail as possible	• Full guidance, guides and exemplars can be found in the **Quality Management Review** section of the **website** • **Centre Engagement Document** can be found on Edexcel Online towards the bottom of the left hand menu • Ensure programme and centre evaluations are complete along with annual review of policies
Oct	Close of OSCA window	• For guidance on using OSCA, including OSCA Calculator: **OSCA support**

Oct	Allocation of Standards Verifier (External Examiner) for Higher level programmes	• Full guidance for new Higher Nationals can be found in the **Guide to Quality Assurance and Assessment Levels 4-7** on the **BTEC Prepare for September 2018** page and the **BTEC Higher National Diploma** pages
Nov	**1 November** - register learners and check accuracy. If this deadline is missed, there is a late fees penalty	• Full guidance available in the **Information Manual**: **Information Manual**
	Commence assessment & internal verification of learner work ensuring that internal verification occurs before learners are informed of the grade	• Forms for all BTECs are available in the **Forms** section on the **Assessment and Verification Tools** page • Full guidance is available in the **BTEC Centre Guide to Internal Assessment** and **BTEC Centre Guide to Internal Verification**
	Make contact with the allocated Centre Quality Reviewer. Check Edexcel Online for contact details if required	• Log into Edexcel Online at Edexcel Online: **www.edexcelonline.com** • Select the **BTEC** option • Select **Quality Management Review** • This will show your allocated Centre Quality Reviewer and the format of the QMR Activity (VISIT OR Desktop Review) • Click on their name to access the contact details • Window for QMR Activity **November to April**
Nov/ April	QMR Visit or DeskTop Review Activity	• Agree date for the QMR Activity with you Centre Quality Reviewer • Ensure all required documents are prepared and available • Review QMR report and deal with any required actions within 3 months

Dec	Ensure Centre Engagement Document is submitted by 10th December or 2 weeks before QMR activity	• Full guidance can be found in the **Quality Management Review** section of the website • **Submit Desktop Review Checklist** for this activity - found on Edexcel Online on the same page as your named Centre Quality Reviewer
Jan	Ensure that contact is made with the Standards Verifiers to agree the requirements for sampling. Contact details can be found on Edexcel Online if required	• Log into Edexcel Online at Edexcel Online: **www.edexcelonline.com** • Hover over External Verification and select the appropriate option • This will show your allocated Standards Verifiers • Click on the Standards Verifier names to access their contact details
	By 31 January request deletion and refund of learners registered before 1 Nov who have left	• Full guidance available in the **Information Manual**: **Information manual** • Contact **examsofficers@pearson.com**
	Lead Internal Verifiers to liaise with the Standards Verifiers and agree the appropriate 1st sample and timescale	• Full guidance can be found in the **BTEC Centre Guide to Standards Verification** on the **BTEC Prepare for September 2018** page
On-going	2nd sample organised and available for the Standards Verifier if the 1st sample is blocked	• Full guidance can be found in the **BTEC Centre Guide to Standards Verification** on the **BTEC Prepare for September 2018** page

April	End of reporting window for QMR Visits	• By the end of April, all Quality Management Review activities should have taken place and reports submitted. These can be found on Edexcel Online. • Review any required actions
May	End of Standards Verification sampling window for first samples	• All samples should be verified by the end of May to ensure timely certification • Samples should be supplied at least 10 working days before the 30th May deadline
June	End of Standards Verification sampling window for second samples	• All second samples should be verified by the end of June to allow time for any re-sampling • Second samples should be supplied at least 10 working days before 30th June deadline
July	Completion of certificate claims. Double check to ensure accuracy	• Check the deadlines for submission of results by SRF and on Edexcel Online making careful note of the deadline for UCAS applicants and for certification by results days. Full guidance is in the **Information Manual**: **Information Manual**