

## QN Quality Focus 5:

# OSCA

OSCA is the online platform which provides standardisation materials to support Lead Internal Verifiers from Entry level through Level 3 BTECs in their role within centres. Standardisation ensures that your centre Lead Internal Verifiers understand the standards and processes which Pearson expects to be maintained in all BTEC centres. A Lead Internal Verifier designated to lead a Principal Subject Area at a centre is required to register on the OSCA system in order to access standardisation materials.

Centres need to register Lead Internal Verifiers for both BTEC NQF and QCF programmes, if these are being delivered at your centre. For a given Principal Subject Area, centres may choose to register the same member of staff or register two separate people for these roles. For NQF BTECs centres can register separate Lead IVs for Level 1/2 Firsts and Level 3 Nationals.

An illustrated [guide to OSCA](#) can be found [here](#).

### Getting started

#### Access to OSCA is through your Edexcel Online (EOL) account

1. Log into EOL at [www.edexcelonline.com](http://www.edexcelonline.com). Select OSCA from the left hand menu of the EOL homepage.
2. From the drop down menu, select the BTEC option and click 'Select'

### Registering as Lead Internal Verifier

A nominated Lead Internal Verifier at each centre will need to register on OSCA for every Principal Subject Area delivered at the centre.

Once you have selected 'Registration' you should select the Principal Subject Area that you are the Lead Internal Verifier for using the drop down list and then follow the onscreen prompts to complete the process.

**Note:** If your centre already has a registered Lead Internal Verifier, then you will not be able to register until the registered Lead IV has withdrawn.

You will receive confirmation of registration onscreen and by email to your registered email address. A copy of this communication will also be available on the 'Your Messages' tab of the OSCA home page.

## Subsite and Consortium Registrations

OSCA allows you to register at subsite and consortium levels as well as centre level.

1. If your centre has subsites, you will be presented with the option to register for a single subsite or multiple subsites. If you intend to cover all subsites then select the 'Centre' option.

**Note:** you can only register at centre level or subsite level not both.

2. If your centre is part of a consortium you must register at both consortium and centre level.

**Note:** only the lead centre can register a Lead IV for the consortium programmes. If you are at the lead centre, OSCA will default your registration to cover both your centre and the consortium, which you can choose to remove at this point.

## Induction Training

Before downloading and using standardisation materials, Lead Internal Verifiers should view the appropriate Centre Induction podcast for either BTEC (QCF) or BTEC (NQF) for Lead Internal Verifiers. The podcasts provide support and training relevant to the role and provide annual updates.

## Standardisation Materials

All Lead Internal Verifiers must standardise their teams using the available standardisation materials. For BTEC (QCF) Lead Internal Verifiers, these materials are also an essential part of your preparation towards attempting online standardisation. These materials also include important information and guidance to help you prepare for online standardisation.

**Note:** BTEC (NQF) Lead Internal Verifiers will need to indicate when their team have been standardised by ticking the 'Standardised' box on their registration page alongside their active NQF registration.

## QCF Standardisation exercise

Online standardisation is offered in a 'window' during the course of the year. BTEC (QCF) Lead Internal Verifiers must complete the standardisation exercise for their chosen programme group within this window.

## Maintaining Registration (and QCF Accreditation)

In August, all Lead Internal Verifiers must reinstate their registration to ensure that it continues to cover their Principal Subject Area. Without reinstating, the accreditation status for BTEC (QCF) Lead Internal Verifiers will lapse and any future certification claims will be at risk.

## Withdrawing your registration

You must only register one Lead Internal Verifier per Principal Subject Area for both BTEC NQF and QCF per year. A registered Lead Internal Verifier should not be withdrawn during an academic year. When the registration lapses at the end of the year, a new Lead Internal Verifier can be registered if required (i.e. from 1st August of the next academic year) If however, you need to change a Lead Internal Verifier registration before the end of the academic year, your Quality Nominee must send a request to [btecdelivery@pearson.com](mailto:btecdelivery@pearson.com)

## Glossary of Terms

### Registration Status

<b>Registered</b>	You are active as the designated Lead Internal Verifier in your centre for the associated programme group.
<b>Lapsed</b>	You are the designated Lead Internal Verifier in your centre for the associated programme group but your registration is inactive and needs to be reinstated in order to maintain the registration and any associated accreditation.
<b>Withdrawn</b>	You are no longer the designated Lead Internal Verifier in your centre for the associated programme group.

### Accreditation Status

<b>Not Attempted</b>	You have not attempted online standardisation this academic year and need to in order to gain accreditation for the associated programme group.
<b>Accredited</b>	You have attempted online standardisation and are accredited for the associated programme group and all lower levels. Provided the registration is active, your centre has certification release for the associated programme group and all lower levels.
<b>Accredited Subject to Standards Verification</b>	You have attempted online standardisation but based on the results we judge that you would benefit from further support. A Standards Verifier will be allocated to support you in gaining full accreditation through sampling.
<b>Not Accredited</b>	You have attempted online standardisation and have also been accreditation sampled but we judge that you would still benefit from further support. You will need to reattempt online standardisation in the next academic year in order to gain accreditation.
<b>N/A</b>	Not applicable – the programme group does not require online standardisation or require an accredited status as part of the quality assurance model.

## Support

[Web link to BTEC Quality Nominee Information Hub](#)