

QN Quality Focus 1:

Delivering a BTEC for the first time

Starting to plan the delivery of a new BTEC programme can appear to be a daunting task. However, if you read and refer to all the guidance listed below and use the templates provided, you'll find the planning of programme delivery and quality assurance (relatively) straightforward!

A BTEC programme has most of its content assessed internally. A team of people will be responsible for making sure that the programme is developed and delivered appropriately and all of them will be accountable for ensuring that the quality of the programme meets national standards. Therefore, it's important that everyone involved makes full use of the support provided. (We outline below what support there is available). Here is an outline of the support available.

Roles and responsibilities at the centre

First of all, you will require the support of senior staff. Their support is critical to the success of a BTEC programme in terms of the commitment required by the staff involved, and full understanding of the objectives and outcomes of delivering a BTEC programme (in terms of funding, performance league tables and time, etc). We have produced some guides to the roles of a BTEC team here: [Web link to roles and responsibilities](#)

A BTEC staff team will typically consist of:

- Head of Centre & Senior Management
- Quality Nominee
- Exams Officer
- Programme Leader
- Lead Internal Verifier
- Internal Verifier
- Assessor

BTEC Quality Assurance Processes

The responsibility for delivering and assessing a BTEC is, for a significant proportion, delegated to a BTEC team (mentioned above). (Because of this,) Pearson sets some quality assurance processes which support centres to deliver (a) BTEC to national standards.

The three key quality assurance processes (that are the infrastructure) that ensure national standards are met (at a centre) are as follows:

QMR
Quality Management Review

LIV
Lead Internal Verification

SV
Standards Verification

QMR: An annual visit from a Centre Quality Reviewer (CQR) to check that a centre has the necessary quality assurance processes and policies in place to be able to deliver BTEC programmes effectively.

LIV: Every BTEC programme (from Entry to Level 3) needs a LIV to oversee that an effective system of **internal** verification of assignment briefs and assessment decisions takes place.

SV: All BTEC programmes undergo an **external** check on standards, (most by postal sampling) by a subject experienced academic associate appointed by Pearson.

UK BTEC Quality Assurance Handbook

To support these processes, we publish a **BTEC Quality Assurance Handbook** every year which provides the full details (on our quality assurance processes) of each process for the coming academic year. Each process has a separate chapter (which contains the details about how each process works):

[Web link to the QA Handbook](#)

Forms and Templates

Specimen forms and templates for use with assignments and internal verification will help ensure you are meeting requirements. You can find them under **Assessment and Verification Forms** at the bottom of this page:

[Web link to Forms and Templates](#)

Training

We provide free training at “Getting Ready to Teach” events - invaluable for a new team starting to deliver (a) BTEC. These are run at appropriate times of the year. We also provide free network events for quality nominees which enable them to meet other QN's and receive updates on BTEC QA developments. There are lots of training events (both free and to-pay-for) throughout the year, so it's a good idea to check regularly if there are any relevant to your subject and level so that you get the most out of teaching your BTEC:

[Web link to the training page](#)

Assignment Checking Service

We provide an assignment checking service to make sure your assignments are fit for purpose. You can use this service even before you start teaching your BTEC. When you have written your first two assignments, send them to our **Assignment Checking Service** for feedback and advice:

[Web link to assignment checking service](#)

Support

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