

QN Quality Focus 7:

Year Planner

We know that certain things come around at the same time each year and thought that a quick guide might be useful to jog your memory at the appropriate time.

The actual dates and deadlines will change from year to year but in general this is how you can expect your year to go. (By the way – these are not all jobs for you, but you might want to sample that they are being done.)

September

- Check that your Quality Nominee details are correct and up to date.
- Check that assessment plans are in place
- Ensure teams have internal verification plans in terms of approach and strategy.
- Have teams written their assignments and internally verified them?
- Have teams used the Assignment Checking Service where appropriate?
- Lead Internal Verifiers should register or re-register – undertaking OSCA where required, or holding standardisation meetings with teams. Remind the Lead IV to tick the box to confirm that this has taken place.

October

- Quality Nominee Network events for New QNs
- Prepare for Quality Management Review visit by completing the Centre Engagement Document in as much detail as possible. Details of your Centre Quality Reviewer can be found on Edexcel Online.
- Begin registration of learners

November

- Quality Nominee Network events for experienced QNs
- Registration of learners should be complete
- Check progress of assessment and internal verification against plans

December

- Ensure that all introductory emails from Standards Verifiers have been passed along to the appropriate teams

January

- Monitor progress of communications between Standards Verifiers and your teams where relevant

February

- Check prompt supply of sample to Standards Verifier

March

- Resolve any actions on the Quality Management Review report (assuming the visit has taken place)

April

- All Quality Management review visits should have been completed by now with the report being available approximately ten days after the visit.
- Check progress of standards verification with relevant teams.

May

- All first samples should have been sent to Standards Verifiers by the middle of the month to ensure that the report will meet the end of May deadline.
- Monitor incoming standards verification reports and action appropriately
- Begin planning for next academic year

June

- All second samples to have been supplied by the middle of the month to meet the end of June deadline.
- Plan for implementation of any recommendations from quality reports

July

- Submit claims for certification of completing learners

August

- Practical planning by delivery and assessment teams to familiarise themselves with new specifications
- Check approvals for next academic year
- Check certificates claimed against certificates received.

Support

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