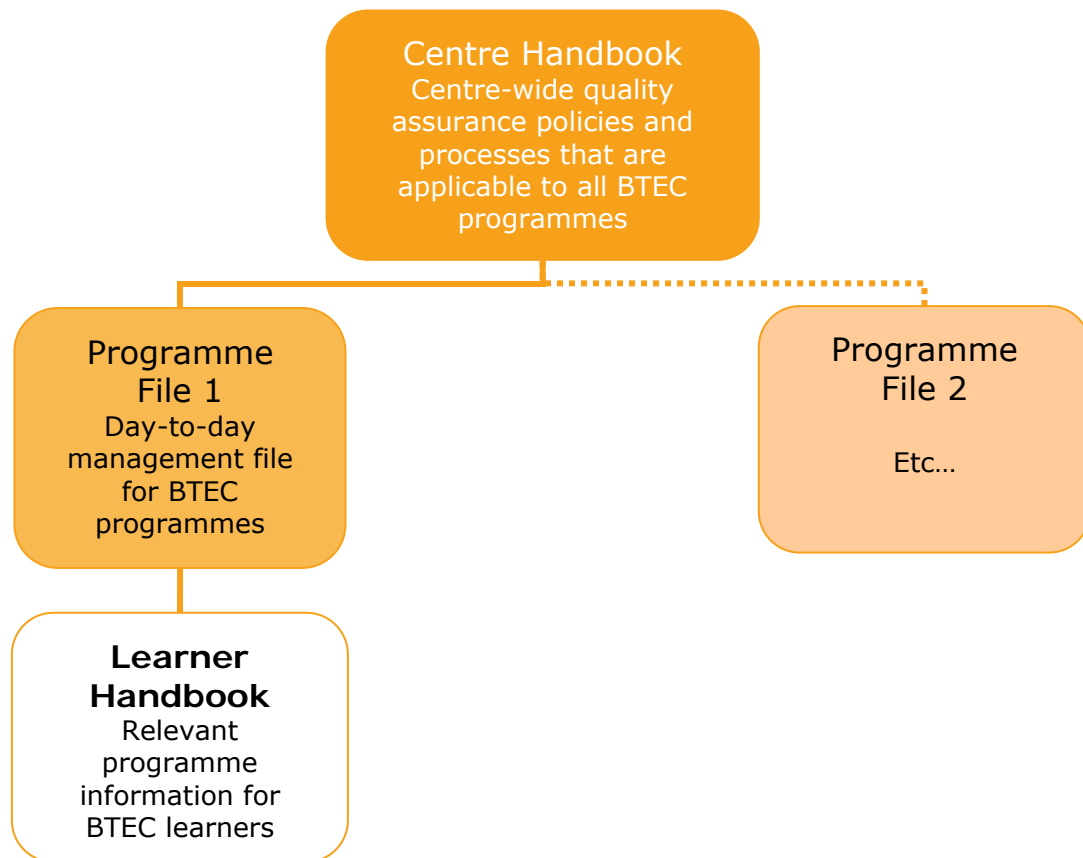


Suggested format for maintaining quality assurance documents

You must have:

- functioning quality systems appropriate to your centre's size that enable quality management, review and improvement
- sufficient records that demonstrate the use of the quality system and the outcomes of key monitoring activities
- effective internal and external communications
- systems that are compliant with current BTEC and regulatory requirements.

Documents will vary between centres and may be stored electronically. All quality assurance documents must be reviewed and revised regularly. Below is a suggestion of how they can be organised at centre and programme level:



Centre handbook, programme files and learner handbooks

- Holding centre policies and procedures electronically makes them easier to access and update
- These documents will contain much of the information required for your Quality Review & Development meetings
- Standardised documentation aids the accuracy, consistency and audit of records
- Content varies according to the size and type of each centre. For example, small centres may use a combined centre/programme file.

The following lists are suggestions, rather than prescriptive. Only use records that are useful and effective:

