



# BTEC Centre Guide to Quality Assurance

2023 - 2024

# Contents

<a href="#">Introduction</a> .....	4
<a href="#">UK Qualifications Covered by BTEC Quality Assurance</a> .....	5
<a href="#">The BTEC Quality Assurance Cycle</a> .....	7
<b><a href="#">Stage 1 – Setting up for Success</a></b> .....	8
<a href="#">Annual Quality Declaration</a> .....	8
<a href="#">Lead IV Registration and Standardisation Activity</a> .....	10
<b><a href="#">Stage 2 – Centre Level Support</a></b> .....	12
<a href="#">Holistic Review</a> .....	12
<a href="#">Programme Control Measures</a> .....	20
<b><a href="#">Stage 3 – Enabling Certification</a></b> .....	23
<a href="#">Standards Verification</a> .....	23
<a href="#">Quality Assurance Checks for Eligibility and Claims</a> .....	24
<a href="#">Appendix A – BTEC Holistic Review Activity Plan</a> .....	27

## Version Control

Page and Change	Date of Change
Page 21 – New Programme Control Measures FAQ Update	5.12.2023
Page 22 – Programme Control Measure Appeal Date	5.12.2023

# Introduction

This guide provides you with the information you need to deliver BTEC Quality Assurance in 2023/24. We want to make delivering a BTEC as simple as possible, provide all the support you need from the start and tailor our Quality Assurance process towards your needs to ensure you can be confident in the assessment of BTEC qualifications.

## We're here to help

If you need more information or support at any stage, please do contact us and we will do our very best to help.

For all enquiries, please use the [contact us](#) link on any of our website pages. Complete the form in as much detail as possible to ensure a timely response by our teams. Including your centre number will help us to quickly find your records.

# UK Qualifications Covered by BTEC Quality Assurance

This guide provides you with the information you need to deliver quality assurance for the following BTEC programmes:

- BTEC Level 1/2 Firsts
- BTEC Level 1/2 Tech Awards (from 2017, Engineering only, last certification 2024)
- BTEC Level 2 and 3 Technicals
- BTEC Level 3 Nationals
- BTEC QCF Specialists, Level 1 and Entry Level (not covered by WBL QA)

Please note, the new Tech Awards for first teach from September 2022 are not covered within this model. Please refer to the *Centre Guide to Quality Assurance for the BTEC Tech Awards (from 2022)*. This can be accessed on our quality assurance webpage [here](#).

The following qualifications are subject to the Work Based Learning (WBL) Quality Assurance Lead Standards Verifier activities:

- Level 1 – 7 Pearson Edexcel and Pearson NVQs and competence-based qualifications regulated by Ofqual
- Pearson Scottish Vocational Qualifications (SVQs) regulated by SQA Accreditation
- BTEC Apprenticeship frameworks (except the Functional skills suite)
- BTEC Security and Fire qualifications
- Personal and Social Development
- BTEC WorkSkills
- BTEC Entry Levels 1–3
- BTEC Introductory Level 1
- BTEC specialist qualifications including:
  - Cleaning, facilities and hospitality
  - Goods, warehousing, transport and logistics
  - Business Admin, Team Leading, Customer Service and Management
  - BTEC Teamwork, Personal Skills and Citizenship in Youth Organisations (CiYO)
  - Health and Social Care (old framework qualifications, including Dementia and End of Life Care)
  - Construction Occupations, Health and Safety in a Construction Environment, BTEC Level 1 Construction

- On programme qualifications for the new apprenticeship standards
  - Advanced Manufacturing Engineering and other Apprenticeship Standards Engineering
- Standalone BTEC Specialist (where you do not offer BTEC Firsts or Nationals)

The following qualifications will remain subject to External Examination and the Annual Programme Monitoring Report (APMR):

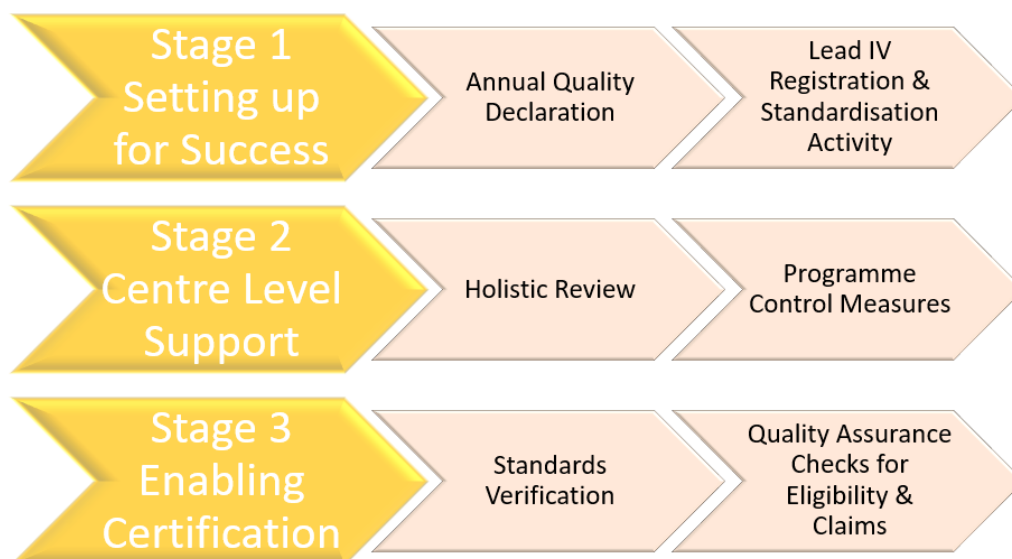
- BTEC Higher Nationals Levels 4-5
- Level 4 – 7 BTEC Professional Qualifications

If you are a Private Training Provider delivering BTEC Level 4-7 qualifications these will remain subject to Academic Management Review (AMR) and External Examination.

# The BTEC Quality Assurance Cycle

The BTEC Quality Assurance Cycle is a three-stage process. The cycle has been designed to allow Pearson to:

- work in partnership with you with a collective responsibility in ensuring every learner receives the right result for their BTEC qualifications
- tailor our approach to provide you with more individualised and targeted advice and activity
- allow everyone involved at each stage of the process to understand their role
- ensure that you are managing appropriate quality assurance systems and procedures



The next section of this guide will explain each stage of the process in detail and provide some of our most Frequently Asked Questions to support you.

# Stage 1 Setting up for Success

## Annual Quality Declaration

At the start of the academic year, the Head of Centre or Quality Nominee acting on their behalf will need to complete the Annual Quality Declaration (AQD).

The deadline for AQD submission is **14 October\***.

*\*This is a fixed annual deadline. If this falls on a weekend, centres may wish to consider the preceding working day, although submission will be accepted on the official deadline.*

The purpose of the Annual Quality Declaration (AQD) is for you to confirm that all policies and procedures required for the delivery of BTEC qualifications are in place, effective and have been contextualised for your centre. The AQD also serves as your acceptance of Pearson's Terms and Conditions of Centre Recognition and Qualification Approval for delivering BTEC qualifications.

All Annual Quality Declarations will be subject to review by Pearson.

Direct link to the [Annual Quality Declaration](#)

Please refer to the [Annual Quality Declaration support article](#) for further guidance.

### ***Frequently Asked Questions***

#### *How do I access the Annual Quality Declaration?*

The Annual Quality Declaration is an electronic form that can be accessed via the direct link above. The link can also be found on our [Quality Assurance webpage](#).

#### *Is there further support available for completing the Annual Quality Declaration?*

Yes, the Vocational Quality Assurance Management team are offering support and guidance opportunities. Please visit the [Quality Assurance webpages](#) where you will find a walk through training module. Centres are also welcome to join us for the 'Annual Quality Declaration walk through' online event, running in September and October. Here we will show where the AQD can be located, how to complete and submit, and there will be the opportunity to ask questions about the process. The AQD walk through dates and meeting links can be found on our Quality Assurance webpage [here](#) in the Live Events online section.



### *What policies do we need to have in place?*

We would advise that you need policies and procedures that cover the key aspects of BTEC quality assurance and management. This would include:

- Registration and Certification of learners
- Assessment
- Internal Verification
- Distance and Blended Learning (if applicable)
- Plagiarism and Assessment Malpractice (including the use of AI\*)
- Appeals and Complaints
- Collaborative Arrangements & operational procedures (if appropriate).

*\*Please see the Centre Guide to Plagiarism for further information on the use of AI. This can be located on our [Quality Assurance webpage](#).*

We would advise that you may need to have other centre policies and procedures for non BTEC Specific aspects of your organisation's needs.

- Equality and Diversity
- Safeguarding
- Health and Safety (including any arrangements for Employer Involvement)
- Special consideration and Reasonable Adjustment
- Recognition of Prior Learning
- Contingency or Adverse Effects (such as to respond to a cyber-attack)

All policies and procedures must be reviewed and evaluated annually. Your centre policies and procedures must be detailed and contextualised in terms of how BTEC programmes and their quality assurance work in your centre. Although you will not have to send them all to Pearson for review, the policies and procedures may be requested if an issue arises during the quality assurance cycle. Please refer to the *Centre Guide to Policies and Procedures for vocational qualifications*, available soon on our [Quality Assurance webpage](#).

### *The Annual Quality Declaration asks us to confirm that we have registered learners in a timely manner. Can we commence the teaching and assessment of a BTEC programme and register the learners just before claiming certification?*

No. You must register learners at the start of teaching and prior to any assessment of a BTEC qualification. Failure to do so will be in breach of your Terms of Approval and may result in sanctions being applied to your centre. Any assessment prior to registration is invalid.

# Lead Internal Verifier Registration and Standardisation Activity

Centres are required to ensure that there is a Lead Internal Verifier (Lead IV) in place for each BTEC programme that they deliver. A person can be the Lead IV for more than one programme, but each programme can only have one Lead IV unless you have different centre numbers for sub-sites. In this case, geographical implications may suggest registering more than one Lead IV for a programme.

Lead IV's need to register annually by **14 October\*** on Edexcel Online and complete standardisation with the programme team. To support new Lead IVs with the registration process, or as a refresher for existing Lead IVs, please refer to the *LIV registration and standardisation* bitesize video. This can be accessed on our YouTube channel '[Pearson – Vocational Quality Assurance](#)'.

*\*This is a fixed annual deadline. If this falls on a weekend, centres may wish to consider the preceding working day, although submission will be accepted on the official deadline.*

The Lead IV role acts as the point of accountability for the quality assurance and standards of a programme. This means that where possible, the Lead IV should be involved in the assessment and delivery of the programme and have a good understanding of the units being assessed.

Please refer to the *BTEC Centre Guide for Lead Internal Verifiers* for further guidance on the LIV registration and team standardisation process, and their roles and responsibilities. This can be accessed on our quality assurance webpage [here](#).

## Standardising Assessment Teams

Once the Lead IV has registered, they will be able to access Centre Standardisation Materials (CSMs). The Lead IV is required to use these materials to train/standardise their team of Assessors and Internal Verifiers. This ensures that everyone involved in the assessment of learner work understands national standards. Centres should retain evidence that this process has taken place and make the evidence available on request. Please note, new Lead IVs will need to complete the *Induction materials* before accessing the Centre Standardisation Materials.

The standardisation material will include:

- assignments, assessed learner work, assessor and internal verifier comments

- activities
- Senior Standards Verifier (SSV) commentaries

To get the most from the materials, we suggest you:

1. Access the practice materials and make notes on how the work would be assessed at your centre, comparing the work to your own practice.
2. Respond to the questions, then compare your responses to those provided by the Senior Standards Verifier (SSV). You can use the commentaries to help understand the rationale for the standard provided by the SSV.
3. Make notes on any implications for your centre's assessment and quality assurance practice.

### ***Frequently Asked Questions***

#### *What is the benefit of having a Lead IV?*

The Lead IV is a key role within the BTEC Quality Assurance cycle and has responsibility for standardising the team, managing IV activity, approving resubmissions and ensuring their assessing teams understand national standards. It is therefore important to have a member of staff assigned to this role for each BTEC subject delivered, as it enables consistency in national assessment standards.

#### *Do existing Lead IVs still need to register for the role?*

Yes. All Lead IVs will need to register annually to confirm they are still in role for the BTEC programme.

# Stage 2 Centre Level Support

## Holistic Review

### Overview of Activity

In 2023/24, a BTEC Centre Assessment Standards Reviewer (CASR) will be assigned in mid-September to select centres who will benefit from additional quality assurance support. The Holistic Review should be scheduled to take place on a mutually convenient date before the end of December.

The CASR's role is supportive and intended to provide an additional layer of support to reassure centres that they have effective processes, policies and procedures in place for successful quality assurance leading to safe outcomes for learners, particularly at the point of Standards Verification. The Holistic Review aims to raise confidence and help centres address any issues and move their centre wide quality assurance processes forwards.

*Centres who do not fall into this category will be required to submit their Annual Quality Declaration only. Providing this is found to be fit for purpose and no concerns are raised, centres will not be required to undertake activity with a Centre Assessment Standards Reviewer.*

### Frequently Asked Questions

#### *Why could a centre be identified as requiring additional quality assurance support?*

There are a range of reasons why a centre may have been identified. These can include:

- Centre request for support from a CASR
- Random selection
- New centre quality assurance support
- Issues found during the previous year's quality assurance cycle requiring support, such as:
  - Referral from the Quality Management Team
  - Late and/or inaccurate Summer 2023 claims
  - Quality policies/procedures that lack rigour

Leaving issues unresolved can result in the qualification requirements not being met, a lack of validity and reliability in assessment decisions, an increased risk of malpractice and, ultimately the unsecure certification of learners. It is therefore important that Pearson works with centres at this early stage of the quality assurance cycle to provide support and correct any issues.

As in previous years, *all* centres delivering BTEC programmes will continue to receive ongoing support from the Vocational Quality Assurance Management team.

*How will I know if my centre will be subject to the Holistic Review this year?*

CASRs will contact the Quality Nominee if selected for the Holistic Review in mid-September. If you do not hear, you will also be able to confirm whether you have been allocated a CASR on Edexcel Online by following the steps in the response to the question below. If you are not selected, you will be required to submit your Annual Quality Declaration only

*Where can I find my Centre Assessment Standards Reviewer's contact details?*

The CASRs details can be found in Edexcel Online. Select 'BTEC & Functional Skills' as the qualification on the left-hand side of the screen, hover over 'Quality Assurance' and then click on the 'BTEC Centre Assessment Standards Reviewer' option.

If your centre has not been selected for this activity, the reviewer's name will show as *Dr Not Active*.

*What if I am a centre offering both BTEC and WBL qualifications, do we follow the WBL Lead Standards Verifier activity or the BTEC Holistic Review?*

This will depend on the size of your provision for each qualification type. If you have significant registrations on programmes within each quality assurance model and have been selected for the Holistic Review, then you will have to undergo both processes and should complete all required documentation.

# BTEC Holistic Review Activity Plan

The Centre Assessment Standards Reviewer (CASR) will conduct up to a full day's activity between mid-September and December 2023. Centres are free to choose whether the activity is conducted in person or remotely.

The purpose of the Holistic Review activity is to focus on centre assessment standards to ensure the effective delivery of qualifications. This may involve (this list is not exhaustive):

- Discussion of quality assurance processes, procedures and policies
- Review of implementation of the above to ensure accurate outcomes for learners, to include centre procedures for timely claims in line with Pearson published deadlines
- Discussions with the Quality Nominee, Exams Officer/s and identified Lead IVs
- Review of Lead IV registration and standardisation in Edexcel Online to ensure Programme Control Measures are accurate (providing the Holistic Review takes place prior to Programme Control Measures being released to centres)

The Centre Assessment Standards Reviewer will:

- Work with you to ensure continual improvement
- Provide or signpost support available
- Identify any actions to improve programme delivery or QA systems

Once allocated, your Centre Assessment Standards Reviewer (CASR) will contact your Quality Nominee to arrange an initial telephone or video call to introduce themselves and get to know your centre. During this conversation, the CASR will agree a mutually convenient date for the activity. There will also be the opportunity to discuss any outstanding actions or issues from the previous year's quality assurance cycle in terms of Standards Verification.

Your Centre Assessment Standards Reviewer will have access to a range of information for your centre to help them prepare for the Holistic Review.

*Please Note:* The purpose of this activity is to support your centre to be successful. It is *not* an inspection.

## *Frequently Asked Questions*

*Will the introductory phone/video call from the Centre Assessment Standards Reviewer be pre-arranged to allow the Quality Nominee to prepare?*

Yes. A mutually convenient time will be arranged to ensure the call takes place at a time suitable for both parties.

*Will the Centre Assessment Standards Reviewer meet with learners?*

No. There is not a requirement for Centre Assessment Standards Reviewers to meet with learners.

*Will I have access to the Programme Control Measures prior to the Holistic Review activity?*

Programme Control Measures will be shared with centres by mid-November, so it depends on when the Holistic Review is scheduled. However, you should assume that all programmes being delivered will be subject to Standard Control and will be sampled during the quality cycle as part of the normal annual process. We will ensure that we communicate any movement to Enhanced sampling control by mid-November.

*Will Welsh and Gaelic speaking centres be able to have an appropriate bi-lingual Centre Assessment Standards Reviewer?*

Where Welsh or Gaelic speaking Centre Assessment Standards Reviewers are available, we will aim to allocate in this way, but we cannot guarantee this. Please remember that the Pearson Language Policy states that all BTEC quality assurance activities must be conducted in English and requires all BTEC policies and procedures to be translated into English. All evidence requested for the Holistic Review must be provided in English.

## Arranging the Holistic Review Day Activity

The activity plan (Appendix A) outlines the schedule for the day and will be agreed at least 1 week prior to the activity date. The Centre Assessment Standards Reviewer will identify which Examination staff and Lead IVs they will need to meet with and will request that the Quality Nominee arranges convenient timings for the meetings to take place based on your centre's needs. The day activity can take place in person or remotely using the virtual meeting software used in your centre e.g., Microsoft Teams, Skype, Zoom, Google Hangouts.

The activity should not require onerous cover arrangements and each Lead IV and Examination staff will be required for approximately 30 minutes. If there is a need to amend the schedule due to unforeseen circumstances, please do let the Centre Assessment Standards Reviewer know so that they can plan accordingly, but do not worry if changes must be made on the day. The Centre Assessment Standards Reviewer is there to be supportive and flexible and will understand that sometimes changes are unavoidable.

The activity plan will also outline any evidence that the Centre Assessment Standards Reviewer will need to see either on the day or to request the evidence is sent through prior to the activity date. If there are specific queries that arise on the day then the Centre Assessment Standards Reviewer may ask to see other documentation, such as a policy relating to BTEC programmes for that issue.

## The Day of the Holistic Review

At the start of the Holistic Review, the Centre Assessment Standards Reviewer will engage in an initial discussion with the Quality Nominee to pick up areas discussed during the initial telephone/video conversation and to ensure they have the most up to date information for your centre.

The Centre Assessment Standards Reviewer will then meet individually with some Lead IVs and Examination staff as agreed.

The purpose of this is:

- to confirm that Lead IVs understand their own role in managing the assessment team in their subject area
- to review evidence for quality assurance processes, providing judgements and feedback against the CASR reporting criteria



- to confirm a robust and effective quality assurance process is in place for the subject which allows for valid and reliable assessment to take place and successful Standards Verification
- to identify any Examination staff support requirements and signpost support available from Pearson
- to confirm the QN, LIV's and Examination staff work in partnership to undertake quality activities and are aware of their responsibilities for accurate and timely registration and certification.

## ***Frequently Asked Questions***

*Due to staff availability, we are unable to facilitate all requested Lead IV meetings in one day. What can we do?*

Where possible Lead IV meetings should take place on the same day to support Centre Assessment Standards Reviewers with managing their caseload of centre allocations. Please speak to your Centre Assessment Standards Reviewer to arrange a mutually convenient time for them to meet with the Lead IV and they will be as flexible as possible to support you and may be able to offer an early start or after school meeting.

*Can we send documentation ahead of the day of the Holistic Review?*

Yes. Please discuss requirements with your Centre Assessment Standards Reviewer.

*Can we record the Holistic Review?*

No. Due to GDPR legislation, meetings must not be recorded. Centre Assessment Standards Reviewers will include a summary of discussions and detail any required actions in their report.

*Will the Quality Nominee be required to sit in the separate meetings all day?*

No. The Quality Nominee will not be required to sit in the meetings all day.

*Some staff are not scheduled to meet with the Centre Assessment Standards Reviewer but would like to speak to them. Can this be arranged?*

The Centre Assessment Standards Reviewer will also be available to support assessment staff throughout the day who are welcome to 'drop in' with any queries concerning the delivery and assessment of BTEC qualifications. Please speak to your Centre Assessment Standards Reviewer to discuss and arrange, but please note CASRs will be focused on BTEC and cannot be drawn into any conversations relating to content outside of their remit.

*Can the Quality Nominee be part of the Lead IV meetings?*

We will require Lead IVs to meet individually with your Centre Assessment Standards Reviewer. This is to ensure the Centre Assessment Standards Reviewer can provide individual and targeted support to the Lead IV whilst obtaining an honest appraisal of the quality assurance cycle for that subject area.

*What will be the time delay in issuing the report if this needs to go through quality assurance checks by the Centre Assessment Standards Reviewer's Team Leader?*

Centre Assessment Standards Reviewers will have 10 working days from the date of their activity with you to submit their report. They will be subject to quality assurance checks to ensure their decisions and report writing are appropriate and so there may be an additional 5 working days before the report is visible.

*Can inexperienced or new Lead IVs have a buddy or other member of staff with them during their meeting with the Centre Assessment Standards Reviewer?*

Yes. This is acceptable and Centre Assessment Standards Reviewers have been informed of this decision.

## Outcomes from the Holistic Review

Following the activity, the Centre Assessment Standards Reviewer will submit a report to Edexcel Online within 10 working days, providing feedback on the criteria listed in Appendix A. This will show one of the following outcomes:

Outcome	Description
Submitted	<p>Your Centre Assessment Standards Reviewer has confirmed that your centre is meeting the expectations outlined in the Quality Objectives and Reliability of Assessment Criteria. This means that certification at Centre Level is released* for this academic year and no further action is required.</p> <p><i>*Programmes remain subject to standards verification to release certification at programme level.</i></p>
Pending - Centre Actions Required	<p>Your Centre Assessment Standards Reviewer has identified essential actions that need to take place to ensure full compliance with the Quality Objectives and Reliability of Assessment Criteria.</p> <p>This means certification is temporarily suspended at Centre Level. You will need to provide sufficient evidence for the set actions within 1 month to your allocated Centre Assessment Standards Reviewer.</p>
Certification Released	<p>Set actions have been fully met and certification is now released* at centre level.</p> <p><i>*Programmes remain subject to standards verification to release certification at programme level.</i></p>
Centre Quality Manager Support Required	<p>Your Centre Assessment Standards Reviewer has confirmed that there is still insufficient evidence for one or more of the Quality Objectives and/or Reliability of Assessment Criteria following actions being set. As a result, your certification is still suspended and will be referred to the Centre Quality Manager (CQM) who will contact you to support you in ensuring your centre meets the requirements in full.</p>

# Programme Control Measures

## Overview of Programme Control Measures for BTEC Qualifications

Pearson takes a risk-based approach to standards verification. We apply a Control Measure to each of your BTEC programmes early in the academic year to give us an idea of where to start, based on annual sampling being the norm and a regulatory requirement.

By applying a Control Measure, we can target standards verification and support to where it is needed the most. Programmes can only have one Control Measure assigned and this will be the highest level of risk criteria.

The norm for sampling is *Standard Control*, with *Enhanced Control* being applied in some cases.

*Centres should assume all programmes are Standard Control unless you are informed by mid-November that a programme has been assigned Enhanced Control.*

Please ensure the most recent contact details for Quality Nominees and Exams Officers are available on Edexcel Online. Any notification of Enhanced Control will be shared with the Quality Nominee in the first instance.

### ***Standards Verification Programme Control Measures***

Each programme will be allocated one of the following Control Measures for standards verification:

#### Standard Control

*Standard Control is the normal measure applicable to annual sampling.* Sampling will be conducted remotely, and the sample submitted electronically. The SV will inform centres of the units and learners to be sampled. Please refer to the sample size tables in the *Centre Guide to Standards Verification* to confirm the number of units and learners which will be requested. This can be located on our [Quality Assurance webpage](#).

## Enhanced Control

Programmes assigned Enhanced Control will be provided with additional support through more detailed scrutiny of their assessment decisions, which is reflected in the number of units to be standards verified. Sampling will be conducted remotely, and the sample submitted electronically. The SV will inform centres of the units and learners to be sampled. Please refer to the sample size tables in the *Centre Guide to Standards Verification* to confirm the number of units and learners which will be requested. This can be located on our [Quality Assurance webpage](#).

## ***Frequently Asked Questions***

*We will be delivering a new BTEC programme this year, how will the Control Measure be determined?*

All new programmes will be subject to a default Enhanced Control Measure. This is to ensure that you receive the required support in your first year of delivery.

*We started delivery of a new programme last year and were given a 'NYFS' Not Yet Fully Sampled. What control measure will be given this year?*

All new programmes will be subject to a default Enhanced Control Measure. If the programme was new last year and received NYFS, then an Enhanced control will be applied this year.

*My programme has never been assigned Low Control. Why is this?*

Annual sampling is a regulatory requirement. All programmes will be at least Standard Control annually.

*Why has my programme been assigned Enhanced Control?*

A programme may be allocated Enhanced Control for a number of reasons, possibly including (please note this is *not* an exhaustive list):

- Random selection
- Suspension of certification in 2022/23
- Identification of centre quality assurance issues by Centre Quality Managers
- The centre required Pearson support with the programme prior to certification release in 2023
- The programme has been subject to a Pearson investigation within the past 12 months
- The most recent claim showed that the programme has deviated from historical outcomes – this means that the internally assessed unit grades have deviated from the historic claims made by the centre.

A rationale for an Enhanced Control can be provided to a centre upon request. Please raise a case via the [Pearson Contact Portal](#).

*I do not have a Control Measure for a programme we are delivering.*

For programmes where learners are registered after the 1 November deadline, a Programme Control Measure will not have been generated. Please ensure that you have made all required registrations. You should then contact the Vocational Quality Assurance Management Team via the [Pearson Contact Portal](#) to let us know the programmes where a Control Measure has not been provided. Please note, you should assume at least Standard Control will be applied as normal annual sampling.

If you have registered learners by the deadline and have still not received a Programme Control Measure, please also contact the Vocational Quality Assurance Management Team in the first instance who will be able to advise.

*I have a Control Measure for a programme we are no longer delivering.*

Please confirm there are no active learner registrations linked to the programme within Edexcel Online. Your Exams Officer will need to process any outstanding claims or withdraw learners no longer on the course. Please contact your Account Specialist via the [Pearson Contact Portal](#) if you require further guidance.

*I disagree with Enhanced Control applied to one of our programmes. Can I appeal it?*

Yes, you can appeal an Enhanced Control allocation. You should submit your appeal to the Vocational Quality Assurance Management Team in writing via the [Pearson Support Portal](#), attaching any evidence which supports the appeal. This should be done within three weeks of receiving the information. The window for appeals is open until 15 December 2023. The Vocational Quality Assurance Management Team will review the case and will respond to you with an outcome within 15 days of the appeal being acknowledged.

*Please note:* A Standard Control measure cannot be appealed due to this being the norm for sampling, as it is a regulatory requirement to ensure scrutiny is applied to internal assessment decisions.

# Stage 3 Enabling Certification

## Standards Verification

Standards verification is an annual process that will take place each year that you have 'live' learner registrations. As in previous years, we will allocate subject sector expert Standards Verifiers to conduct sampling of learner work for BTEC Entry to Level 3 qualifications. Standards verification ensures that Assessors are making accurate assessment decisions in a fair and consistent manner. Most sampling will take place remotely, by electronic means, with visits only being carried out in those subject areas where this is normally required.

You will be allocated one Standards Verifier from mid-January for all BTEC Entry to Level 3 programmes in a subject area where sampling is required. For example, if you are delivering a First and Level 3 National in a subject, one Standards Verifier will be allocated where possible, and will sample all qualifications.

We recommend for centres to factor in the Standards Verification process when designing programme assessment plans. Please work towards having internally assessed units available by the spring term to facilitate a smooth and timely SV activity. This is to avoid any potential delays to certification if sampling is left close to the standards verification deadline in the summer term.

For more detailed guidance on the standards verification process, please refer to the *Centre Guide to Standards Verification* which can be located on our [Quality Assurance webpage](#).

# Quality Assurance Checks for Eligibility and Claims

*The annual deadline for certification claims will be confirmed shortly.* Please note, when confirmed, this is the final deadline and not the date you should be working towards to enter internal unit grades and claim certification.

Accurate and timely certification requires a partnership approach with the Quality Nominee, Examinations Team and Lead IVs working together to complete this activity.

We cannot dictate how centres manage the process; however, we can advise on best practice to ensure your learners receive their certificates on the published results days and we encourage you to schedule key activities in your centre's quality assurance calendar throughout the year. Effective internal processes regarding claims, that all staff are aware of, will ensure learners claims are eligible and submitted on time.

Best practice for eligible claims:

Timeline	Activity
Start of a programme	<p>When creating the Assessment Plan, Lead IVs should check the units planned against the rule of combination set out in the specification. Towards the front of each specification, you will find a table outlining how many units need to be completed, any minimum grade requirements and what is classed as an eligible combination of units. Each qualification has its own rules for eligibility.</p> <p>We recommend the Quality Nominee conducts QA checks following this to ensure the rule of combination has been met.</p>
When making Interim / Full Award certification claims	<p>Before internal unit grades are entered on Edexcel Online, the Lead IV should again check the rule of combination has been met for all learners.</p> <p>After grades have been entered, we recommend the Lead IV and Quality Nominee check the grades have been entered against the correct unit as errors may occur by selecting the wrong unit, thus potentially making the claim ineligible.</p>



Best practice for timely certification claims:

Timeline	Activity
	<p><b>Top tips:</b></p> <ol style="list-style-type: none"> <li>1. Delayed standards verification past 15 May deadline can impact on timely certification. We recommend for assessment planning at the start of the year to factor in SV activity.</li> <li>2. Avoid leaving it until close to the official deadline to make certification claims. If claims are made after this date, this may cause a delay in receiving results. This is particularly important for UCAS applicants as Pearson must inform UCAS of their results.</li> </ol>
<p>Throughout the duration of the programme</p>	<p>There is no need to wait until the end of the course to enter internal unit grades. The following suggestion will relieve pressure on LIVs, the QN and Examination Staff at the end of the programme when making certification claims.</p> <p>We recommend Quality Nominees meet regularly (e.g. termly) with Lead IVs and the Examinations team to collate any internal unit results and enter those on Edexcel Online as an Interim Claim.</p> <p>Who makes the interim claims is a centre's decision and should be based on the size of your BTEC provision. However, Lead IVs are best placed to identify any errors as they know the units and learner's achievements.</p> <p>Guidance for making interim claims can be found <a href="#">here</a>. Staff making individual learner interim claims will need the 'BTEC./NVQ Achievement Reporting' permission within their EOL profile (this can be added by the centre's Exams Officer). If the <a href="#">Bulk Grade Reporting tool</a> is used, staff will need the permissions 'Basic Access', 'Coursework &amp; Portfolio' and 'BTEC Bulk Grade Reporting'.</p>
<p>At the end of the programme</p>	<p>Full Award Claims can be made at any point <b>after</b> a programme has been 'Released' following Standards Verification. There is no need to wait until close to the official deadline.</p> <p>We recommend centres set an internal deadline for certification claims a few weeks before the official deadline.</p> <p>This will enable Lead IVs to check the accuracy of claims made and we encourage Quality Nominees to be involved in these checks as part of their responsibility for centre level quality assurance.</p> <p>This should involve a final eligibility check to ensure the correct combination of units have been assessed and the correct grades have been reported.</p> <p>Setting an earlier internal certification claim deadline will provide reassurance that all learners will receive their certificates on time and allow for any issues to be resolved.</p>

# Supporting You

## BTEC Qualification Specification

The specification for each BTEC qualification is the document that programme leaders and teams should use as their first point of reference for all planning and assessment. Specifications are accompanied by important assessment and delivery guidance which provide instructions and advice for each unit in the qualification. All BTEC specifications are freely available on the BTEC website under the relevant subject page.

## Forms and Templates

We publish a range of useful forms and templates [here](#) for you to use in your centre. These templates are not mandatory, and you can devise your own.

They include:

- Assessment Plan
- Internal verification of assignment briefs
- Assignment briefs
- Internal verification of assessment decisions
- Assessment Record
- Record of Activity and guidance

You should also view our policies for centres, which can be found [here](#) and our guidance on policies which can be found on the [Quality Assurance webpage](#).

*If you have a question, please contact BTEC Assessment or your Vocational Quality Assurance Manager via [The Pearson Contact Portal](#).*

*In addition, you will find further information on our [Quality Assurance webpages](#).*

# Appendix A

## BTEC Holistic Review Activity Plan

<b>Centre Number</b>	
<b>Centre Name</b>	
<b>Centre Assessment Standards Reviewer Name</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	
<b>Activity date and time</b>	

### Suggested agenda for the day

<b>Time</b>	<b>Activity</b>	
	<b>Welcome and introduction</b>	
	<b>Discussion with Quality Nominee</b>	
	<b>Lead Internal</b>	<b>1</b>
	<b>Verifiers and</b>	<b>2</b>
	<b>Exams Officer to</b>	<b>3</b>
	<b>attend meeting</b>	<b>4</b>
	<b>/discussions</b>	Lunch
	<b>with CASR.</b>	<b>5</b>
	<b>These can be</b>	<b>6</b>
	<b>individual or in</b>	<b>7</b>
	<b>small groups</b>	<b>8</b>
	<b>Feedback and next steps</b>	
	<b>Close</b>	

Please allow for breaks between discussions and request discussion time for Lead IV's not called for from your CASR if required.

<b>Quality Nominee and Exams Officer if required</b>	Centre policies and procedures may be requested.
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In preparation for the CASR visit, please ask the Lead Internal Verifiers and Exams Officer identified above to familiarise themselves with the CASR reporting criteria and be able to discuss and evidence each criterion. The evidence list is suggested and is by no means exhaustive. There is no need to provide a hard copy if the material is available electronically.

	CASR reporting criteria	Suggested Evidence
<b>Initial QN Discussion</b>		
1.1	Appropriate staffing is in place for all BTEC programmes being delivered	Programme staffing
1.2	Regular meetings are in place to ensure sharing of information and good practice in relation to BTEC delivery	Annual planner/schedule of meetings Minutes of meetings
1.3	Appropriate policies are in place and are reviewed annually to facilitate effective delivery of BTEC programmes	Centre Policies
1.4	Checks and balances are in place to ensure timely and accurate registrations, entries and certification claims based on accurate tracking and record keeping	Quality calendar Minutes of meetings Assessment planning confirming rules of combination are met
<b>Exams Officer Discussion</b>		
2.1	Procedures for registering learners in an accurate and timely way are in place and managed effectively	Quality calendar Registration policy
2.2	Procedures for making claims are clear and transparent and shared with the relevant staff.	Quality calendar Minutes of meetings Certification policy
2.3	Checks and balances are in place and demonstrate rigour to ensure timely and accurate certification claims	Quality calendar Minutes of meetings Assessment planning confirming rules of combination are met
<b>Lead Internal Verifier Discussion</b>		
<b>Assessment Planning</b>		
3.1	Lead Internal Verifier has been appropriately registered	Screenshot or OSCA page showing up to date Lead IV registration and standardisation (where available for the qualification)  Minutes/activities of standardisation meetings
3.2	Lead Internal Verifier has been appropriately registered for any multi-sites, consortia and/or collaborative arrangements	
3.3	Lead Internal Verifier understands their responsibilities regarding internal standardisation of assignments and assessed learner work	

3.4	Lead Internal Verifier provides the required internal standardisation training for teaching staff using Centre Standardisation Materials and / Sample Marked Learner Work as available	Action plans/schedules for inconsistencies seen in internal verification process with individual assessors e.g., adjusted sample sizes
3.5	Assessment planning is in place for all programmes delivered and LIV confirms that the rules of combination have been followed	Any evidence of staff CPD e.g., attendance to Pearson train events or similar
3.6	Assessment planning ensures that a range of units are available for standards verification sampling	
<b>Conducting Assessment</b>		
3.7	Learners are provided with appropriate teaching and learning opportunities before formal assessment takes place	Assessment plan/s  Scheme/s of Work
3.8	Learners are provided with appropriate feedback at all stages of the assessment process	Assessment plan/s Assessment feedback for learners across all Assessors and qualifications delivered
3.9	Learners have the opportunity for resubmission and/or retakes where appropriate	Assessment plan/s
3.10	Evidence of resubmission process meets Pearson requirements	Assessment Plan/s Evidence of learner resubmissions if appropriate
3.11	Assessment tracking records are maintained, accurate and up to date in order to support the accurate sign off of learner achievement and certification claims	Tracking records/learner progress
<b>Effective Internal Verification</b>		
3.12	An internal verification process is in place to inform and record that all assignments and assessment outcomes are compliant with awarding organisation and regulatory requirements, by ensuring:	Internal Verification Schedule  Internal Verification Records
	<ul style="list-style-type: none"> <li>all assignment briefs are internally verified annually</li> </ul>	
	<ul style="list-style-type: none"> <li>sufficient samples of learner work covering all Assessors and all assessed units are internally verified annually</li> </ul>	
	<ul style="list-style-type: none"> <li>a record of internal verification outcomes is maintained</li> </ul>	

	<ul style="list-style-type: none"> <li>a process is in place to deal with inaccuracies and weaknesses in assessment identified by internal verification, or by Pearson quality processes</li> </ul>	
<b>3.13</b>	Lead Internal Verifier assures assessment standards amongst all Assessors and Internal Verifiers by monitoring and internal sampling	
<b>Standards Verification</b>		
<b>3.14</b>	<p>The Standards Verification process is facilitated by providing:</p> <ul style="list-style-type: none"> <li>timely samples of learner work</li> <li>additional information where it is requested</li> <li>additional sampling material where required</li> </ul>	Action plans from Standards Verification reports
<b>Timely Certification</b>		
<b>3.15</b>	Certification claims on each programme are confirmed by an appropriate member of staff e.g., Lead Internal Verifier, Programme Manager	<p>Quality calendar</p> <p>Process for entering certification claims</p>