



Quality Assurance Year Planner

BTEC firsts, technicals
and nationals

2025-26



This year planner does not cover the following qualifications

BTEC PSD/Workskills/Level 1 introductory



See the [work-based learning quality assurance](#) webpage for further details about the quality model for these qualifications

BTEC Tech Awards (from 2022)



See the [BTEC Tech Awards 2022 Quality Assurance](#) webpage for further details about the quality model for these qualifications

BTEC Higher Nationals (Level 4-5)



See the [Quality Assurance - Higher Nationals | Pearson qualifications](#) webpage for further details about the quality model for these qualifications

BTEC annual quality assurance model

This table outlines the key annual quality assurance activities required for BTEC qualifications listed in the [centre guide to BTEC quality assurance](#)

* Reference to some key differences for the new BTEC nationals 2025 (AAQ's) only.

Month	Action	Supporting Documents
Aug-Sept	<p>Production of BTEC files and handbooks Become familiar with any BTEC changes</p>	<ul style="list-style-type: none">Templates suggesting what should be included in programme and centre quality management files, student and staff handbooks are available on our quality assurance resources webpageVisit our new to the role web page to get started
	<p>Review or produce assignment briefs and conduct internal verification of all briefs</p> <p><i>*AAQ only – select Pearson set assignment brief (PSAB) for all cohort to complete. No IV brief required</i></p>	<ul style="list-style-type: none">Key support documents are linked here:<ul style="list-style-type: none">BTEC centre guide to assignment writingBTEC centre guide to internal verificationBTEC centre guide to internal assessmentTeams check Pearson authorised assignment briefs on subject specific web pages: find a qualificationKey support for New BTEC nationals 2025 (AAQ): Guide to Quality Assurance L3 BTEC Nationals (AAQs)
	<p>Review or production of assessment plans and internal verification plans</p> <p><i>*AAQ only – Record selected Pearson set assignment brief (PSAB) on assessment plan</i></p>	<ul style="list-style-type: none">These documents show how the programme will be delivered, and quality assurance will be managed.Assessment and IV forms and templates are available on the BTEC forms and guides pageCPD training (live and on demand) is available on our quality assurance events webpageReview course materials tab within subject specific webpages for sample delivery guides/plans (subject to availability)Planning should ensure that final grades for certificating students can be submitted for certification by the claim's deadline: 5 JulyCheck the correct combination of units to ensure eligibility for certification. For guidance on this please read details in the centre guide for the lead internal verifier

BTEC annual quality assurance model

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Sept	Quality nominee to ensure their details and those of the head of centre are up to date and correct	<ul style="list-style-type: none">Check-in with your exams officer (EO) and confirm the quality nominee box is ticked within their edexcel Online account: www.edexcelonline.comCheck-in with your exams officer and confirm the head of centre details are listed within edexcel onlineConfirm centre details are accurate on edexcel online – If any changes are needed, submit the EO/head of centre online update form, found here
	Registration of students	<ul style="list-style-type: none">Confirm registration details of continuing students are accurate.Transfer or withdraw students not continuing their course.Deadline for registrations of new students is 1 November or within 6 weeks for late starters (and prior to any formal assessment taking place)
	Identifying your lead internal verifier and carrying out centre standardisation	<ul style="list-style-type: none">Identify a lead internal verifier (LIV) for each programme.Book LIVs onto our roles and responsibilities of the lead internal verifier – you can book hereEnsure that all Lead IVs hold a standardisation meeting with their teams prior to any formal assessment taking place. access the centre standardisation materials via the subject webpages > internal assessment > standardisation materials. this must be formally documented. the lead iv is required to use these materials to train/standardise their team of assessors and internal verifiers.Refer to the centre guide for the lead internal verifier for roles and responsibilities
	Remind your head of centre to complete the edexcel online account confirmation and accept t&cs.	<ul style="list-style-type: none">Familiarise yourself with the centre guide to BTEC quality assuranceRemind your head of centre to complete edexcel online account confirmation and agree to our annually updated terms & conditionsDeadline to complete 28 October 2025

BTEC annual quality assurance model

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Sept	Teaching, learning, and assessment processes commence (ongoing throughout the academic year)	<ul style="list-style-type: none">For those new to teaching BTECs, use our bitesize videos preparing to deliver BTEC qualifications – quality assurance and preparing to deliver BTEC qualifications – planning stagesEnsure you are familiar with the content and advice given in the subject specification and use the resources provided on subject webpages.Online CPD events supporting all aspects of Quality Assurance (TLA) can be accessed via the quality assurance events pageGuidance is available in:<ul style="list-style-type: none">BTEC centre guide to internal verificationBTEC centre guide to internal assessment
Sept-Apr	Centre check-in activity	<ul style="list-style-type: none">Involvement in the Centre Check-in activity depends on how each centre is categorised. Our VQAM (vocational quality assurance manager) will contact the QN via email .Full details including which centres are in scope of activity can be found in the centre guide to BTEC quality assuranceIf you haven't heard from us, just carry on with your usual BTEC quality assurance process.
Sept-Dec	External assessment entries	<ul style="list-style-type: none">Entries for any January series, vocational external assessments: see the entries & information manual for full details
Nov	Deadline for learner registration	<ul style="list-style-type: none">1 November – check all active students are registered accurately. If this deadline is missed, there is a late fees penalty and can negatively impact quality processes. Full guidance available in the entries & information manual

BTEC annual quality assurance model

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Nov-Dec	Review special consideration and reasonable adjustments in assessments	<ul style="list-style-type: none">Submit special considerations for students who have missed assessments and meet the required application criteria see full details on the video special consideration for BTEC internal assessment
	Programme control measures	<ul style="list-style-type: none">Pearson allocates the appropriate control measure for standards verification to each BTEC programme in the Autumn term.Review the BTEC centre guide to standards verification that will be released by Early-December and will advise the approach to sampling.
Dec-Jan	Review any completed internally assessed units and make Interim Claims on edexcel online	<ul style="list-style-type: none">Identify opportunities for a meeting between QN, LIVs & EO to identify if any units are complete and to make interim claims where possible.A recommendation is to meet termly to discuss progress and report interim claims as soon as possible once units are complete
Jan-May	Standards verification	<ul style="list-style-type: none">This is an annual process so prepare teams on the requirements.Look out for the SV introductory email to the QN; QN to pass to the Lead IV for action as soon as possible.Recommendation for early sampling to ensure early ‘banking’ of interim grades on EOL.Log into EOL at www.edexcelonline.com to find standards verifier contact details.Review the managing the standards verification process bitesize video. This will be available on our YouTube channel Pearson - Vocational Quality Assurance - YouTube from Early-DecemberRefer to the BTEC centre guide to standards verification for full details (available from Early-December)

BTEC annual quality assurance model

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Jan	External assessment entries	<ul style="list-style-type: none">Entries due for any March series vocational external assessments see the entries & information manual for full details
Jan-May	Review special consideration and reasonable adjustments in assessments	<ul style="list-style-type: none">Submit special considerations for students who have missed assessments and meet the required application criteria see full details on the video special consideration for BTEC internal assessment
	Check accuracy of student registrations	<ul style="list-style-type: none">By 31 December request deletion/ refund of students registered before 1 November who have left. Full guidance available in the entries & information manualContact your Account Specialist via Pearson Support Portal or use the <i>Chat with an Expert</i> option on the exams officer webpage for assistance if required
Mar	External assessment entries	<ul style="list-style-type: none">Entries due for any June series vocational external assessments see the entries & information manual for full details
May-Jun	Deadline for standards verification samples	<ul style="list-style-type: none">All samples should be verified by the standards verifier (SV) to ensure timely certification. Full award claims can only be made once a programme is 'released' by the SV.Only completed units can be sampled (i.e. all original, resubmissions and retakes completed)Dates of Standards Verification will be confirmed after the Autumn term. You can expect to work towards the 15 May deadline for first sampling. Earlier sampling is strongly recommended.Any second sampling is required to be submitted by 15 June.

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Jun	Quality assurance checks for eligibility and claims	<ul style="list-style-type: none">Centres are recommended to set an internal deadline for certification claims a few weeks before the official deadline.Lead IVs to check the accuracy of claims made and encourage quality nominees to be involved in these checks.Final eligibility checks to ensure the correct combination of units have been assessed and the correct grades have been reportedFor further guidance, please see the BTEC centre guide to quality assurance
	Centre mergers	<ul style="list-style-type: none">If you are considering a merger with another centre, please contact your centre quality manager via the Pearson support portal as soon as possible for the discussions to be started. All applications must be submitted by 1 July for a September start
Jul	Completion of certification claims. (Double check to ensure accuracy)	<ul style="list-style-type: none">All grades for certificating students to be submitted by the confirmed deadline to ensure timely summer certification.Fallback claims entered for ineligible students who have not met the rule of combination to achieve the full qualification.Interim grades for mid-flight students can be entered up to 31 August 2025Full guidance is in entries & information manual
	Review qualification approvals for the next academic year	<ul style="list-style-type: none">Contact your account specialist for fast track application forms (to deliver new level of currently approved programme)For new subjects use the online approval process on edexcel online
	Collaborative arrangements	<ul style="list-style-type: none">Review any changes to centre structure i.e., consortia agreements, it's important that you have approval before you begin delivering programmes.This policy applies to centres which deliver vocational qualifications, including regulated BTECs, NVQs, SVQs, and Pearson's Self-Regulated Framework qualifications. Full guidance can be found on our BTEC quality assurance website – see the additional useful documents sectionNotify Pearson immediately if a collaborative arrangement has ended