

A young woman with glasses and a denim jacket is looking at her phone in a city street. The background is blurred, showing buildings and a sign. The image is split into two parts: the top part shows her looking up, and the bottom part shows her looking down at her phone.

Quality Assurance Year Planner for BTEC Firsts, Technicals, BTEC Nationals

2024-2025

BTEC Annual Quality Assurance Model

This table identifies the key annual quality assurance activities required for the BTEC programmes identified.

Please note, BTEC PSD/Workskills/Level 1 Introductory qualifications are not included in this model, see the [Work-based Learning Quality Assurance](#) webpage. Please note, the BTEC Tech Awards (from 2022) also do not follow this model, see the [BTEC Tech Awards 2022 Quality Assurance](#) webpage.

Month	Action	Supporting Documents
Aug - Sept	<p>Production of BTEC files and handbooks</p> <p>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 webpage • Visit our ‘New to the Role’ web page to get started; including new ‘Preparing to Deliver’ bitesize videos
	<p>Review or produce Assignment Briefs and conduct internal verification of all briefs</p>	<ul style="list-style-type: none"> • Key support documents are linked here: <ul style="list-style-type: none"> ○ BTEC Centre Guide to Assignment Writing ○ BTEC Centre Guide to Internal Verification ○ BTEC Centre Guide to Internal Assessment • Teams check Pearson Authorised Assignment Briefs on subject specific web pages (use Find a Qualification as a quick link)

BTEC Annual Quality Assurance Model

	<p>Review or production of Assessment Plans and Internal Verification Plans</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 page • CPD training (Live and On Demand) is available on our Quality Assurance Events webpage • Review course materials tab within subject specific webpages for sample delivery guides/plans (subject to availability) • Planning should ensure that final grades for certificating learners can be submitted for certification by the claim's deadline: 5 July • Check 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
	<p>Quality Nominee to ensure their details and those of the Head of Centre are up to date and correct</p>	<ul style="list-style-type: none"> • Make sure the Quality Nominee box is ticked within their Edexcel Online account: www.edexcelonline.com • Make sure Head of Centre Details are listed within Edexcel Online • Confirm Centre details are accurate on Edexcel Online – If any changes are needed please use EO/Head of Centre online update form, found here
	<p>Registration of learners</p>	<ul style="list-style-type: none"> • Confirm registration details of continuing learners are accurate. • Transfer or withdraw learners not continuing their course. • Deadline for registrations of new learners is 1 November or within 6 weeks for late starters (and prior to any formal assessment taking place)
<p>Sept</p>	<p>Stage 1 of QA process</p>	<ul style="list-style-type: none"> • Familiarise yourself with the BTEC Centre Guide to Quality Assurance 2024-

BTEC Annual Quality Assurance Model

	Setting up for Success	<p>2025</p> <ul style="list-style-type: none">• Head of Centre or Quality Nominee complete Annual Quality Declaration (AQD)• AQD can be accessed via this link only – Annual Quality Declaration• Please listen to our Annual Quality Declaration Walkthrough Bitesize Video to gain support on the AQD submission process (for new and experienced QNs). Please access via our Quality Assurance Events webpage• Deadline for completion 14 October 2024
	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 Lead IVs onto our Roles and Responsibilities of the Lead Internal Verifier – You can book here• Ensure 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.
Sept	Teaching, learning, and assessment processes commence (ongoing throughout the academic	<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 Stages

BTEC Annual Quality Assurance Model

	year)	<ul style="list-style-type: none"> • Ensure you are familiar with the content and advice given in the subject specification and use the resources provided on your subject webpage. • Online CPD events supporting all aspects of Quality Assurance (TLA) can be accessed via The Home of Quality Assurance Events Page • Full guidance is available in: <ul style="list-style-type: none"> BTEC Centre Guide to Internal Verification BTEC Centre Guide to Internal Assessment
Sept – April	Stage 2 of QA process Centre Level Support Centre Check in Activity	<ul style="list-style-type: none"> • Involvement in the Centre Check in Activity depends on the categorisation of the centre; see the BTEC Centre Guide to Quality Assurance 2024-2025. Centres will be contacted throughout the academic year. Our VQAM (Vocational Quality Assurance Managers team) will contact the QN via email. • Full details can be found in the BTEC Centre Guide linked above. • Centres who do not fall into this category will be required to submit their Annual Quality Declaration only
Sept – Dec	External Assessment Entries	<ul style="list-style-type: none"> • Entries due 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 learners 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

	<p>Review Special Consideration and Reasonable Adjustments in Assessments</p>	<p>details.</p> <ul style="list-style-type: none"> • Review the Managing the Standards Verification Process bitesize video via our Quality Assurance Events & Support webpage • Refer to the BTEC Centre Guide to Standards Verification for full details (available from mid-autumn term) • Submit special considerations for learners who have missed assessments and meet the required application criteria see full details on the video Special Consideration for BTEC Internal Assessment
	<p>Check accuracy of learner registrations</p>	<ul style="list-style-type: none"> • By 31 December request deletion / refund of learners registered before 1 Nov who have left. Full guidance available in the Entries & Information Manual • Contact your Account Specialist via Pearson Support Portal or use the Chat with an Expert option on the Exams Officer webpage for assistance if required
	<p>External Assessment Entries</p>	<ul style="list-style-type: none"> • Entries due for any March series vocational external assessments see the Entries & Information Manual for full details
March	<p>External Assessment Entries</p>	<ul style="list-style-type: none"> • Entries due for any June series vocational external assessments see the Entries & Information Manual for full details

BTEC Annual Quality Assurance Model

May - June	Deadline for Standards Verification Samples	<ul style="list-style-type: none">• All samples should be verified by the 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.
June	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 reported• For further guidance, please see the BTEC Centre Guide to Quality Assurance
July	Completion of certification claims. Double check to ensure accuracy	<ul style="list-style-type: none">• All grades for certificating learners to be submitted by the confirmed deadline to ensure timely summer certification.• Fallback claims entered for ineligible learners who have not met the rule of combination to achieve the full qualification.• Interim grades for mid-flight learners can be entered up to 31 August 2025• Full guidance is in Entries & Information Manual

BTEC Annual Quality Assurance Model

	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 section• Notify Pearson immediately if a collaborative arrangement has ended
	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