Quality Assurance Year Planner for BTEC Tech Awards (from 2017)*, BTEC Firsts, Technicals, BTEC Nationals

2023-24

*Engineering only
BTEC Annual Quality Assurance Model

This table identifies the key annual quality assurance activities required for the BTEC programmes identified. Please note, BTEC PSD/WorksSkills/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.

<table>
<thead>
<tr>
<th>Month</th>
<th>Action</th>
<th>Supporting Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug - Sept</td>
<td>Production of BTEC files and handbooks</td>
<td>• Templates suggesting what should be included in Programme and Centre Quality Management files, Student and Staff handbooks are available on our <a href="#">Quality Assurance Resources</a> webpage</td>
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<tr>
<td></td>
<td>Become familiar with any BTEC changes</td>
<td>• Visit our ‘New to the Role’ webpage to get started; including new ‘Preparing to Deliver’ bite size videos</td>
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<tr>
<td></td>
<td>Review or produce Assignment Briefs and conduct internal verification</td>
<td>• Key support documents are linked here:</td>
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<tr>
<td></td>
<td>of all briefs</td>
<td>o <a href="#">BTEC Centre Guide to Assignment Writing</a></td>
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<tr>
<td></td>
<td></td>
<td>o <a href="#">BTEC Centre Guide to Internal Verification</a></td>
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<tr>
<td></td>
<td></td>
<td>o <a href="#">BTEC Centre Guide to Internal Assessment</a></td>
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<tr>
<td></td>
<td></td>
<td>• Teams check Pearson Authorised Assignment Briefs on subject specific web pages (use <a href="#">Find a Qualification</a> as a quick link)</td>
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</tbody>
</table>
## Consider use of the Assignment Checking Service

- If designing your own assignment briefs
- Full details can be found at the Assignment Checking Service: [Assignment checking service](#) (Optional) (Open from 1 September)

## Review or production of Assessment Plans and Internal Verification Plans

- 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: TBC
- Check the correct combination of units to ensure eligibility for certification. For guidance on this please check [Pg 10 of the Centre Guide for LIVs](#).

## Quality Nominee to ensure their details and those of the Head of Centre are up to date and correct

- Make sure the Quality Nominee box is ticked within their Edexcel Online account: [www.edexcelonline.com](http://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](#)
# BTEC Annual Quality Assurance Model

## Registration of learners
- 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)

## Sept
### Stage 1 of QA process
#### Setting up for Success
- Familiarise yourself with the [BTEC Centre Guide to Quality Assurance 2023-2024](#)
- Head of Centre or Quality Nominee complete [Annual Quality Declaration (AQD)](#)
- AQD can be accessed via this link only – [Annual Quality Declaration](#)
- Book onto an [Annual Quality Declaration Walkthrough](#) to gain support on the AQD submission process (for new and experienced QNs). Booking can be made through our [Quality Assurance Events](#) webpage
- Deadline for completion **14 October 2023**

### Lead Internal Verifier (Lead IV)
- **Register or re-register each year**
- **Download Standardisation Materials**
- ALL Lead IVs must register or re-instate on Edexcel Online **Deadline 14 October 2023**
- Access our bitesize video [LIV registration and standardisation](#) video on our YouTube channel
- 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 and **before 14 October 2023**. This must be formally documented. The Lead IV is required to use these materials to train/standardise their team of Assessors and Internal Verifiers
## BTEC Annual Quality Assurance Model

<table>
<thead>
<tr>
<th>Date</th>
<th>Area</th>
<th>Details</th>
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<tr>
<td></td>
<td>Ensure that all Lead IVs have ticked the box on their LIV registration page on EOL to confirm that the standardisation meeting has taken place. Refer to the <a href="#">BTEC Centre Guide for Lead Internal Verifiers 2023-2024</a> for roles and responsibilities.</td>
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</tbody>
</table>
| Sept       | Teaching, learning, and assessment processes commence (ongoing throughout the academic year) | ● For those new to teaching BTECs, use our bitesize videos [Preparing to Deliver BTEC Qualifications - Planning Stages](#) and [Preparing to Deliver BTEC Qualifications – Quality Assurance](#).  
 ● 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:  
   ○ [BTEC Centre Guide to Internal Assessment](#)  
   ○ [BTEC Centre Guide to Internal Verification](#)                                                |
| Sept-Dec   | Stage 2 of QA process Centre Level Support Holistic Review                                   | ● Involvement in the Holistic Review depends on the categorisation of the centre; see the [BTEC Centre Guide for Quality Assurance 2023-2024](#).  
 ● Centres will be notified around mid-September if selected. BTEC Centre Assessment Standards Reviewer (CASR) will contact Quality Nominee (QN) (if required) for initial discussion regarding the Holistic Review of the Centre’s Quality Assurance  
 ● 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. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
## Programme Control Measures

### ‘Standard’ or ‘Enhanced’

- Pearson allocates the appropriate control measure for standards verification to each programme in the Autumn term.
- The norm for sampling is *Standard Control*, with *Enhanced Control* applied in some cases. Centres should assume all programmes are *Standard Control* unless Quality Nominees are informed by mid-November that a programme has been assigned *Enhanced Control*.
- All details on Programme Control Measures can be found in the [BTEC Centre Guide to Quality Assurance](#).

## External Assessment Entries

- Entries due for any January series vocational external assessments see the [Entries & Information Manual](#) for full details.

## Dec

### Deadline for Learner Registration

- **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](#).

## Dec

### Programme Control Measures

- Centres should assume all programmes are ‘Standard’ Control unless you are informed by mid-November that a programme has been assigned ‘Enhanced’ Control.
<table>
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<tr>
<th>Dec - Jan</th>
<th>Review any completed internally assessed units and make Interim Claims on EOL</th>
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|          | • Identify opportunities for a meeting between QN, LIV's & 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| Stage 3 of QA process Enabling Certification  
|          | Standards Verification |
|          | • 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 Edexcel Online at [www.edexcelonline.com](http://www.edexcelonline.com) to find SV contact details  
|          | • Book onto the Managing the Standards Verification Process event via our Quality Assurance Events & Support webpage  
|          | • Refer to the BTEC Centre Guide to Standards Verification for full details (available from mid-autumn term) |

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<tr>
<th>Check accuracy of learner registrations</th>
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| • By 31 January 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 |
### BTEC Annual Quality Assurance Model

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<thead>
<tr>
<th>Month</th>
<th>Activity</th>
<th>Details</th>
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</thead>
<tbody>
<tr>
<td>March</td>
<td>External Assessment Entries</td>
<td>• Entries due for any March series vocational external assessments see the <a href="#">Entries &amp; Information Manual</a> for full details</td>
</tr>
</tbody>
</table>
| May   | Deadline for Standards Verification Samples | • All samples should be verified by the SV to ensure timely certification. Full award claims can only be made once a programme is ‘released’  
• Dates of Standards Verification will be confirmed after the Autumn term. You can expect to work towards the 15th May deadline |
| June  | Quality assurance checks for Eligibility and Claims | • 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 | • All grades for certificating learners to be submitted by the confirmed deadline to ensure timely summer certification  
• Submit special considerations for applicable learners |
### BTEC Annual Quality Assurance Model

| Review qualification approvals for the next academic year | • 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 2024**  
• Full guidance is in [Entries & Information Manual](#) |
| --- | --- |
| Collaborative Arrangements | • 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  
• 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 | • 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 |