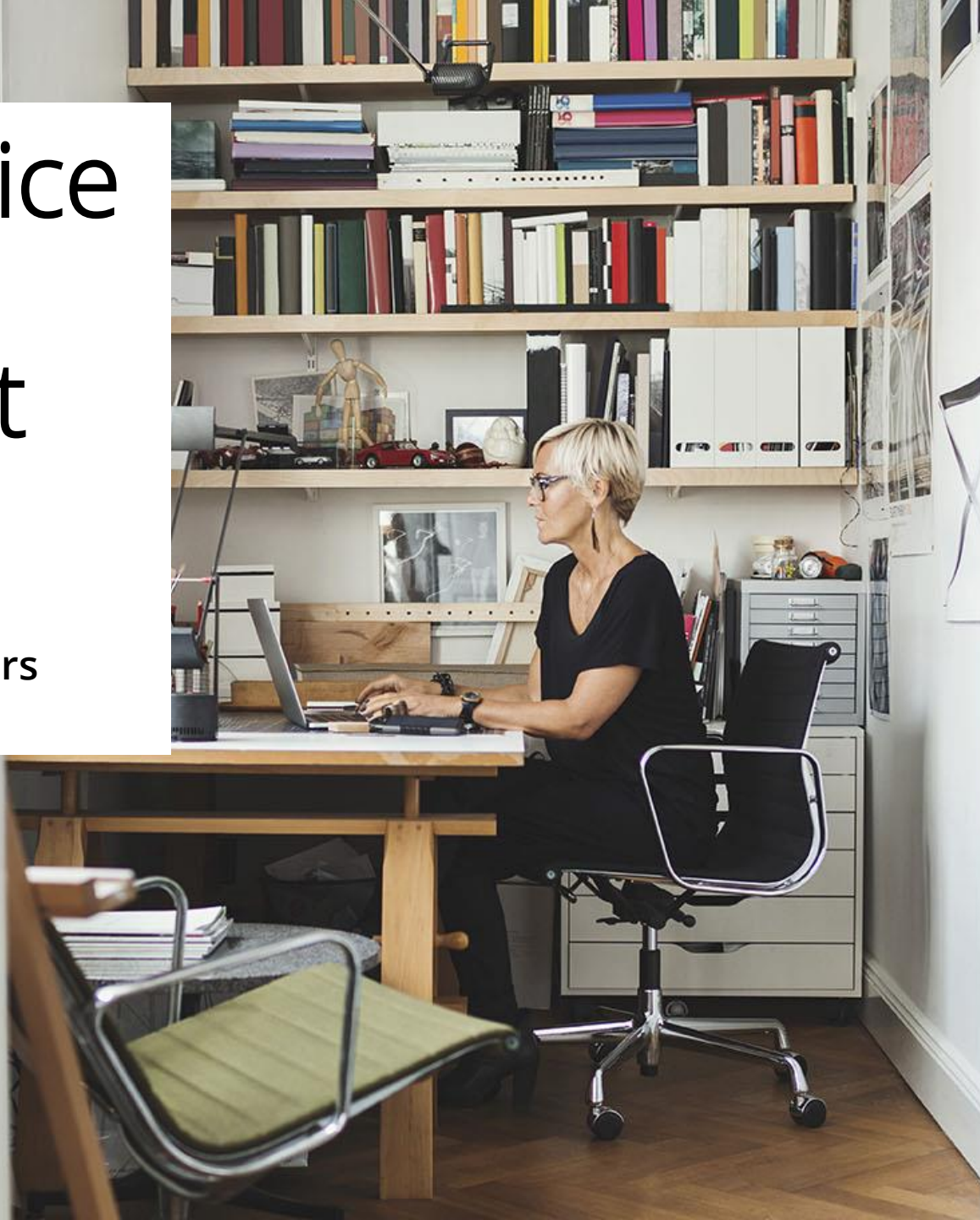


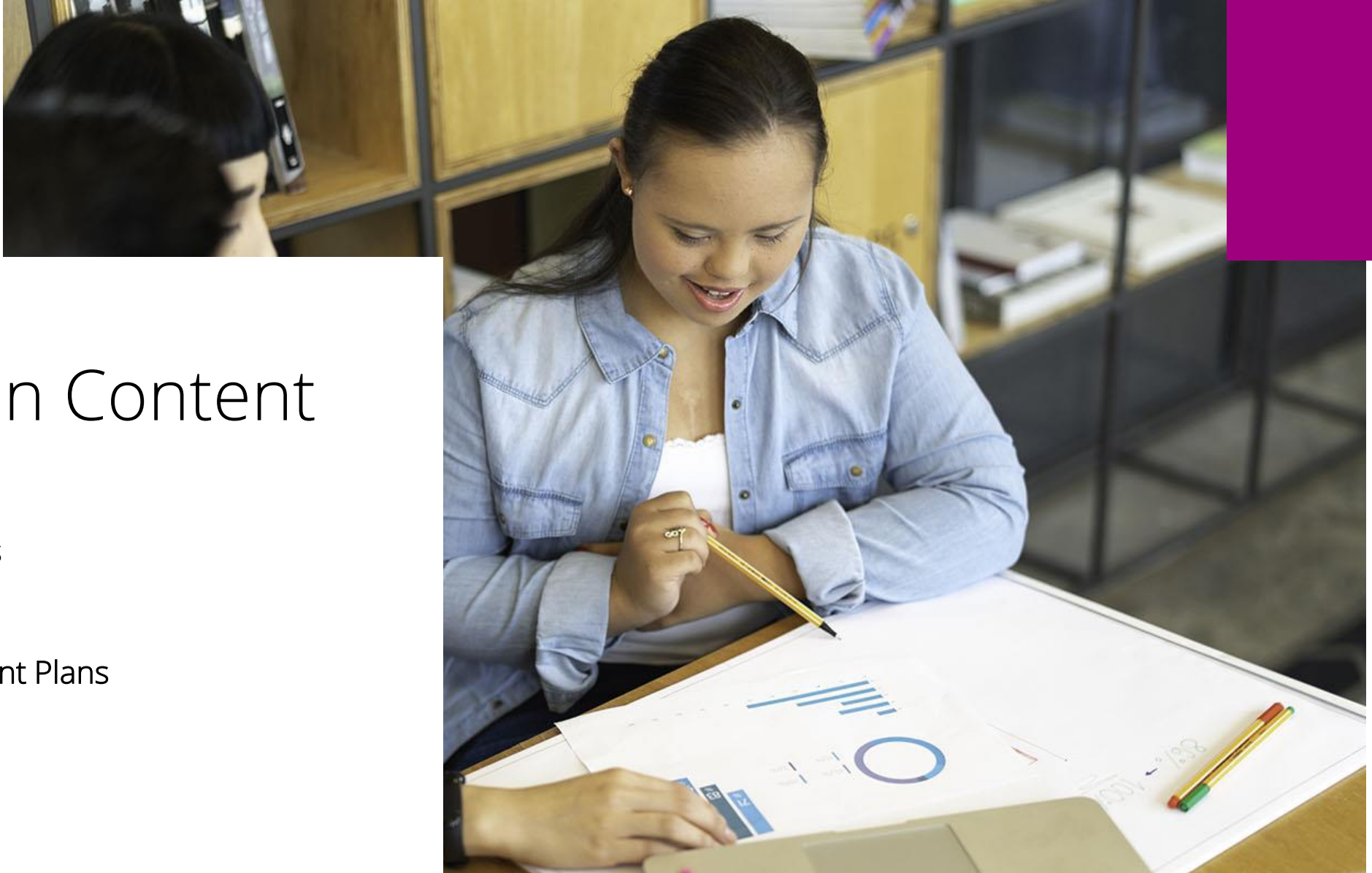
Good Practice Producing Assessment Plans

Presented by: Vocational
Quality Assurance Managers



Session Content

1. Templates
2. Assessment Plans
3. Activity



Where to find our templates

[BTEC forms and guides](#)



Delivering BTEC qualifications BTEC forms and guides



We've prepared some templates to help you save time and fulfil your part in the BTEC assessment and verification process with ease. You're welcome to use your own forms and templates, but it may be worth referring to ours to ensure you've got the essentials covered.

Home of Quality Assurance

All of the centre guides to quality assurance for each model (BTEC, WBL, Higher Nationals and Functional skills) are located via our quality assurance web pages

BTEC Assessment and internal verification forms

- [BTEC Assessment Record Template](#) (DOCX | 206.3 KB)
- [Tech Award \(first teach Sept 2022\) Assessment Record Template](#) (DOCX | 202.8 KB)
- [BTEC Assessment Plan Template](#) (XLSX | 92.7 KB)
- [BTEC Assignment Brief Template](#) (DOCX | 237.2 KB)
- [BTEC Record of Practical Activity Template](#) (DOCX | 197.7 KB)
- [BTEC Guidance for Completing Observation Records](#) (DOCX | 248.9 KB)
- [BTEC Internal Verification Plan Template](#) (XLSX | 38.0 KB)
- [BTEC Internal Verification of Assignment Brief Template](#) (DOCX | 235.7 KB)
- [BTEC Internal Verification of Assessment Decisions Template](#) (DOCX | 206.6 KB)

Delivering BTEC qualifications

- [BTEC forms and guides](#)
- [Creating your BTEC team](#)
- [Acronyms](#)
- [FAQs](#)
- [Events](#)

BTEC Assessment Plan



Programme Title	BTEC Level 3 Extended Certificate in Health and Social Care									
Unit or Component No & Title	Assignment Title	Targeted Learning Aim/s or Assessment Criteria	Internal Verification of Assignment Brief Date	Assignment Hand Out Date	Assignment Hand in Date or External Assessment Date	Internal Verification of Assessment Decisions Date	Planned Resubmission Date*	Internal Verification of Resubmission Date	Assessor Name	Internal Verifier Name
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Year 2										
2 Working in Health and Social Care	External assessment	AO1 AO2 AO3 AO4	N/A	Start Delivery May 24	TBC Jan-25	N/A		N/A	P. Howard	N/A
11 Psychological Perspectives	Using theory to understand, manage and treat human behaviours	11/A P1, P2, M1, D1 11/B P3, P4, M2 11/C P5, P6, M3, D2, D3	Planned 03.01.25	05.03.25	25.04.25	02.05.25	16.05.25	22.05.25	P. Howard	A. Clark
Lead Internal Verifier Signature		P.Howard@aschool.ac.uk						Date	Updated 24.7.24	
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Assessment Plan

Include:

- Units (for the duration of the programme)

BTEC Assessment Plan											Pearson BTEC
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Assessment Plan

Include:

- Units (for the duration of the programme)

TOP TIP - include external units and exam slots

[Centre Guide to Internal Assessment](#)

BTEC Assessment Plan											 Pearson BTEC	
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Assessment Plan

Include:

- Units (for the duration of the programme)
- Assessors
- Internal Verifiers

TOP TIP - include external units and exam slots

[Centre Guide to Internal Assessment](#)

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Assessment Plan

Include:

- Units (for the duration of the programme)
- Assessors
- Internal Verifiers
- Scheduling for assignments (hand out & submission dates)
- Teaching and learning phase incorporated between assignments

TOP TIP - include external units and exam slots

[Centre Guide to Internal Assessment](#)

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Include:


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(Assignment Brief & Assessment Decisions)

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Considerations

- Unit sequencing / timing of assignments
- Placement of synoptic assessments
- Values of units / GLH
- Unit integration

Considerations

- Rules of combination
- Units required for progression
- Events, trips, shows etc
- Availability of specialist staff

NB: Working document

2 Structure

Qualification structure

Pearson BTEC Level 3 National Extended Certificate in Health and Social Care

Mandatory units

There are three mandatory units, one internal and two external. Learners must complete and achieve at Near Pass grade or above in all mandatory external units and achieve a Pass or above in all mandatory internal units.

Optional units

Learners must complete at least one optional unit.

Structures of the qualifications at a glance

This table shows all the units and the qualifications to which they contribute. The full structure for this Pearson BTEC Level 3 National in Health and Social Care is shown in Section 2. **You must refer to the full structure to select units and plan your programme.**

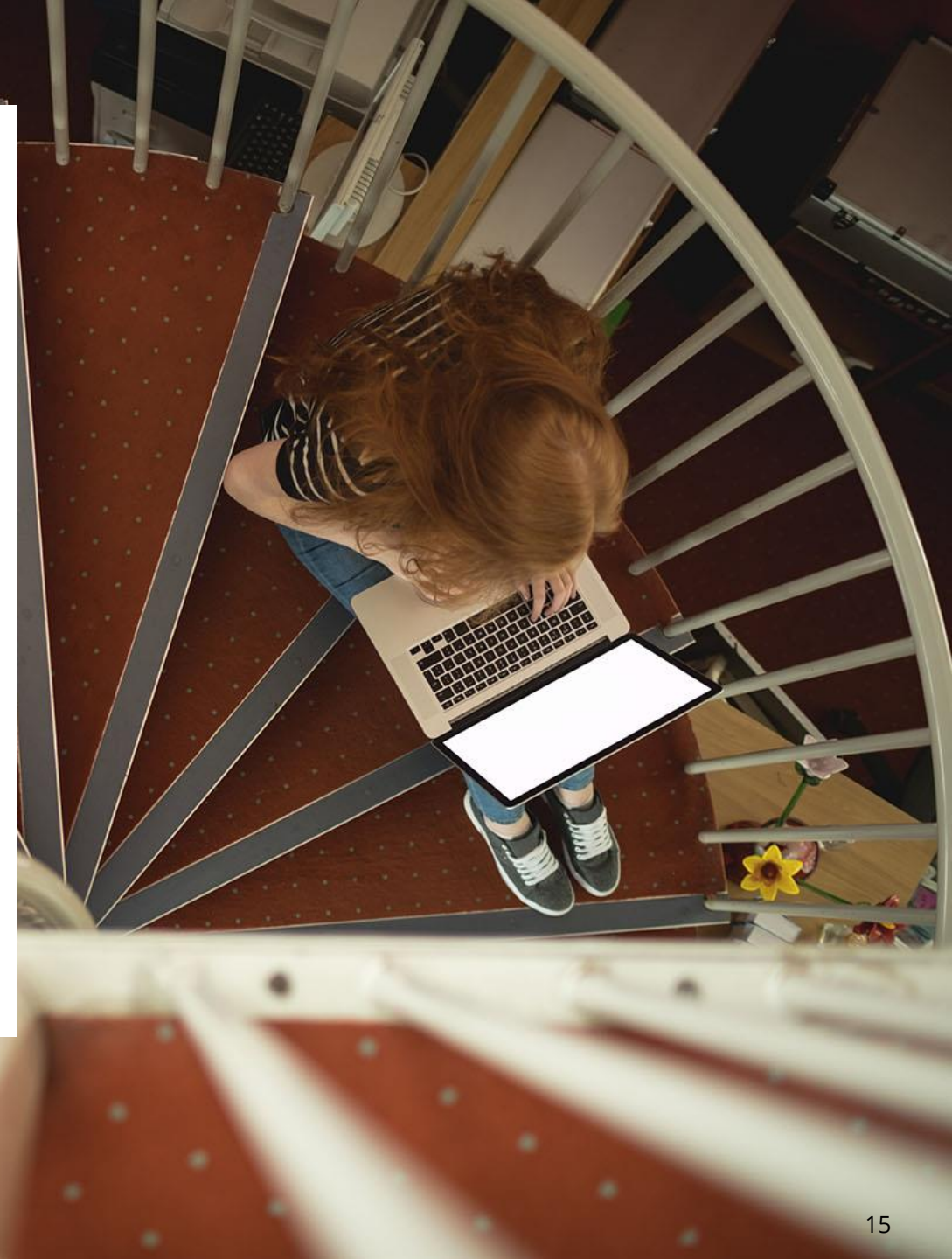
Key

Unit assessed externally M Mandatory units O Optional units HS Health Studies

Unit (number and title)	Unit size (GLH)	Certificate (180 GLH)	Extended Certificate (360 GLH)	Foundation Diploma (510 GLH)	Diploma (720 GLH)	Extended Diploma (1080 GLH)	Extended Diploma (1080 GLH) HS
1 Human Lifespan Development	90	M	M	M	M	M	M
2 Working in Health and Social Care	120		M	M	M	M	M
3 Anatomy and Physiology for Health and Social Care	120					M	M
4 Enquiries into Current Research in Health and Social Care	120				M	M	M
5 Meeting Individual Care and Support Needs	90	M	M	M	M	M	M
6 Work Experience in Health and Social Care	60			O	O	M	M
7 Principles of Safe Practice in Health and Social Care	90			M	M	M	M
8 Promoting Public Health	90				M	M	M
9 Infection Prevention and Control	60					O	O
10 Sociological Perspectives	60		O	O	O	O	
11 Psychological Perspectives	60		O	O	O	O	O
12 Supporting Individuals with Additional Needs	60		O	O	O	O	
13 Scientific Techniques for Health Science	60						O
14 Physiological Disorders and their Care	60		O	O	O	O	O
15 Microbiology for Health Science	60						O
16 Policy in Health and Social Care	60					O	
17 Caring for Individuals with Dementia	60					O	O
18 Assessing Children's Development Support Needs	60					O	
19 Nutritional Health	60			O	O	O	O

Assessment Plan Activity

Review the Assessment Plan provided





Sources of Support and Information



Useful links...time savers

We strongly recommend that you not only bookmark the links below but also have them uploaded to a central BTEC hub for your centre so all staff have easy access

[BTEC Forms and Guides](#) (Pearson paperwork)

[The Home of Quality Assurance](#)

[Edexcel Online](#)

[BTEC Grade Calculator](#) (Firsts and Nationals)

[BTEC Work Based Learning support](#)

[BTEC Centre Guide to Internal Assessment](#)

[BTEC Centre Guide to Internal Verification](#)

[BTEC Centre Guide for Lead Internal Verifiers](#)

[BTEC Centre Guide to Standards Verification](#)

[BTEC Centre Guide to Writing Assignments](#)

Pearson Quality Advisor Team

Supporting BTEC Staff with all things quality assurance related

Quality Nominees

The home of Quality Assurance

Here you will find everything you need to know about Vocational Quality Assurance across BTEC, Work-based Learning, Higher Nationals and Functional Skills.

Our web pages are designed to give you access to more content and link specifically to each quality assurance model. **Select the model below:**



BTEC
(L2 and L3)



Work-based Learning
(inc. BTEC Entry, L1 and EPA)



BTEC Tech Awards
(from Sept 2022)



Functional Skills & ESOL

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Our YouTube channel is regularly updated with the latest videos.

The Home of Quality Assurance

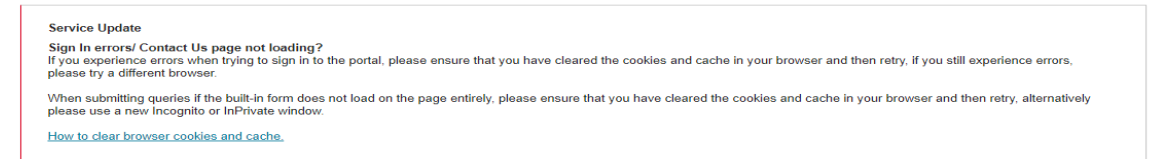
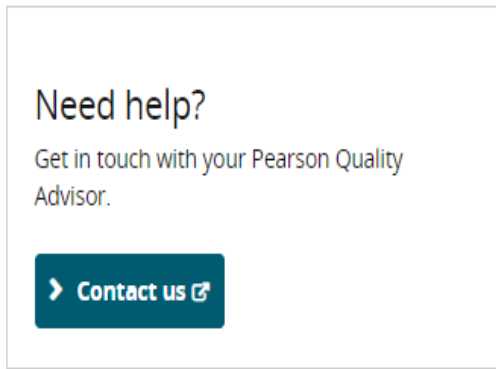
Please Note:

Contact Us – quick link to make direct contact with our team via live chat

[Contact Us](#)

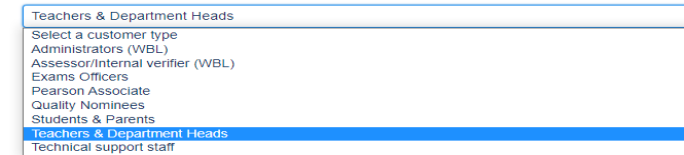
How to contact Support Teams in Pearson

The Pearson Support Portal can be accessed [here](#).



Tell us about your issue

*What kind of customer are you?



Articles just for you

Coursework: Moderator Details

Explains how to find moderator details for the return of coursework to Pearson.
1499 views · Last updated 18 de noviembre de 2019

Coursework: Forms & Administration

Demonstrates how to locate subject administration forms.
790 views · Last updated 25 de junio de 2020

Teacher Subject And Support Pages

Tell us about your issue

*What kind of customer are you?

Teachers & Department Heads

Centre Number

*Issue Type

Administration, Delivery & Assessment of Qualifications

*Category Type

Internal Assessment

*Subcategory Type

Content Clarification

*Qualification

BTEC Nationals

*Qualification Subject

Select Qualification Subject

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Teacher Subject And Support Pages

Teacher resource materials and specialist subject support information.
327 views · Last updated 3 de abril de 2020

Subject and Specification Queries

Advises where customers can obtain help and support for subject or specification related questions.
254 views · Last updated 24 de febrero de 2019