

Good Practice Producing Assessment Plans

Pearson Quality Advisor Team
2022

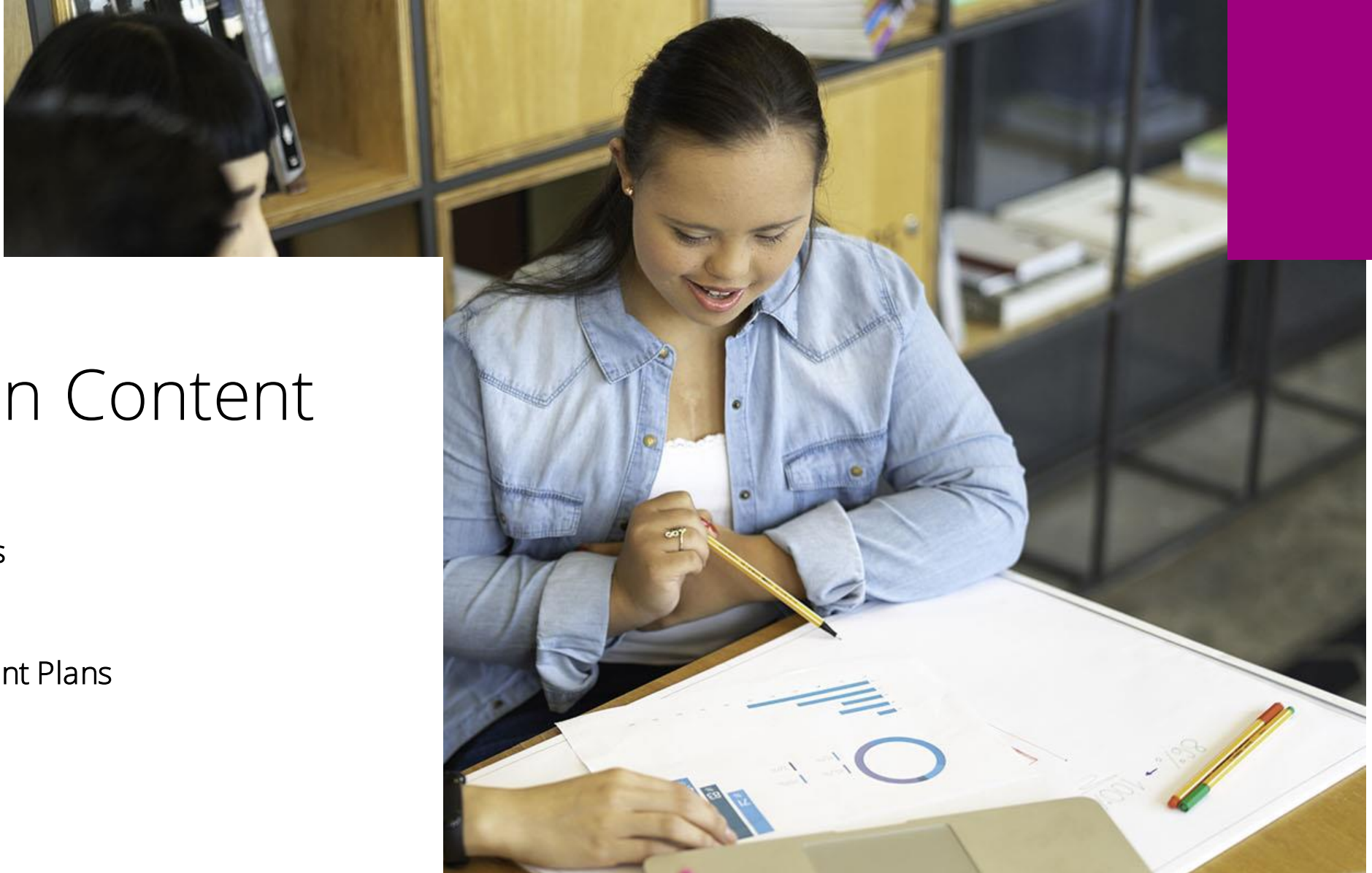


Session Content

1. Templates

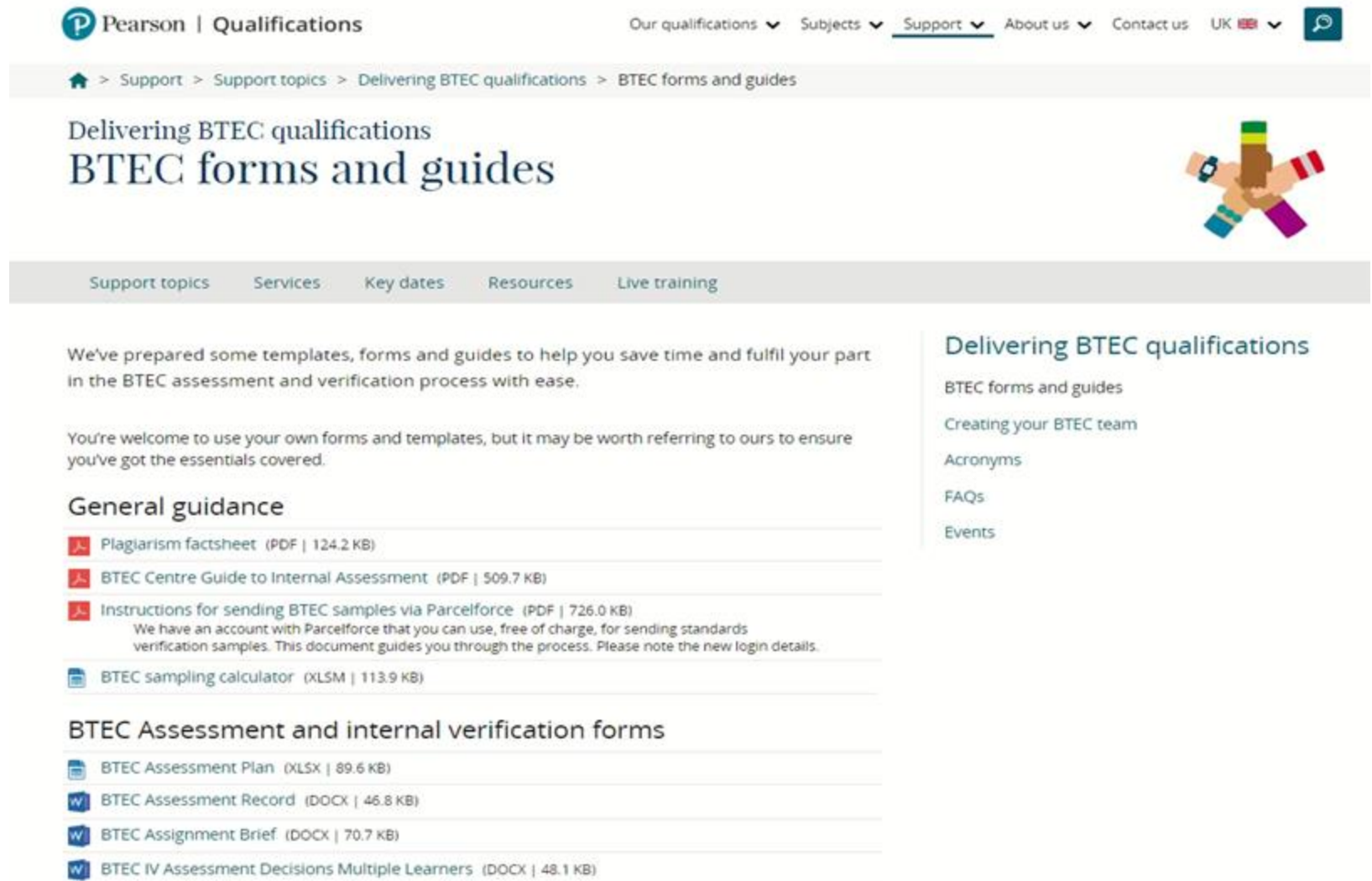
2. Assessment Plans

3. Activity





Where to find our templates

[BTEC forms and guides](#)



The screenshot shows the Pearson Qualifications website. The header includes the Pearson logo and navigation links: 'Our qualifications', 'Subjects', 'Support' (which is underlined), 'About us', 'Contact us', and a language selector for 'UK'. A breadcrumb trail reads: 'Home > Support > Support topics > Delivering BTEC qualifications > BTEC forms and guides'. The main heading is 'Delivering BTEC qualifications' followed by 'BTEC forms and guides' in a larger font. To the right is an illustration of hands holding a stack of books. Below the heading is a horizontal menu with 'Support topics', 'Services', 'Key dates', 'Resources', and 'Live training'. The main content area starts with a paragraph: 'We've prepared some templates, forms and guides to help you save time and fulfil your part in the BTEC assessment and verification process with ease.' This is followed by another paragraph: '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.' A section titled 'General guidance' lists four items: 'Plagiarism factsheet (PDF | 124.2 KB)', 'BTEC Centre Guide to Internal Assessment (PDF | 509.7 KB)', 'Instructions for sending BTEC samples via Parcelforce (PDF | 726.0 KB)' (with a note about a free account), and 'BTEC sampling calculator (XLSM | 113.9 KB)'. A section titled 'BTEC Assessment and internal verification forms' lists four items: 'BTEC Assessment Plan (XLSX | 89.6 KB)', 'BTEC Assessment Record (DOCX | 46.8 KB)', 'BTEC Assignment Brief (DOCX | 70.7 KB)', and 'BTEC IV Assessment Decisions Multiple Learners (DOCX | 48.1 KB)'. On the right side, a sidebar titled 'Delivering BTEC qualifications' lists links: 'BTEC forms and guides', 'Creating your BTEC team', 'Acronyms', 'FAQs', and 'Events'.

Pearson | Qualifications

Our qualifications ▾ Subjects ▾ Support ▾ About us ▾ Contact us UK  ▾ 

Home > Support > Support topics > Delivering BTEC qualifications > BTEC forms and guides

Delivering BTEC qualifications





BTEC forms and guides

Support topics Services Key dates Resources Live training





We've prepared some templates, forms and guides 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.

General guidance

-  Plagiarism factsheet (PDF | 124.2 KB)
-  BTEC Centre Guide to Internal Assessment (PDF | 509.7 KB)
-  Instructions for sending BTEC samples via Parcelforce (PDF | 726.0 KB)
We have an account with Parcelforce that you can use, free of charge, for sending standards verification samples. This document guides you through the process. Please note the new login details.
-  BTEC sampling calculator (XLSM | 113.9 KB)

BTEC Assessment and internal verification forms

-  BTEC Assessment Plan (XLSX | 89.6 KB)
-  BTEC Assessment Record (DOCX | 46.8 KB)
-  BTEC Assignment Brief (DOCX | 70.7 KB)
-  BTEC IV Assessment Decisions Multiple Learners (DOCX | 48.1 KB)

Delivering BTEC qualifications

- BTEC forms and guides
- Creating your BTEC team
- Acronyms
- FAQs
- Events

BTEC Assessment Plan										
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5 Meeting Individual Care and Support Needs	Working together in partnership to meet needs	5/D P6, P7, P8, M5, M6, D3, D4	06.09.21	12.01.22	28.01.22	03.02.22	11.02.22	24.02.22	A. Clark	P. Howard
1 Human Lifespan Development	External assessment	AO1 AO2 AO3 AO4	N/A	Start Delivery Jan 22	16.05.22	N/A		N/A	A.Clark	N/A
Year 2										
2 Working in Health and Social Care	External assessment	AO1 AO2 AO3 AO4	N/A	Start Delivery May 22	TBC January 2023	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 04.01.23	06.03.23	28.04.23	05.05.23	26.05.23	08.06.23	P. Howard	A. Clark
Lead Internal Verifier Signature		Mrs P Howard						Date	Updated 24.01.22	
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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

TOPTIP - include external units and exam slots

[Centre Guide to Internal Assessment](#)

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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

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.**

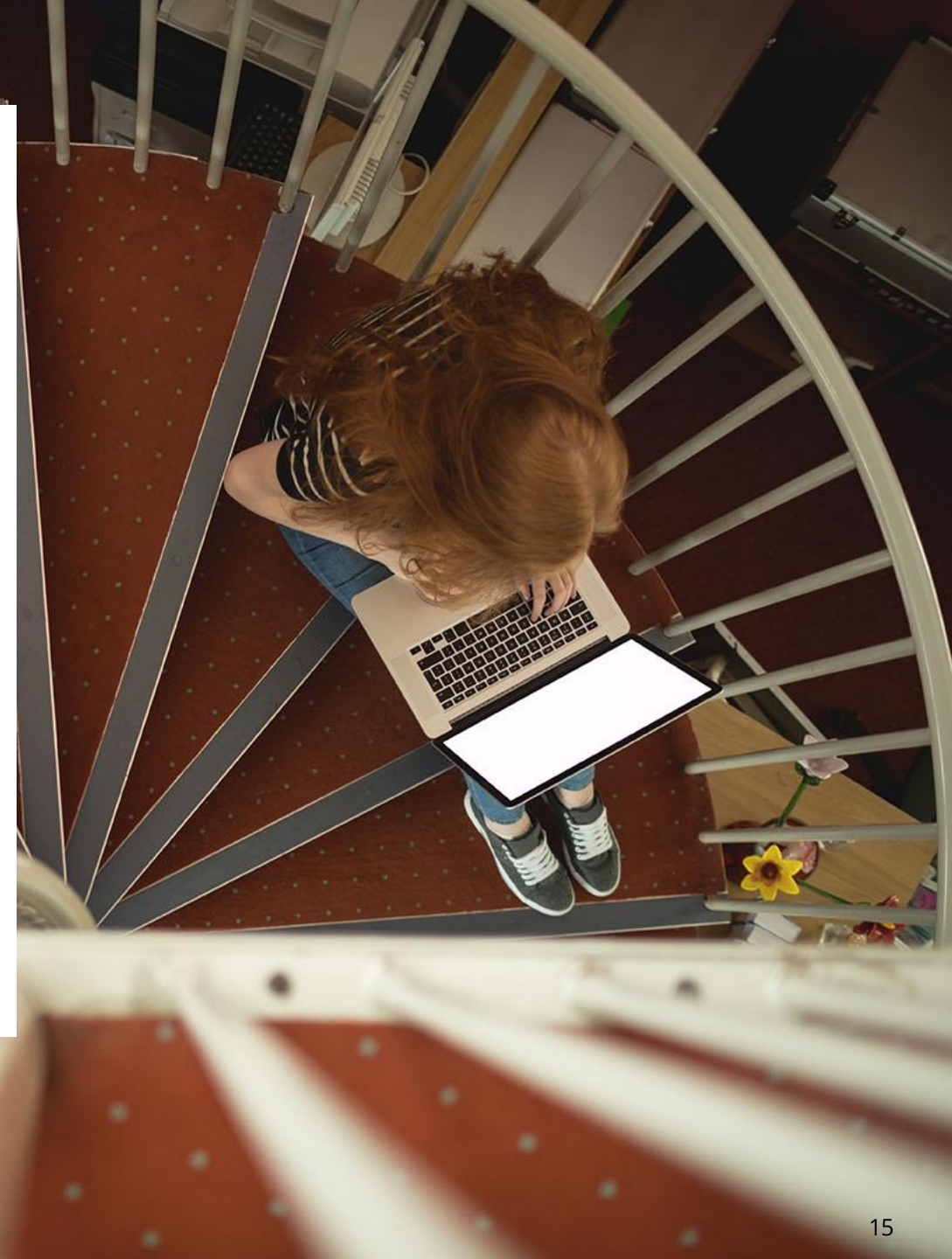
Key

Unit assessed externally	M	Mandatory units	O	Optional units	HS	Health Studies
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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 Assessment and Verification Tools](#) (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 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
(Tech Awards, L2 and L3)



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



Higher Nationals



Functional Skills

Most popular

[Exams administration](#)

[BTEC Assessment and IV templates](#)

Need help?

Get in touch with your Pearson Quality Advisor.

[Contact us](#)

Quality updates

Receive our monthly updates on quality assurance.

[Subscribe](#)

Video guides

Our YouTube channel is regularly updated with the latest videos.

[Chat with an Expert](#)

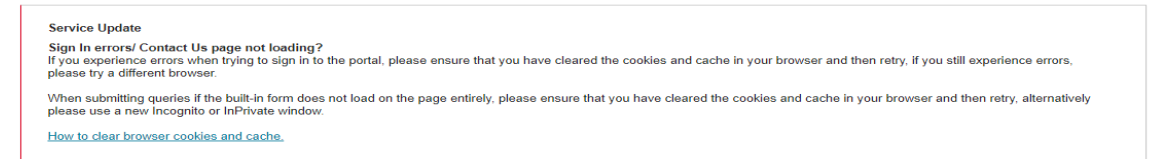
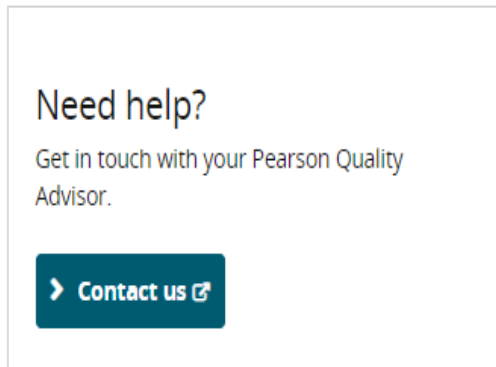
The Home of Quality Assurance

Please Note: **Chat with an Expert** – quick link to make direct contact with our team



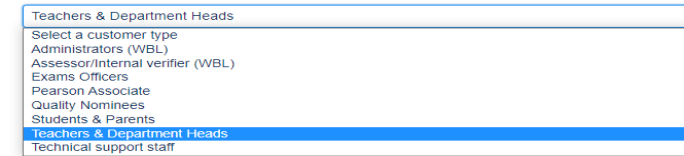
How to contact Support Teams in Pearson

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



Thank you