



# Quality Assurance Year Planner for Competency Based Qualifications

# Quality Cycle for Competency Based Qualifications

This table identifies the various tasks in the quality assurance cycle for competency-based programmes throughout the year.

Some of the tasks can be completed at a time that suits individual programme timings, but the table also shows where certain Pearson processes will occur.

Timing	Action	Supporting Documents
Prior to start of course	<p>Production of handbooks</p> <p>Familiarise teams with the Quality Assurance process</p>	<ul style="list-style-type: none"> <li>Handbooks should be reviewed annually</li> <li>Review <a href="#">WBL Quality Assurance</a> web page; Bitesize videos, handbooks, Annual Quality Declaration guidance and key information</li> <li>Guidance can be found in <a href="#">How Does the Work-Based Learning Quality Assurance Model Work?</a></li> <li>Templates suggesting what should be included in Programme and Centre Quality Management files, Student and Staff handbooks are available in the <b>Resources</b> section of the Quality Assurance web page linked above.</li> </ul>
Prior to start of course	<p>Plan how the programme will be delivered</p> <p>Assessment planning</p>	<ul style="list-style-type: none"> <li>Forms and templates for all BTEC courses are available on the <a href="#">Assessment and Verification Tools</a> page</li> <li>Assessment plans are working documents that should be reviewed regularly</li> <li>Full guidance for graded BTECs is available in the <a href="#">BTEC Centre Guide to Internal Assessment</a></li> </ul>

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Prior to start of course	Internal verification plan produced	<ul style="list-style-type: none"> <li>• Full guidance for graded BTECs is available in the <a href="#">Centre Guide to Internal Verification</a></li> <li>• For other qualifications the guidance is contained within the subject specifications</li> </ul>
Ongoing	Quality Nominee to ensure their details are up to date and correct	<ul style="list-style-type: none"> <li>• Make sure the Quality Nominee box is ticked on their Edexcel Online account: <a href="http://www.edexcelonline.com">www.edexcelonline.com</a>.</li> </ul>
Ongoing	Registration of Learners	<ul style="list-style-type: none"> <li>• <b>Programmes that follow the academic year:</b> BTEC registrations, <b>deadline 1 November</b> (in the year programme commences) Level 4 HNCs and Level 5 HNDs. Level 3 and Level 4 Foundation Diplomas in Art and Design Higher Education Licence Agreement registrations, <b>deadline 15 November</b></li> <li>• <b>Programmes that do not follow the academic year:</b> For Level 4 HNCs, Level 5 HNDs and the Level 5 Diploma in Education and Training, learners must be registered <b>within one month</b> of enrolment at the centre. For other programmes, learners must be registered <b>within six weeks</b> of enrolment at the centre.</li> <li>• Full guidance available in the Information Manual: <a href="#">Information Manual</a> (section 11)</li> </ul>
Sept/ Oct	Annual Quality Declaration	<ul style="list-style-type: none"> <li>• Guidance can be found in the <a href="#">Annual Quality Declaration Guide</a></li> </ul>
	Allocation of Lead Standards Verifier (LSV)	<ul style="list-style-type: none"> <li>• Selected centres will be allocated an LSV from October. They will complete a remote visit annually, ideally before December with ongoing support</li> <li>• LSV will review completed Annual Quality Declaration</li> </ul>

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Oct to Dec	First visit from Lead Standards Verifier	<ul style="list-style-type: none"> <li>Guidance can be found in <b>Work Based Learning Centre Guide to Quality Assurance</b> which can be found on the <a href="#">WBL Quality Assurance web page</a>.</li> </ul>
Nov to Mar	1st Sector Standards Verifier visits	<ul style="list-style-type: none"> <li>Usually completed remotely accept high-risk programmes who will receive a visit.</li> <li>Earlier Standards Verification can be arranged if certification is urgent</li> <li>Full Guidance on the process can be found in the <a href="#">Work Based Learning Centre Guide to Quality Assurance</a>.</li> </ul>
April to July	2nd Sector Standards Verifier visits	<ul style="list-style-type: none"> <li>Applies to Security, Fire, Emergency Care, Paediatric First Aid, First Person on Scene, Childcare, Social Care Services and Construction (high-risk programmes) or programmes with sanctions Level 2 and above.</li> </ul>
July/ Aug	Final Lead Standards Verifier Report	<ul style="list-style-type: none"> <li>Final risk levels assigned and agreed to direct verification cycle for next year</li> <li>Guidance can be found in <b>Work Based Learning Centre Guide to Quality Assurance</b></li> </ul>
Ongoing	<p>Certification deadlines –</p> <p>Data should be submitted for all learners</p>	<ul style="list-style-type: none"> <li><b>At the end of each year/stage of the programme</b> – by 5 July for programmes following a normal academic year. This is especially important for UCAS applicants.</li> <li><b>Immediately after completion</b> for non-academic year programmes</li> <li>On transfer to another programme/ centre or where learners have withdrawn</li> <li>Full guidance in the <b>Information Manual: <a href="#">Information Manual (section 11)</a></b></li> <li>To ensure quality control, the <b>10-week</b> rule continues to be applicable to all NVQs accredited on the NQF. See our <a href="#">support article</a> for further details</li> </ul>