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.

<table>
<thead>
<tr>
<th>Timing</th>
<th>Action</th>
<th>Supporting Documents</th>
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| Prior to start of    | Production of handbooks                                                | • Handbooks should be reviewed annually  
| course               | Famlarise teams with the Quality Assurance process                     | • Review [WBL Quality Assurance](#) web page; Bitesize videos, handbooks, Annual Quality Declaration guidance and key information  
|                      | Plan how the programme will be delivered                               | • Guidance can be found in [How Does the Work-Based Learning Quality Assurance Model Work?](#)  
|                      | Assessment planning                                                    | • Templates suggesting what should be included in Programme and Centre Quality Management files, Student and Staff handbooks are available in the [Resources](#) section of the Quality Assurance web page linked above.  
|                      |                                                                        | • Forms and templates for all BTEC courses are available on the [Assessment and Verification Tools](#) page  
|                      |                                                                        | • Assessment plans are working documents that should be reviewed regularly  
|                      |                                                                        | • Full guidance for graded BTECs is available in the [BTEC Centre Guide to Internal Assessment](#)  

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## Quality Cycle for Competency Based Qualifications

<table>
<thead>
<tr>
<th>Period</th>
<th>Activity Description</th>
<th>Guidance/Instructions</th>
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| Prior to start of course | Internal verification plan produced                                                   | - Full guidance for graded BTECs is available in the [Centre Guide to Internal Verification](#)  
- For other qualifications the guidance is contained within the subject specifications |
| Ongoing         | Quality Nominee to ensure their details are up to date and correct                   | - Make sure the Quality Nominee box is ticked on their Edexcel Online account: [www.edexcelonline.com](#) |
| Ongoing         | Registration of Learners                                                              | - **Programmes that follow the academic year:**  
  BTEC registrations, **deadline 1 November** (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, **deadline 15 November**  
- **Programmes that do not follow the academic year:**  
  For Level 4 HNCs, Level 5 HNDs and the Level 5 Diploma in Education and Training, learners must be registered **within one month** of enrolment at the centre.  
  For other programmes, learners must be registered **within six weeks** of enrolment at the centre.  
- Full guidance available in the Information Manual: [Information Manual](#) (section 11) |
| Sept/Oct        | Annual Quality Declaration                                                            | - Guidance can be found in the [Annual Quality Declaration Guide](#)                    |
|                 | Allocation of Lead Standards Verifier (LSV)                                          | - Selected centres will be allocated an LSV from October. They will complete a remote visit annually, ideally before December with ongoing support  
- LSV will review completed Annual Quality Declaration |

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### Quality Cycle for Competency Based Qualifications

| Oct to Dec | First visit from Lead Standards Verifier | ● Guidance can be found in Work Based Learning Centre Guide to Quality Assurance which can be found on the WBL Quality Assurance web page. |
| Nov to Mar | 1st Sector Standards Verifier visits | ● Usually completed remotely accept high-risk programmes who will receive a visit.  
● Earlier Standards Verification can be arranged if certification is urgent  
● Full Guidance on the process can be found in the Work Based Learning Centre Guide to Quality Assurance. |
| April to July | 2nd Sector Standards Verifier visits | ● 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. |
| July/ Aug | Final Lead Standards Verifier Report | ● Final risk levels assigned and agreed to direct verification cycle for next year  
● Guidance can be found in Work Based Learning Centre Guide to Quality Assurance |
| Ongoing | Certification deadlines – Data should be submitted for all learners | ● At the end of each year/stage of the programme – by 5 July for programmes following a normal academic year. This is especially important for UCAS applicants.  
● Immediately after completion for non-academic year programmes  
● On transfer to another programme/ centre or where learners have withdrawn  
● To ensure quality control, the 10-week rule continues to be applicable to all NVQs accredited on the NQF. See our support article for further details |