



Pearson

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	Production of handbooks Familiarise teams with the Quality Assurance process	<ul style="list-style-type: none">Handbooks should be reviewed annuallyReview WBL Quality Assurance web page; Bitesize videos, handbooks, Annual Quality Declaration guidance and key informationGuidance can be found in How Does the Work-Based Learning Quality Assurance Model Work?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.
Prior to start of course	Plan how the programme will be delivered Assessment planning	<ul style="list-style-type: none">Forms and templates for all BTEC courses are available on the Assessment and Verification Tools pageAssessment plans are working documents that should be reviewed regularlyFull guidance for graded BTECs is available in the BTEC Centre Guide to Internal Assessment

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Prior to start of course	Internal verification plan produced	<ul style="list-style-type: none">Full guidance for graded BTECs is available in the Centre Guide to Internal VerificationFor other qualifications the guidance is contained within the subject specifications
Ongoing	Quality Nominee to ensure their details are up to date and correct	<ul style="list-style-type: none">Make sure the Quality Nominee box is ticked on their Edexcel Online account: www.edexcelonline.com.
Ongoing	Registration of Learners	<ul style="list-style-type: none">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 NovemberProgrammes 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	<ul style="list-style-type: none">Guidance can be found in the Annual Quality Declaration Guide
	Allocation of Lead Standards Verifier (LSV)	<ul style="list-style-type: none">Selected centres will be allocated an LSV from October. They will complete a remote visit annually, ideally before December with ongoing supportLSV will review completed Annual Quality Declaration

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Oct to Dec	First visit from Lead Standards Verifier	<ul style="list-style-type: none">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	<ul style="list-style-type: none">Usually completed remotely accept high-risk programmes who will receive a visit.Earlier Standards Verification can be arranged if certification is urgentFull 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	<ul style="list-style-type: none">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	<ul style="list-style-type: none">Final risk levels assigned and agreed to direct verification cycle for next yearGuidance can be found in Work Based Learning Centre Guide to Quality Assurance
Ongoing	Certification deadlines – Data should be submitted for all learners	<ul style="list-style-type: none">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 programmesOn transfer to another programme/ centre or where learners have withdrawnFull guidance in the Information Manual: Information Manual (section 11)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