

**BTEC Workskills and
Personal Growth and
Wellbeing Centre Guide to
Standards Verification
2025-26**

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Introduction

Welcome to the guide to standards verification for our BTEC Workskills and Personal Growth and Wellbeing qualifications. This guide provides you with the information you need to be prepared for this process in 2025–26.

It takes you through:

- what you need to do
- who’s responsible at each stage

and gives additional advice and guidance around best practice.

We’re here to help

If you need more information or support at any stage, please contact the WBL Assessment Team or your Vocational Quality Assurance Manager (VQAM) by using the [Pearson Customer Portal](#).

You may also wish to peruse our [quality assurance web page](#).

Centres can also use the portal for other general queries so questions can be answered as quickly as possible by our teams.

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How to use this guide

1. What you need to do

Step 1: Understand the Work-based Learning (WBL) quality assurance model

BTEC Workskills and Personal Growth and Wellbeing qualifications operate under the Work-Based Learning quality assurance model. This ensures that centres are provided with as much support as possible in the form of a sector specific Standards Verifier (SV) to act as a single point of contact for any queries or issues. Please review and familiarise yourself with the [Pearson Work Based Learning Centre Guide to Quality Assurance](#).

Please note that the Lead Standards Verifier allocations have been removed for most of the BTEC Workskills and Personal Growth and Wellbeing qualifications, please see Stage 2 of our Quality Assurance Model on Page 7 for more clarification.

Standards verification is how we check that you are operating appropriate internal quality assurance and maintaining national standards. For our BTEC Workskills and Personal Growth and Wellbeing qualifications this is carried out annually. Further guidance on the process can be found on the [Delivering BTEC qualifications support page](#).

This document provides more information on the process and offers support to help you prepare for the delivery and quality assurance of our BTEC Workskills and Personal Growth and Wellbeing qualifications.

Step 2: Read this guide

This guide provides an overview of the WBL quality assurance model, whilst focusing on **standards verification** for BTEC Workskills and Personal Growth and Wellbeing qualifications and provides you with all the information needed to complete the process.

There is detailed, step-by-step guidance for your Programme teams, so you can be confident that you have everything covered.

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Step 3: Read the internal assessment section in the relevant specification

You also need to read any specific instructions in the BTEC Workskills and Personal Growth and Wellbeing qualifications specification documents which you can find on the Pearson Qualifications website [here](#).

Working from our guidance documents will ensure you have all the correct conditions and requirements in place for each stage of the standards verification process.

1. What you need to know

How we Quality Assure

For most WBL qualifications, we allocate a Lead Standards Verifier (LSV) in October to review quality assurance systems to support delivery at centres by following this three-stage process. BTEC Workskills and Personal Growth and Wellbeing qualifications, will **not** be in scope for the Lead Standards Verification review. Your point of contact will be your allocated Standards Verifier.

Stage	Text
Stage 1	Annual Centre Self-Assessment
Stage 2	Sector Specific SV
Stage 3	Next verification Cycle

Stage 1: Annual Centre Self-Assessment

The CSA section is **no longer** required as these qualifications remain out of scope of the LSV model.

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Stage 2: An update about the Lead Standards Verifier role

Please note that the Lead Standard Verifier (LSV) allocations have once again been removed for most of the Pearson BTEC Workskills and Personal Growth and Wellbeing group of qualifications with an LSV allocated in exceptional circumstances. This is to ensure the process is as streamlined as possible. Centres will retain their Standards Verifier(s) (SV) – who will be their point of contact for any issues with the relevant qualifications.

Any overarching quality issues / queries can be escalated to Pearson via the customer service portal, where the WBL Assessment team, and / or the Vocational Quality Assurance Managers will be able to support as appropriate.

Should you require more information regarding the Lead Standards Verifier Process please refer to this guide: [How does the Work-Based Learning Quality Assurance Model Work?](#)

Stage 3: Sector specific Standards Verifications

Your sector specific SV will review programme releases (Direct Claims Status) annually as normal. SV allocations are released around mid-September to support you with all year-round verification if needed.

Your sector specific verification will be set to 'one' (remote) visit. This, however, is subject to the type of programme, volume of registrations, number of assessors and cohorts, and your centre needs, and therefore the number of verification activities may increase if needed, based on risk. Your sector specific SV will focus on sampling standards (including Assignment Briefs and assessed learner work) and supporting you with sector specific issues.

If our Standards Verifier finds that learner work doesn't meet the national standard outlined in the specification, you'll agree actions that need to be completed before we'll be able to issue certificates to your learners. This will include providing an additional sample to show that you've responded to the Standards Verifier's feedback.

Please note that due to the nature of the qualification, you will be allocated a Standards Verifier for the BTEC Workskills and Personal Growth and Wellbeing qualifications who will verify across the sectors delivered. Allocation will take place from mid-September each year with the verification activity usually completed between November and May (this is

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different to the timescale for BTEC qualifications that fall under the BTEC quality assurance model).

Once your sector specific SV has completed standards verification, they will be responsible for releasing your programmes for certification as usual.

Verification activities will remain remote for 2025-2026. However, there may be exceptional circumstances which require a face-to-face visit to ensure the integrity of qualifications are maintained. These circumstances will be subject to risk.

Stage 4: Next Verification Cycle

Stage 4 of the WBL verification cycle relates to activities undertaken by the Lead Standards Verifier, who recommends the verification cycle for the following year for the sector. As BTEC Workskills and Personal Growth and Wellbeing Skills qualifications are **not** covered by the LSV, this section is not applicable. The Standards Verifier, may however, suggest additional verification activity as required.

Roles with responsibilities

It is important that you have a team in place at your centre in order to deliver and assess your programme effectively. Our website provides an overview of the main quality assurance responsibilities for each role [here](#).

Planning

Good planning is the first step to your successful delivery of our BTEC Workskills and Personal Growth and Wellbeing qualifications. It is the best way of making sure everything is in place to ensure unit coverage is robust and achievable.

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Standards Verification

Allocation of your Standards Verifier

Standards Verifiers (SV) will only review qualifications with registrations. Learners should be registered within six weeks of enrolment so that you can receive guidance and support from the SV as early as possible. Once an SV has been allocated, we will let the Quality Nominee of your centre know and the SV will get in touch to ask for details for the Programme Lead for the qualification.

Lead Internal Verifier

A Lead IV is recommended for BTEC Workskills and Personal Growth and Wellbeing qualifications, although having a Lead IV is not compulsory. However, if there are several IV's, we would expect one to lead and plan the internal verification activity, which is particularly important in consortia arrangements. In these cases it will be the Lead Internal Verifier who would be the main contact point for the Standards Verifier.

OSCA/Centre Standardisation Materials (CSMs)

There will not be a requirement to complete OSCA or CSMs as part of Work based learning quality assurance. However, we do maintain that for all programmes, internal verifiers and assessors (from all sites) are effectively standardised to deliver programmes to national standards. Best practice or inconsistencies will be detailed in your reports and therefore, this may impact on your Direct Claims Status if this activity is not undertaken effectively.

Registering Lead Internal Verifiers

You do not need to register your Lead Internal Verifiers on Edexcel Online (EOL). However, personnel will be recorded on your verification reports, and it therefore remains important

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that you have a named person to undertake this role (this can be the Programme Lead) for both the BTEC Workskills and Personal Growth and Wellbeing qualifications.

Supporting you with standardisation

You can still access some Centre Standardisation Materials for Workskills and Personal Growth and Wellbeing Qualifications through our [website](#) under the relevant qualification pages. If you require a copy of past OSCA and CSMs that are not available via our website, please [contact us](#) for further support.

Centre Support Materials

You can find Centre Support Materials for Workskills [here](#) and Personal Growth and Wellbeing [here](#)

Exemplar Assignment Briefs:

To support centres with Assignment Briefs, Pearson have created Exemplar Assignment Briefs for every unit for BTEC Workskills and Personal Growth and Wellbeing which are available for you to use, if you choose. Centres can find these in the relevant qualification webpages.

Sample Learner Work:

Sample learner work has also been created across BTEC Workskills and Personal Growth and Wellbeing qualifications. They can be found under teaching and learning materials on the relevant qualification pages.

1. Arranging the sample

The Programme Lead should provide the assessment plan(s) for all registered programmes including:

- names of all Assessors and Internal Verifiers
- scheduling for hand-out of assignments

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- deadlines for assessments
- scheduling for internal verification
- scheduling of the opportunity for resubmission

The Standards Verifier will use your assessment plan to agree the:

- date(s) by which the Standards Verifier will receive the sample
- units to be sampled
- date when you will provide the learners' final grades to allow the sample to be selected.

In order for your assessment plan to be considered fit for purpose, it must allow for sampling to take place in time for your learners to undertake any actions that may be required before the end of their final term. You should arrange for your sample to be available as early as possible.

Only completed units with finalised grades (including any resubmissions) can be sampled. If you are planning to complete the qualification within one year, you should ensure units are completed and available for sampling within the sampling window (usually November – May).

Your Standards Verifier is available to support you through the process, so please talk to them if you have any concerns!

1. Sampling explained

Where possible, sampling will include assessment decisions made by all Assessors of the programme during the registration period and cover the full range of grades awarded.

In line with your internal verification schedule, Standards Verifiers will need to select internally verified learners as part of the sample so you should indicate which learners have been internally verified on the assessment tracking document. Please note that it is not a requirement that all learners selected for the sample need to have been internally verified.

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Your Standards Verifier may request to see additional units if it isn't possible to get a sample representing range of grades, Assessors or types of evidence from these minimum requirements.

If essential actions are needed then second sampling is required, and the Standards Verifier will:

- review the re-assessed and finalised grades
- sample a further unit(s) from the affected subject area or core units to ensure that any feedback has been applied across the programme and by the assessment team as a whole, so that there are no further issues for learners.

The aim of this sampling structure is to minimise the administration burden for centres who are assessing accurately, yet provide full support when need is identified.

2. Preparing your sample

For each learner selected as part of the sample, you'll need to provide your Standards Verifier with definitive evidence of the assessment process for an entire unit, which they'll use to make a judgment on your approach to assessment.

The materials you send to your Standards Verifier will include:

Assignment briefs

- all assignment briefs used to generate learner evidence for the unit(s) selected for sampling.

Learner evidence and assessment records

- completed unit of learner work
- assessment decisions for the learner work and related feedback
- signed and dated declaration of authenticity by the learner
- confirmation from the Assessor that the evidence is authentic and is the

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learner's own work.

Internal verification documentation

- internal verification documents for the assignment briefs
- internal verification documentation relating to the assessment decisions.
- the Lead Internal Verifier declaration

A full audit trail of any resubmissions

- signed and dated authorisation from the Lead Internal Verifier, showing the resubmission deadline and any conditions that were put in place e.g., to prevent collusion
- initial assessment record
- Original and resubmitted learner evidence with a signed and dated declaration of authenticity from the learner
- assessment records for the re-submission detailing the additional evidence submitted and any changes to the assessment decisions
- confirmation from the assessor that the resubmitted evidence is authentic and the learner's own work

If materials are incomplete, inappropriate or don't appear to be authentic, your Standards Verifier won't be able to complete sampling and will contact you for clarification.

1. Completing sampling

All sampling will be carried out remotely in 2025–26.

We strongly recommend for centres to submit their standards verification samples digitally, via email or using the centres preferred sharing platform.

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2. Accessing your Standards Verifier's report

Your Standards Verifier will produce a report within 10 working days of reviewing your sample. Once the report has been completed, a copy of the report will be uploaded to Edexcel Online.

3. Outcomes of your first sample

There are two possible outcomes of your first sample:

Certification release

You've provided a full sample and your Standards Verifier has confirmed you've got adequate quality assurance procedures in place. Your Standards Verifier has agreed that you're assessing learners to the national standard but may offer recommendations on how to improve on current practice.

As these qualifications now fall under the WBL quality assurance model, a report with 'certification release' status allows for Direct Claims Status (DCS). This allows centres to claim certification after a successful verification process for the next 365 days, subject to risk.

DCS is reviewed annually subject to sector or programme risks. To ensure standards are upheld, we reserve the right to revoke DCS if evidence suggests this action is appropriate.

Retrospective Sampling

Standards Verifiers are required to make full use of retrospective sampling. To enable retrospective sampling to take place, all portfolios must be retained for all learners certificated between verification activities.

Certification block

You've provided a full sample, but your Standards Verifier doesn't agree that you're assessing learners to the national standard. This is because one or more of your assessment decisions have been judged to be incorrect, or your approach to assessment and verification doesn't meet the requirements.

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This means that certification is blocked, and a second sample will be requested. If the Standards Verifier judges that learners have been disadvantaged, they'll be able to authorise a further resubmission, on the basis that the original assessment decisions were invalid. This will be clearly stated on the standards verification report.

1. Submitting a second sample

You will need to submit a second sample if your first sample resulted in a certification block. Your Standards Verifier will get in touch to agree a timescale for you to submit the second sample once you've accessed the original report. A second sample will be conducted remotely, even if your first sample was conducted by a visit.

Your second sample will include:

- the elements of the first sample that caused the original block
- evidence that amendments have been made to address the issues highlighted in the Standards Verifier report. There are usually two ways to address this:
 - re-assess the learner work in line with the Standards Verifier's decision. This should be in respect of the whole cohort and not just the learners sampled
 - replace or improve the learner work
- samples from an additional unit in the affected sector(s)
- to ensure that any feedback has been applied across the programme and by the assessment team as a whole.

Once your second sample has been reviewed, your Standards Verifier will submit a second report within 10 working days. Your Quality Nominee will receive a copy of the report.

1. Outcomes of your second sample

There are two possible outcomes of your second sample:

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Certification Release

Your Standards Verifier has agreed that you're now assessing learners to the national standard but may offer recommendations on how to improve on current practice. Your quality assurance procedures will also have been confirmed as adequate.

This means certification release status is active for 365 days from release.

Remedial Action Required

Your Standards Verifier still doesn't agree that you're assessing to national standards. At this point, the Senior Standards Verifier will contact you and discuss a remedial action plan. You'll need to complete the action plan before the Senior Standards Verifier will release certification for the qualification.

Standards Verification Checklist

We've provided a simple checklist to support you with the standards verification process.

Checklist		Tick
My Exams Officer has registered my learners on Edexcel Online, and I have checked this for accuracy.		
One Programme Lead to oversee all BTEC Workskills and Personal Growth and Wellbeing programmes delivered in the centre		
All Assessors and Internal Verifiers are effectively standardised		
My Standards Verifier(s) have made their initial contact with me		
In preparation for standards verification, assessment plans have been updated		
Assignment briefs: These have been written and all have been		
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internally verified

We have agreed an internal verification schedule, and I know that all assessors and internal units will be internally verified.

I have sent my Standards Verifier our assessment plan and they have selected the units for sampling. I am now ready to send the tracking information for the units

I have sent my Standards Verifier:

- Assessment plan
- Assignment brief(s)
- Evidence of Internal Verification
- Tracking data
- Learner evidence
- Authentication Declaration for each learner (if using the BTEC Assessment Record Form this is included)
- Sample Consent permission form (if using the BTEC Assessment Record Form this is included)
- Assessment records for each learner including resubmissions and IV declaration form.

All documents and learner evidence can be sent to your Standards Verifier electronically.

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Sampling Sizes

Sample sizes for BTEC Workskills and Personal Growth and Wellbeing qualifications.

Please note that due to the nature of the qualification, you will be allocated a Standards Verifier for the BTEC Workskills and Personal Growth and Wellbeing qualifications who will verify across the sectors delivered.

Whilst we have reduced the number of annual verification activities in the first instance, the approach we have taken is to work closer with you, allowing us to have better visibility of any potential risks. The exact number of verification activities and frequency of activities remain subject to risk. At the end of each verification cycle; we will have a clearer understanding of ‘risks’ at your centre. This will allow us to amend the number of verification activities and tailor sampling to your programme needs. Where applicable, on releasing their final report your SV will provide Pearson with their recommendations for next year’s verification cycle. This may include recommendations to change sampling frequencies.

Please remember that additional samples can be requested by the Standards Verifier based on risk.

Sampling detail

Sample sizes are dependent on a number of factors including:

- The experience level of the assessment and verification team
- The amount of learners on the programme
- The size of the programme
- The amount of levels there are on the programme
- The nature of the cohort
- How the units are sequenced

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- Any commentary provided by the LSV

The sector with the largest number of learners registered is usually verified initially, with a view to all Sectors being sampled over time. Pearson reserves the right to request further samples if the SV believes it is necessary.

The timing of the sample is dependent on when DCS is due to run out, and when the centres need certification.

Second Sampling detail

- If you are required to submit a second sample, then the affected unit and an additional unit from that Sector must be sampled.
- For further details, please see Section 8: Submitting a Second Sample on page 18.

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