

Business Skills BTEC Apprenticeship Resources Webinars – FAQs

Q How do we access the Business Skills BTEC Apprenticeship resources?

A The Business Skills BTEC Apprenticeship resources are available from the following website:
<http://www.contentextra.com/btecapprenticeshipworkbooks/home.aspx>

Q How can we find out further information about the Business Skills BTEC Apprenticeship resources?

A A series of webinars have been delivered to customers introducing the new Business Skills BTEC Apprenticeship resources. The webinar can be viewed here
<http://qualifications.pearson.com/en/qualifications/btec-apprenticeships/teaching-resources/new-resources-for-business-skills-apprenticeships.html>

Q We have registered learners but have not received any copies of the guides and planners. What should we do?

A Please contact your account specialist or account manager who will be able to check whether your centre has been sent copies of the guide and planner and/or will arrange for re-distribution of the guide and planner.

In the interim your account specialist will be able to provide you with the online usernames and passwords so that you can download a digital copy of the guide and planner from the website.

Q Will guides and planners be issued for learners registered since September 2014?

A Yes. Distribution of the guides and planners will be back dated to learner registrations commencing from 01 September 2014

Q Will there be any Business Skills BTEC Apprenticeship Resources for Level 4 qualifications and above?

A Currently there are no plans to produce similar resources that support apprenticeship qualifications at Levels 4 and above within the Business Skills sector.

Q What are the passwords and usernames?

A Passwords and usernames are included within each guide and planner that is distributed to centres upon their first learner registration.

Q Will every learner/centre have a different user name and password to access the resources?

A No. Assessor and Learner usernames are identical for each set of resources

Q Why are the resources being released on a phased basis instead of at the same time as the qualification operational start date (01 September 2014)

A We were only able to commence creating the materials once the final unit amplification had been signed off within the qualification specification document, which was the end of August 2014. Hence the delay.

Q There is only one sample test online for each functional skills element. Can more be added?

A We will look into this as part of our continuous review and improvement process, thank you.

Q Will there be any more teaching and learning resources as this is what most assessors and learners want?

A We had not originally intended to include these learning pages but if there is demand we can certainly consider this within the review and improvement process.

Q Are Personal Learning and Thinking Skills (PLTS) embedded within the Business Skills BTEC Apprenticeship resources?

A PLTS are referenced within the resources. They are also clearly referenced within the qualification specifications.

Q Will centres be notified when each of the remaining Business Skills BTEC Apprenticeship Resources are released?

A Yes. Pearson will send an electronic communication to all centres when each new resource becomes available.

Q Will Pearson be delivering any Business Skills Sector Development Forums in the South West?

A Business Skills Sector Development Forums are scheduled to take place in London, Birmingham and Manchester in March 2015.

A second round of forums are planned for November 2015. Due consideration will be given to delivering a forum in the South West in November 2015.

Q Is there a fee to attend the Sector Development Forums?

A Pearson Sector Development Forums are free of charge for delegates. A fee may apply if you register for an event but do not attend. Further details including how to book your place can be found [here](#)

Q Other than the interactive knowledge quizzers, are there any other resources for the knowledge based units?

A Yes. The Business Skills BTEC Apprenticeship Resources also contain learning pages that are linked to the activities. Learning pages have been designed to offer support to centres and learners around hard to explain concepts.

Each knowledge unit within the qualification specification also includes unit amplification, delivery and assessment guidance that are the prompts to centres to ensure that the evidence learners produce will have the depth and scope to satisfy the assessment criteria and learning outcomes.

Q For the onscreen assessments, how many questions per outcome need to be passed and what is the pass mark per outcome?

A For knowledge based units, Pearson operates multiple choice question tests as one method of assessment, the other method being centre devised assessment. To ensure that a learner demonstrates a sufficient grasp of the knowledge and understanding across the breadth of the criteria being assessed, Pearson have chosen to develop a more robust approach to onscreen assessment that is more in line with the needs of employers and the regulatory requirements.

Our tests require that a learner demonstrates achievement of approximately two thirds of the assessment criteria within each unit learning outcome and therefore achieving a pass for every learning outcome in a unit. This hurdling approach ensures that the breadth of learner knowledge and understanding is demonstrated to the required depth,

thereby providing us, employers and ultimately learners with confidence that they can carry out their jobs effectively.

Q Do centres get learner performance feedback from each onscreen assessment?

A To support centres and learners in better understanding the outcomes of a completed onscreen test, for each individual learner, a learner score report will be generated. Learner score reports will provide more in depth learner test feedback including an indication of learner achievement for each individual learning outcome covered within each onscreen test.

Q Are there any Business Skills sample onscreen assessments?

A Sample assessment materials are available [here](#) under the category - New Business Skills sample assessment material for first teaching in 2014

Q Will Pearson be providing training for the Pearson Online Platform (POP)?

A Yes. Please contact your Pearson account manager to discuss your centre training needs for POP

Q Are the learner score reports instant?

A Score reports are instant for Pearson centres registering through Edexcel Online. Pearson satellite centres and Pearson EDI centres are emailed ALL learner score reports following completion of an onscreen assessment.

As part of Pearson's Qualification Management Application (QMA) development we are working to ensure that score reports will in future be instant for all Pearson centres.

Q Where can we purchase textbooks from?

A Pearson branded textbooks are not being published for the new suite of Business Skills qualifications

Q We have ceased registrations for the old standards. Do we need to ask Pearson to reinstate our approval against the new qualifications?

A Registrations are no longer available for the previous NVQ qualifications. All learners must now be registered against the new combined qualifications that were launched on 01 September 2014.

If your centre is not already approved against these qualifications, please contact your account manager for support in seeking approval.

Q We are surprised at the increase in level of knowledge requirements in the new qualifications in comparison to the previous qualifications. Please could you give some background to the reasons for this?

A The new qualifications were developed following a holistic review including revisions to National Occupational Standards, research into emerging industry trends, research into the knowledge and skills requirements of employers, and a collaborative qualification review process involving more than 20 awarding organisations.

Q For the mandatory knowledge units which are assessable via multiple choice test, what is the preferred delivery method for these units?

A Pearson does not stipulate a preferred method of teaching and delivery. Whilst delivery guidance is included within each qualification specification, it is for the centre to

determine the most appropriate method of delivery based upon the unit content and the needs of each individual learner cohort.

Q Are the new combined qualifications allocated UCAS Points?

A No

Q Can we RPL units from older qualifications in to the new combined qualification?

A Pearson has produced mapping documents to identify where Recognition of Prior Achievement occurs within the new combined qualifications against the predecessor competency qualification (NVQ).

Mapping documents can be downloaded from each appropriate qualification page, available on the **Pearson website**

Q Is there a fee for onscreen test re-sits? and how many re-sits can a learner take?

A Onscreen assessments are inclusive within the qualification registration fee. For the Business Skills qualifications launched on 01 September 2014, there are no limits to the number of re-sits, nor is there a re-sits fee.

Q Is there a fee for Functional Skills tests?

A Information around Fees and Price lists for Functional Skills and all other Pearson qualifications can be found [here](#). Further questions around fees should be directed to your centre account manager.

Q Are BTEC Apprenticeship Resources available for other sectors

A Yes, resources are available for other sectors but not all sectors. Please contact your account manager or account specialist for support using the following links:

Schools and FE [contact here](#).

Work Based Learning [contact here](#).

Download a copy of our **Business Skills Brochure** and **Business Skills Matrix** for further details regarding Pearson's suite of Business Skills qualifications and resources.