

Glossary of BTEC terminology

Edexcel Online

This is a multifunctional system for centres. Access is password protected and is managed by your examinations officer. Screens show programmes and learners within a centre, allow for new registrations or withdrawals. Lead Internal Verifier registrations and withdrawals will be done through this portal. Standards Verifier and Centre Quality Reviewer allocations and consequent standards and Quality Review and Development status can be viewed [here](#).

Guided Learning Hours (GLH)

Guided learning hours are a notional measure of the substance of a unit. It includes an estimate of time that might be allocated to direct teaching, instruction and assessment, together with other structured learning time such as directed assignments or supported individual study. It excludes learner initiated private study. Centres are advised to consider this definition when planning the programme of study associated with this specification.

Internal Verification (IV)

This is a centre/team based process. Your Internal Verifiers check the quality of assignments before delivery to learners and verify the accuracy of assessment decisions to meet national standards. You should have an internal verification plan and a Lead Internal Verifier who will manage the process.

Lead Internal Verifier (Lead IV)

You will need to appoint one Lead IV for each Principal Subject Area (PSA) being delivered across the levels up to and including level 3. The Lead Internal Verifier monitors internal quality assurance for their subject area. Lead Internal Verifiers must register on OSCA at the start of each academic year to access standardisation and training materials. For BTEC (QCF), the Lead Internal Verifier should complete online standardisation to gain accredited status. This is directly linked to certification and Standards Verification.

NQF

National Qualifications Framework.

Ofqual

The regulator of qualifications, exams and tests in England and vocational qualifications in Northern Ireland. The Welsh Government has responsibility for education in Wales.

**Online
Standardisation
for Centre
Assessors
(OSCA)**

This is an online system that allows Lead Internal Verifiers access to standardisation and training materials. It is accessed via Edexcel Online. Exemplar work is available online for centre staff to use. OSCA is the portal for centre appointed Lead Internal Verifiers to access and complete accreditation practice materials and exercise.

**Principal
Subject Area
(PSA)**

For quality assurance purposes, BTEC (QCF) from Entry Level to Level 3 are grouped into Principal Subject Areas (e.g. Business, Health & Social Care).

QCF

Qualification Credit Framework.

**Quality
Nominee (QN)**

This is the person nominated by the centre who acts as main contact for BTEC.

**Quality
Management
Review
(QMR)**

All centres delivering BTECs from Entry Level to Level 3 will receive an annual quality visit from a Centre Quality Reviewer. They will liaise with your Quality Nominee and look at centre systems and procedures for managing quality assurance.

RQF

Regulated Qualification Framework.

Standards Verification (SV)

The standards verifier is a subject assessment specialist appointed by the awarding body who verifies that centre assessment decisions meet national standards. Standards verifier activities can be conducted electronically or by post as agreed by the centre and Standards Verifier.

Standards Verification is an annual process for BTEC (NQF). **For BTEC (QCF)** only, it is linked to Lead Internal Verifier accreditation:

Confirmation sampling

Principal Subject Areas can expect to be sampled at least once during their Lead Internal Verifier accreditation period to confirm that national standards are being maintained.

Accreditation sampling

If a centre Lead Internal Verifier for a Principal Subject Area is unsuccessful in achieving accredited Lead Internal Verifier status for a Principal Subject Area, they may achieve this via Accreditation Sampling, provided the sample is successful at the first submission.

Self assessment not attempted (SANA)

If a centre has not registered an individual as a Lead Internal Verifier to complete online standardisation via OSCA for their Principal Subject Area then they will automatically be selected for sampling. A positive outcome will not confer accredited Lead Internal Verifier status however, and the centre will be required to complete the accreditation process at the next opportunity.

Total Qualification Time (TQT)

A guide to how many hours the qualification takes to deliver. It's made up of

- Teaching and learning time
- Independent or personal study
- Assessment time