

# UK Centre Guide to BTEC Consortia 2016 – 2017

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# What is a BTEC Collaborative arrangement?

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There are two models of collaborative arrangements:

## **Informal collaboration**

Two or more approved centres, each with their own centre number, can work together to share information, assignments, staff and physical resources. There is no shared assessment and each has total ownership of its own quality assurance.

This way of working does not require specific approval from Pearson.

## **Consortium collaborative arrangement**

Two or more approved centres gain permission from Pearson to work together to deliver specific Pearson qualifications. They are jointly responsible for the assessment and quality assurance of the qualification(s): each centre has equal responsibility for the registration and certification of learners. One centre acts as Lead Centre for the consortium and has responsibility for qualification consortium arrangement. This centre will be responsible for communicating the quality assurance arrangements for the qualification(s) and for ensuring that all centres are aware of requirements. Each centre retains its own centre identity, any quality assurance outcomes apply to all centres collaborating for a given programme. The certification will show the details of the centre of registration and not the Lead Centre.

All consortium collaborative arrangement approvals are reviewed with Centre Quality Managers before they begin.

BTEC Consortium approval generates a generic programme number (with “consortium” in the programme title) which is visible to each of the home centres. This allows each home centre to register its own learners, while allowing our systems to recognise it as a single programme.

## **Setting up a BTEC Consortium**

### **Roles and Responsibilities**

All centres involved must already be approved to deliver the BTEC qualification. One centre in the consortium is identified as the Lead Centre, to be responsible for coordinating the programme across the consortium and acting as the main point of contact for us.

Each home centre will need to sign the contractual agreement and will also receive their own annual Quality Management Review visit. However, it will be the Lead Centre’s responsibility to manage the quality assurance of the consortia programme; outcomes of OSCA or standards verification administered by the Lead centre will apply across all centres in the consortium.

## Lead Centre

- Is identified at approval stage
- Head of Centre completes and signs contractual agreement
- Receives annual Quality Management Review visit
  - Registers a Lead Internal Verifier via OSCA
- Arranges sampling for standards verification across the consortia

### Centre 1

- Head of Centre signs contractual agreement
- Receives annual Quality Management Review visit
- Provide Lead centre with sample for standards verification purposes

### Centre 2

- Head of Centre signs contractual agreement
- Receives annual Quality Management Review visit
- Provide Lead centre with sample for standards verification purposes

### Centre 3

- Head of Centre signs contractual agreement
- Receives annual Quality Management Review visit
- Provide Lead centre with sample for standards verification purposes

## Application

- Before applying, read the 'Collaborative Arrangements for the delivery of Vocational Qualifications' policy and download the application form at:  
<http://qualifications.pearson.com/en/support/support-topics/understanding-our-qualifications/policies-for-centres-learners-and-employees.html>
- The Lead Centre of the consortium must complete the Collaborative Arrangement application form and Consortium Contractual Agreement, including sign off from the Heads of each consortium centre
- The Lead Centre should e-mail the completed forms to [ukapproval@pearson.com](mailto:ukapproval@pearson.com) at least one month before you intend to register learners.

## What happens next

- Once the consortium application has been agreed, we'll issue the Lead Centre with a programme number (with 'consortium' in the title) which will also be visible to all involved centres
- Each home centre will be responsible for their learners' registration against this consortium programme and remain responsible for the learners in their care

## Quality Assurance for BTEC consortia

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While BTEC consortium approval has clear benefits for registration and recognition of collaborative working, it inevitably involves an extra layer of administration and monitoring.

The quality assurance model for BTEC a consortium collaborative arrangement is the same as for other centres. However, the main point of contact for Pearson will be the Lead Centre. While the quality assurance of the qualifications operating within a consortia is the responsibility of each home centre, the Lead Centre must coordinate quality assurance activity for the consortia across all centres, this includes:

- Registering a Lead Internal Verifier on OSCA
- Liaising with the Standards Verifier
- Collating samples
- Managing consortia approval and informing Pearson of any consortia programmes which are no longer active

## Quality Management Review

Consortia collaborative arrangements must also be declared during Quality Management Review, by inclusion in the Centre Engagement Document.

## Standards verification

When required, the consortium will be allocated to one Standards Verifier, who will liaise with the Lead Centre.

- It is the responsibility of the Lead Centre to declare and identify to the Standards Verifier where delivery is taking place, in order that all centres/cohorts within the consortia programme(s) are available for sampling.
- The Standards Verifier will select the sample from learners across the consortium centres

- The Lead Internal Verifier will collate and sign off the sample
- Outcomes of standards verification apply to all centres running the consortium programme(s).

## Lead Internal Verifiers

The process for registering a Lead Internal Verifier for a consortium is also the same. However, only the Lead Centre can register a Lead Internal Verifier for the consortium programmes.

OSCA allows you to register at subsite, consortium and centre level. It is important that the relationship between subsites and members of a consortium for specific Principal Subject Areas is clearly established before attempting to register as a Lead Internal Verifier.

If the Lead Internal Verifier is based at another centre within the consortium, they must be set up with an Edexcel Online account at the lead centre. The Lead Internal Verifier must ensure that they register on OSCA under their lead centre account and ensure that the “consortium” option is selected as part of their registration. Failure to do this will mean that the Lead Internal Verifier’s accredited status will not cover the whole consortium.

The screenshot shows a registration form titled "Registration" with a purple header. Below the header, it says "Please select whether you want to register for your centre, subsite or consortium:". There are two main sections of options. The first section has two radio buttons: the first is checked and labeled "Consortium: BSCAVE SOUTHMEERSON (2011123)", and the second is unchecked and labeled "Consortium: BSCAVE PARTH BRUNNEN (20111)". The second section has four radio buttons: the first is checked and labeled "Centre: CENEGE WYSS (201177)", and the other three are unchecked and labeled "Subsite: LAMID, 159 BO RD (19177A)", "Subsite: SPA 3344 (19177B)", and "Subsite: 19177C". Red circles highlight the checked "Consortium" and "Centre" options.

If the Lead Centre also run stand-alone qualifications in the Principal Subject Area, then a Lead Internal Verifier must register for both the consortium and the centre. However, they will only need to access the online standardisation materials once on behalf of both the centre and the consortium.

## More Guidance

- Quality Management Review (QMR): <http://qualifications.pearson.com/en/support/support-topics/quality-assurance/btec-quality-assurance-handbook/quality-management-review.html>
- Standards Verification: <http://qualifications.pearson.com/en/support/support-topics/quality-assurance/btec-quality-assurance-handbook/standards-verification.html>
- Support for OSCA: <http://qualifications.pearson.com/en/support/support-topics/assessment-and-verification/osca/osca-support-for-btec.html>