

## Location of Centre Engagement Document

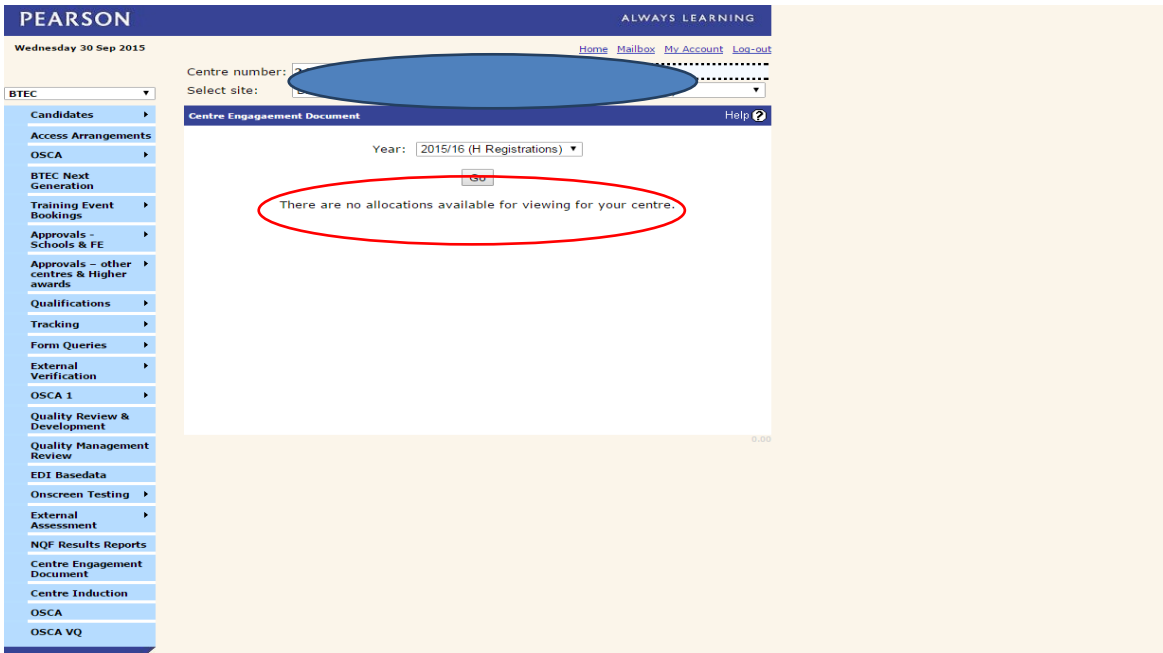
Part of the process for Quality Management Review requires the Quality Nominee to complete the **Centre Engagement Document**. This is now a digital document accessed and submitted through Edexcel Online. Its scope remains similar, with the addition of re-affirming approvals declarations. It will be used along with the QMR report to provide a record of the review visit.

The Centre Engagement Document can **only** be completed **once** each **year**.

The Centre Engagement Document is located on the BTEC section of Edexcel Online Separate Tab on BTEC section of EOL.

The screenshot shows the Edexcel Online BTEC section. The left-hand navigation menu includes the following items: BTEC, Candidates, Access Arrangements, OSCA, BTEC Next Generation, Training Event Bookings, Approvals - Schools & FE, Approvals - other centres & Higher awards, Qualifications, Tracking, Form Queries, External Verification, OSCA 1, Quality Review & Development, Quality Management Review, EDI Basedata, Onscreen Testing, External Assessment, NQF Results Reports, Centre Engagement Document, Centre Introduction, OSCA, and OSCA VQ. The 'BTEC' and 'Centre Engagement Document' items are circled in red. The main content area displays a welcome message and information about Quality Nominee details and Quality Assurance support. A blue oval highlights the 'Centre number' field at the top of the page.

**Please note,** until this year's allocations are made for the current Centre Quality Reviewer, **the Centre Engagement Document is located under the previous year.**



Therefore if there is no allocation for the current year, go to **2015/16** and download the Centre Engagement Document from there.

Click on the tab and the CED can then be downloaded completed and uploaded again.



The full detail of the QMR process can be found on our website.