

BTEC Level 1 Introductory and  
Entry Levels 1, 2 & 3  
Qualifications Centre Guide to  
Standards Verification  
2022-23

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# Introduction

Welcome to the guide to standards verification for all our BTEC Level 1 Introductory and Entry qualifications. This guide provides you with the information you need to be prepared for this process in 2022-2023.

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.

## Qualifications transitioned from BTEC to Work-based Learning

We are always aiming to improve our products and services as such all qualifications that have transitioned from BTEC to WBL can be found here in PDF Format - <https://qualifications.pearson.com/content/dam/pdf/Support/Quality%20Assurance/btecs-following-the-wbl-quality-model.pdf>

# How to use this guide

## 1. What you need to do

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

BTEC Level 1 Introductory and Entry 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 Lead Standards Verifier (LSV), who works with the 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 Introductory Level 1 and Entry 2 and Entry 3 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 Level 1 Introductory and Entry 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 Level 1 Introductory and Entry qualifications.

### Step 2: Read this guide

This guide provides an overview of the WBL quality assurance model, whilst focusing on **standards verification** for BTEC Level 1 Introductory and Entry qualifications and provides you will all the information needed to complete the process

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

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

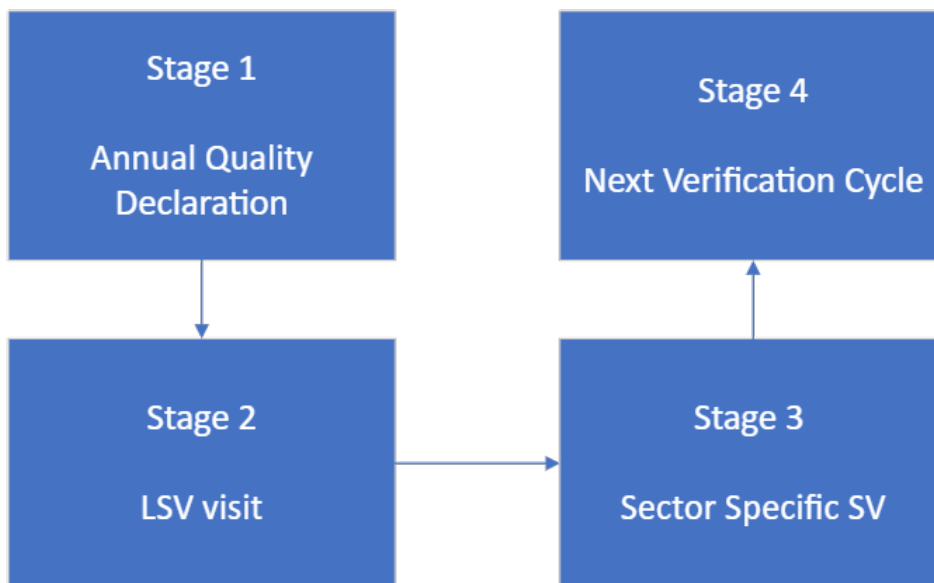
You also need to read any specific instructions in the BTEC Level 1 Introductory and Entry qualifications specification documents which you can find on the Pearson Qualifications website [here](#).

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.

## 2. What you need to know

### How we Quality Assure

We allocate a Lead Standards Verifier (LSV) in October to review quality assurance systems to support delivery at your centre by following this four-stage process:



### Stage 1: Annual Quality Declaration

The Quality Nominee and Head of Centre will need to complete the Annual Quality Declaration (AQD) as soon as possible. The AQD must be signed electronically by your

Head of Centre and Quality Nominee to confirm that staff holding these roles understand and agree to their responsibilities. The AQD can be accessed via the link here: <https://learninghubprogress.pearson.com/annual-quality-declaration>

The purpose of the Annual Quality Declaration is for you to confirm that all policies and procedures required for the delivery of WBL qualifications are in place, effective and have been contextualised for your centre. The AQD also serves as your acceptance of Pearson's Terms and Conditions.

You will need to complete the Work-based Learning section of the AQD, which includes the Centre Self-Assessment, for the programme or group of programmes you deliver and plan to deliver. You should be as critical as you want of your delivery and quality assurance systems. Once the AQD is complete, your Lead Standards Verifier will use this information to work with you to identify areas of best practice, as well as work with you on areas that may need further development. The purpose of this activity is to work with you to plan all verification activities for the year ahead, reduce risks to invalid certification and more importantly, delays to certification.

## Stage 2: A (remote) visit from our Lead Standards Verifier

Please note that the Lead Standard Verifier (LSV) allocations have been removed for the Pearson Introductory Level 1 and Entry 2 and Entry 3 qualifications. This is done to ensure we are not unnecessarily increasing the administrative burden on schools / centres delivering BTEC only qualifications. 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.

If your centre is also delivering competence-based qualifications, then an LSV will be allocated, and the BTEC qualifications will be included within the LSV review.

LSVs are normally allocated in October; once allocated, they will introduce themselves and ask that you to complete your online Annual Quality Declaration (AQD). The LSV will be able to access this form online prior to the visit, allowing them to plan and tailor their activities to your needs.

Your first LSV activity should take place before December, but this will depend on your centre's needs. They will mainly be reviewing your management systems across all programme areas, with a view to removing any duplication and reduce your administrative burden.

A key activity will be to plan the rest of your sector specific standards verification activities with your LSV. You should work with your LSV to identify when sector specific sampling should take place to support timely certification for your learners. If you have a programme release (Direct Claims Status) make sure you alert your LSV if this is due to expire.

After the remote visit you will be provided with a report outlining their findings. This will include good practice, and any actions to help improve programme delivery or your quality assurance systems.

Their aim is to identify any potential 'risks to valid certification' ahead of claims, therefore unless significant concerns are evident, the findings should be used to prepare for your standards verification activities later in the year. This means, if any 'potential or actual risks' are identified in one of your programme areas, you will be able to mitigate these ahead of your sector specific standards verification activities, reducing delays to certification and learner progression.

The WBL LSV role was initially designed to support centres delivering multiple competence-based qualifications, with a roll on / roll off delivery - ensuring a join up approach to QA, enabling rationalisation of SVs, and to flag any issues ahead of standards verification.

## 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 the same time as LSVs (from mid-September) to support you with all year-round verification if needed.

Once you have been allocated an LSV, 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. Your LSV will work with you and your sector specific SVs throughout the year and provide them with sufficient information regarding your management systems.

As a result, your sector specific SV will focus more 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 Level 1 introductory qualification 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 March (this is 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.

## Stage 4: Next Verification Cycle

If you have an LSV allocated to your centre, the LSV will then use the outcomes of your standards verification to complete a final report and provide recommendations for your verification cycle for the following year.

\*Verification activities will remain remote for 2022-2023. 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.

## Roles with responsibilities

It is important that you have a team in place at your centre in order to deliver and assess your BTEC 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 Level 1 Introductory and Entry qualifications. It is the best way of making sure everything is in place to ensure unit coverage is robust and achievable.



# Standards Verification

## 1. Allocation of your Standards Verifier

Standards Verifiers 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 Standards Verifier as early as possible. Once a Standards Verifier has been allocated, we will let the Quality Nominee of your centre know and the Standards Verifier will get in touch to ask for details for the Lead Internal Verifier for the qualification.

### Lead Internal Verifier

A Lead IV is required for each programme group. If a centre is delivering both Level 1 Introductory qualifications and Entry qualifications, then a Lead IV is required for each. However, this could in practice be the same person if this is the most appropriate option for the centre. The Lead IV for the Introductory Level 1 qualification registers across the suite and not as individual sectors, so one Lead IV is registered for Level 1 Introductory for each centre. This person acts as the point of accountability for the quality assurance of these programmes.

### 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 that you have a named person to undertake this role for both the Level 1 Introductory qualifications and Entry qualifications.

## Supporting you with standardisation

You can still access some reference OSCA and CSMs for Introductory and Entry Level 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 Introductory level 1 [here](#)

## 2. Arranging the sample

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

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

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

### 3. 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. Your Standards Verifier may request to see additional units if it isn't possible to get a sample representing a 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 and
- 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 fuller support when need is identified.

## 4. 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 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.

## 5. Completing sampling

All sampling will be carried out remotely in 2022-23.

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

## 6. 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 sent to your Quality Nominee via email by your Standards Verifier.

## 7. 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.

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.

## 8. 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.

## 9. Outcomes of your second sample

There are two possible outcomes of your second sample:

### **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	
My Exams Officer has registered my learners on Edexcel Online and I have checked this for accuracy	
One Lead Internal Verifier registered to oversee all Level 1 Introductory and Entry Level programmes delivered in the centre	
All Assessors and Internal Verifiers are effectively standardised	
I have received notification of my Lead Standards Verifier and/or Standards Verifier(s) contact details	
My Lead Standards Verifier and/or Standards Verifier(s) have made their initial contact with me	
The Annual Quality Declaration has been completed and submitted by the Head of Centre and Quality Nominee	
In preparation for standards verification, assessment plans have been updated	
Assignment briefs: These have been written and all have been 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	
<p>I have sent my Standards Verifier:</p> <ul style="list-style-type: none"> <li>• Assessment plan</li> <li>• Assignment brief(s)</li> <li>• Evidence of Internal Verification</li> <li>• Tracking data</li> <li>• Learner evidence</li> <li>• Authentication Declaration for each learner</li> <li>• Sample Consent permission form</li> </ul> <p>Assessment records for each learner including resubmissions and LIV declaration form.</p> <p><i>All documents and learner evidence can be sent to your Standards Verifier electronically.</i></p>	

# Sampling Sizes

## Sample sizes for BTEC Level 1 Introductory qualification

Please note that due to the nature of the qualification, you will be allocated a Standards Verifier for the BTEC Level 1 introductory qualification who will verify across the sectors delivered.

Below is a guide to the minimum that our Standards Verifier will require in terms of units that are to be sampled:

Number of pathways offered with in a centre	Core Units verified	Optional Units verified	Second Sample requirements
1	1 unit x 3 learners	OR 1 unit x 3 learners	The initial learners where inaccurate assessment was found  AND  1 additional unit x 3 learners
2-4	2 units x 3 learners sampled in total, these can either be optional or core, or a combination of each.	2 units x 3 learners sampled in total, these can either be optional or core, or a combination of each.	The initial learners where inaccurate assessment was found  AND  1 additional unit x 3 learners from the affected pathway(s)
5 +	4 units x 3 learners sampled in total, these can either be optional or core, or a combination of each.	4 units x 3 learners sampled in total, these can either be optional or core, or a combination of each.	The initial learners where inaccurate assessment was found  AND  1 additional unit x 3 learners from the affected pathways(s)

## Sampling detail

- The sample size will be the same regardless of whether your centre is delivering the Award, Certificate or the Diploma size of the qualification. However, it is the SVs responsibility to increase the sample size depending on the number of learners, sites, tutors, and IQAs.
- 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.

## 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.

# Sample sizes for BTEC Entry Level qualifications

Below is a guide to what our Standards Verifier will require in terms of units that are to be sampled:

## BTEC Entry Level 1 in Pre-vocational Study

All qualification sizes	Second sample requirements
1 unit x 3 learners	The initial learners where inaccurate assessment was found <b>And</b> 1 further unit x 3 learners

## BTEC Entry Level 2 in Pre-vocational Study

All qualification sizes	Second sample requirements
1 unit x 3 learners	The initial learners where inaccurate assessment was found <b>And</b> 1 further unit x 3 learners

## BTEC Entry Level 3 in Entry to Vocational Study

All qualification sizes	Second sample requirements
1 unit x 3 learners	The initial learners where inaccurate assessment was found <b>And</b> 1 further unit x 3 learners