



BTEC Delivery and Assessment Roles and Responsibilities

2024 - 2025

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Introduction

It is important to establish and maintain a team approach to the management, delivery, and assessment of BTEC vocational qualifications. This guidance document will briefly outline the main roles and responsibilities across the whole team.

Head of Centre and Senior Managers

The Head of Centre is formally responsible for management and delivery of BTECs in your centre.

Senior Manager responsibilities

<p>The Head of Centre must ensure that your centre acts in accordance with our terms and conditions of approval, by:</p>	<ul style="list-style-type: none"> ➤ ensuring the Terms & Conditions are signed and uploaded on Edexcel online (EoL) ➤ ensuring the provision of appropriate resources. ➤ recruiting learners with integrity. ➤ providing full and fair access to assessment ➤ maintaining full and accurate records of assessment. ➤ complying with all our quality assurance processes. ➤ ensuring that all certificate claims are secure and accurate.
<p>Day-to-day responsibility is normally delegated to the centre's Quality Nominee.</p>	
<p>Senior managers must:</p>	<ul style="list-style-type: none"> ➤ identify a Quality Nominee to act as a key point of contact with us. ➤ liaise with the Quality Nominee to ensure that all processes are being conducted effectively. ➤ support the Quality Nominee to take action to respond to reports on quality assurance.
<p>Other responsibilities:</p>	
<p>The Head of Centre or other senior managers may need to be directly involved in:</p>	<ul style="list-style-type: none"> ➤ dealing with appeals from learners that have not been resolved by the programme team. ➤ investigating malpractice allegations related to learners or members of staff. ➤ liaising with us where any serious breach of approval conditions has occurred. ➤ any aspect of quality assurance which relates to the overall integrity and security of BTEC qualifications.

Quality Nominee

We ask every BTEC centre to identify a member of staff as the Quality Nominee for BTEC provision. This person is the main point of contact for information related to quality assurance. The Quality Nominee will receive regular information from us about all aspects of BTECs, which they must share with the relevant staff in your centre. Therefore, it is very important that Quality Nominee details are kept up to date on Edexcel Online.

We recommend that your Quality Nominee is someone with responsibility for your BTEC curriculum, as they will be involved in monitoring and supporting staff in your centre. This is a curriculum role, so in most cases it is not appropriate for the Examinations Officer to be the Quality Nominee.

Our systems will only allow one person to be identified as the Quality Nominee for your centre. In larger centres, we appreciate that certain responsibilities may be delegated to a team. In this case, the Quality Nominee remains the main point of contact for us and must coordinate quality assurance activity undertaken by their team.

Updating Quality Nominee details on Edexcel Online

- Log into your Edexcel Online account at: edexcelonline.com.
- Click on My Account.
- Enter Quality Nominee against your 'job role'.
- Put a cross in the box marked, 'Please check this box if you are the Quality Nominee for your centre'.
- Click Submit.

You must also ensure you have the appropriate user permissions in your account profile.

- Basic Access
- Form Queries
- Results
- BTEC/NVQ Achievement Reporting
- OSCA
- ResultsPlus
- OSCA2
- OSCA 2 - VQ Centre Super User
- BTEC Bulk Grade Reporting
- MyBTEC

Quality Nominee responsibilities

Ensure the effective management of your BTEC programmes and actively encourage and promote good practice at your centre.

The Quality Nominee is:

- a key point of contact with us.
- the person who liaises with senior management to ensure that all processes are being conducted effectively.
- the initial point of contact for our Standards Verifiers/External Examiners, who makes sure that they are put in touch with the relevant Lead Internal Verifier to conduct sampling.
- the person who puts actions in place to respond to the Standards Verifiers/External Examiners' reports.
- ensures learners' registrations are accurate.
- ensures that learners' claimed certificates are accurate.

Liaise with the appropriate centre and Pearson staff to ensure that:

- all programmes are approved, and registrations are accurate and up to date.
- our approval conditions and policy requirements are being implemented consistently and effectively.
- all staff are aware of all support and guidance available and understand requirements.
- assessment and internal verification are effective on all BTEC programmes.
- there is a Lead Internal Verifier in place (where appropriate) for each Principal Subject Area.
- standards verification is completed successfully.
- any learners who have missed assessments have been provided with reasonable adjustments
- special consideration applications are submitted as required

Examinations Officer

This is the person in your centre who takes responsibility for the correct administration of learners with us. This may be a defined role or, in a smaller centre, an additional duty undertaken by a Programme Leader or assessor. The Examinations Officer normally acts as the administrator for Edexcel Online, which provides direct access for learner administration.

Examinations Officer responsibilities

- Liaise with programme leaders to maintain information on which programmes are running and when they start and finish.
- Register learners within 60 days of enrolment at your centre, taking into considerations that:
 - Higher fees are payable for late registrations (61-90 days after enrolment the original fee x 1.25; 91 – 120 days x 1.5; 121 days+ x 2).
 - The name given at registration will be printed on the certificate.
- Register learners onto the correct programmes and check that these are the specific titles and versions that learners are following.
- Check registrations carefully to ensure that all data is correct, accurate and follow correct procedures if amendments are required.
- Claim learners' certificates into the correct programme and ensure that certificates claimed are accurate.
- Give Edexcel Online access to the Quality Nominee.
- Give Edexcel Online basic access to all other BTEC staff as necessary.

You can find full details on BTEC registration procedures, including deadlines and instructions for registering via EDI and Edexcel Online from the Information Manual on our [website](#).

Roles at Programme Level

Programme Leader

A Programme Leader, Programme Manager or Head of Department is a person appointed by your centre to take overall responsibility for the effective delivery and assessment of BTEC qualifications. **The Programme Leader may also act as the Lead Internal Verifier**, if appropriate.

Programme Leader responsibilities

- Liaise with the Quality Nominee to be aware of information updates and quality assurance requirements.
- Liaise effectively with the Examinations Officer to ensure accuracy of registration and certification of learners.
- Liaise with programme team to confirm assessment and internal verification schedules.
- Ensures that records of assessment and samples of student work are being retained for sampling by the Standards Verifier/External Examiner,
- Plans to set aside examples of work that has been verified to different levels and grades, where applicable,
- Liaises with the Standards Verifier/External Examiner to ensure that appropriate sampling takes place.
- Ensure that there are sufficient resources to deliver the programmes and units.
- Ensure that programme staff have the necessary expertise and, where relevant, qualifications.
- Review reports arising from quality assurance and ensure that appropriate actions are taken.

Lead Internal Verifier

The Lead Internal Verifier is a person designated by your centre to act as a point of sign-off for the assessment and internal verification of programmes in a Principal Subject Area (for example; BTEC Firsts and Nationals in Business, Engineering, Construction, IT). We use the term “Lead Internal Verifier” to emphasise the

importance of proper co-ordination of internal verification through a single point of contact.

We appreciate that centres deliver BTEC programmes in different ways and have a variety of programme teams and management structures. However, the Lead Internal Verifier should be:

- the person within the centre who has responsibility for verifying and signing off the assessment outcomes for a subject area.
- a subject specialist - it is important that the Lead Internal Verifier understands the subject that they are responsible for.
- directly involved in the assessment and delivery of a programme, with a good understanding of the units being assessed.
- the person who usually coordinates internal verification across assessors and other internal verifiers for a subject area.

Lead Internal Verifier responsibilities

- Oversee the internal verification activity in their subject and ensure that it is consistently applied.
- Please note: The Lead Internal Verifier is not expected to undertake the internal verification themselves.
- Ensure that there is an assessment and verification plan for your programmes which is fit for purpose and meets requirements.
- Sign off the plan and check that it is being followed at suitable points.
- Ensure that assessment plans, records of assessment and samples of learner work are retained for standards verification if necessary. Plan to set aside examples of work verified to different levels and grades.
- Support the development of Assessors and Internal Verifiers.
- Liaise with the Standards Verifier/External Examiner to ensure that appropriate sampling takes place.

For levels 2 and 3, the Lead Internal Verifier will be responsible for:

- Authorising resubmission of assignments for learners who are thought to be able to achieve more without any additional guidance.
- Authorising re-takes for those learners who, after a re-submission have not yet achieved the Pass criteria on levels 2/3 Qualifications.
- Ensuring any resubmissions and retakes are administered fairly and consistently.
- Reviewing learner completion of all assessments and liaise with the Quality Nominee where an assessment has been missed and reasonable adjustments or special considerations need to be considered

Further guidance can be found in the **BTEC Centre Guide to Internal Assessment**

Assessors

Assessors are responsible for;

- Teaching the given BTEC specification so that learners can successfully provide evidence of the acquired knowledge and its application in a vocational setting.
- Assessing learners fairly and accurately against the specified learning aims and assessment criteria and following the rules of assessment to meet National Standards.

Assessor responsibilities

- Ensure that you have read and understood the programme specifications and the requirements of all units being assessed.
- Agree an assessment and verification plan for each programme ensuring full coverage of the required units.
- Teach learners the knowledge and skills required to achieve the qualification.
- Design assessment activities which guide learners to produce evidence that meets the targeted learning aims and assessment criteria, using the associated assessment guidance to provide sufficient coverage of unit content.
- For learners studying at Levels 2 and 3, decide when they are ready to complete independently an assignment for formal assessment.
- Ensure opportunities for plagiarism are minimised and that learners' work is authentic.
- Provide summative assessment of the completed work submitted by learners, checking authenticity and sufficiency of evidence produced against the relevant learning aims, assessment criteria and unit content.
- Accurately record all summative assessment decisions.
- Follow up any advice from your Internal Verifier.

Further guidance can be found on our website as follows:

- [BTEC International Centre Guide to Internal Assessment.](#)
- [Pearson BTEC Higher Nationals Centre Guide to Quality Assurance and Assessment](#)

Internal Verifiers

Internal verification is the quality assurance system you use to monitor assessment practice and decisions, ensuring that:

- assessment is consistent across the programme.
- assessment instruments are fit for purpose.
- assessment decisions accurately match learner work to assessment and grading criteria.
- standardisation of Assessors takes place.

Internal Verifiers can be anyone involved in the delivery and assessment of the programme. It is important to note that you cannot internally verify your own assessment.

Where there is a team of Assessors, it is good practice for all Assessors to be involved in internally verifying each other. If there is only one main person responsible for delivery and assessment, then another person will need to be identified to undertake internal verification.

Internal Verifier responsibilities

- Agree an assessment and verification plan for each programme.
- Check the quality of assessment instruments to ensure they are fit for purpose.
- Ensure an effective system of recording learner achievement is in place.
- Keep accurate and up-to-date records of the internal verification process.
- Advise on the appropriateness of assessment evidence with regards to level, sufficiency, authenticity, validity and consistency.
- Use subject specialism to sample assessments to verify Assessors' judgements, ensuring that they are consistent, fair and reliable.
- Ensure your own assessment decisions are sampled when teaching on the programme.
- Ensure that appropriate corrective action is taken where necessary.
- Take part in the formal stages of any appeal.
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Further guidance can be found in the [BTEC Centre Guide to Internal verification](#).

Support and Guidance

If you have a question, please contact your International Quality Managers via the Pearson Support Portal.

International Quality Managers

International Quality Managers are an important part of our quality partnership and are full time managers within our BTEC Assessment team. We have four International Quality Managers working in:

- *Indian subcontinent – saurabh.saxena@pearson.com*
- *Middle East, Africa, Latin America, Caribbean, Turkey & Uzbekistan – mohamed.kamel@pearson.com*
- *Gulf and Lebanon – khaled.elhabashy@pearson.com*
- *Asia Pacific – florence.chan@pearson.com*

Their role is to:

- *offer quality assurance advice and support for BTEC qualifications*
- *provide formal support and monitoring throughout our quality assurance process of standards verification*
- *review SV/EE reports submitted for centres in their region*

Regional Development Managers

Our Regional Development Managers are sales experts who provide information and guidance to Senior Management Teams.

If you would like your Regional Development Manager to get in touch, their contact details can be found on the website. Alternatively, email pqs.internationaleo@pearson.com and the team will get in touch with you.

In addition, you will find further information on Pearson qualifications and services the [Delivering BTEC Qualifications](#) section of our website.