

Skilled for Life

Quality Assurance Handbook

2018 - 19

Contents

Introduction to Skilled for Life	3
Roles and responsibilities	
Pearson	3
Centres	4
Standards verification for Skilled for Life	5
Standards verification process for Entry and Level 1	5
Additional postal sampling	9
The Standards Verification process for Level 2	10

Introduction to Skilled for Life

Skilled for Life is a flexible toolkit designed to support you to build and deliver personalised programmes of study that effectively equip your learners with the skills and knowledge required to secure and sustain work. It comprises units of learning, accompanying teaching and learning resources and optional diagnostic tools for initial assessment of skills and attitudes.

Flexibility is the main feature – whatever the needs of your learners, however you want to deliver training, Skilled for Life will allow you to build a course that is just right for you.

Pearson

Standards Verifier

We appoint a Standards Verifier to your Skilled for Life programmes. The primary focus is to ensure you are assessing to national standards. Level 1 programmes are sampled by a Standards Verifier with experience in Employability, Personal and Workskills. Level 2 programmes/units will be sampled by a subject specific Standards Verifier.

Your standards verification visit includes checks that you are:

- assessing learners to the standard set out within unit specifications and linked to the Skilled for Life framework.
- maintaining effective mechanisms for the internal verification of units within the Skilled for Life programme.
- demonstrating effective recording of assessment and internal verification.

Senior Standards Verifier

The Senior Standards Verifier is responsible for setting the standards within Skilled for Life and ensures that all Standards Verifiers have taken part in appropriate standardisation and training. The Senior Standards Verifier may be asked to become involved with your centre at our request.

Principal Standards Manager

The Principal Standards Manager is accountable for the standards within the Skilled for Life framework.

For Skilled for Life, your Principal Standards Manager will:

- support you at all stages of the process
- support the Senior Standards Verifier and Standards Verifiers where particular quality issues are identified
- support you in order to resolve any essential actions and/or recommendations, where required.

Centres

Quality Nominee

The Quality Nominee is our point of contact at your centre for quality assurance. They are responsible for ensuring effective management of your BTEC programmes and actively promoting good practice within your centre.

As they are involved in monitoring and supporting the programme teams, the Quality Nominee usually has responsibility for the BTEC curriculum at your centre.

In larger centres, you may have a dedicated manager who oversees quality across higher level programmes. This is fine, but only one Quality Nominee can be identified on our systems so the Quality Nominee will need to liaise closely with the HE Manager to ensure that messages relating to higher level programmes are communicated effectively.

The Quality Nominee contact details must be kept up-to-date on Edexcel Online

Standards Verification responsibilities:

The Quality Nominee will be the initial point of contact for the Standards Verifier and will work with other centre staff to ensure that Standards Verification can take place

Practitioners

A programme leader or programme manager has overall responsibility for the effective delivery and assessment of BTEC qualifications.

For Entry to Level 3 qualifications, the programme leader may also act as the Lead Internal Verifier if appropriate.

Assessors are responsible for teaching and assessing learners against the learning aims and assessment criteria of the course specification. Assessors need to provide assessment records and learner work for Standards Verification, and undertake any action required to bring the assessment in line with national standards

It is the responsibility of the Skilled for Life Programme Leader and practitioners to make sure that the correct units and level are delivered to the learners. If any qualification is claimed through Skilled for Life, the units must be identified by the unit number because the title may be shared with other units.

Standards verification for Skilled for Life

We will monitor the quality of assessment and verification via a centre visit for your Skilled for Life programme(s).

- Standards verification is the way in which we check that centres are conducting both internal quality assurance and assessment to the correct national standard.
- Standards Verifiers will provide advice and guidance, and work with you to support you in demonstrating that you are working to the standards and addressing any possible areas of weakness.
- Standards verification ensures that you have accurate assessment records and are assessing learners appropriately, consistently and fairly.
- There will normally be one visit each year for your Skilled for Life programme at level 1 and 2. Level 2 programmes may require additional samples in sector areas if the Standards Verifier is not a specialist in them all. (These would be postal).
- Your Standards Verifier is responsible for checking the quality assurance procedures for the Skilled for Life framework in your centre. As your registration is credit-based and the sampling is by learning area, Skilled for Life programmes are not subject to Quality Management Review by a Centre Quality Reviewer.

Standards verification process for Entry and Level 1

How does it work?

We allocate a Standards Verifier to those approved centres that have registered learners on a Skilled for Life programme.

- Your Quality Nominee is automatically notified that a Standards Verifier has been allocated.
- A Standards Verifier will be allocated to all programmes with active student registrations.
- The Standards Verifier will contact your Quality Nominee in the first instance. The Quality Nominee should contact the relevant Programme Leader.
- An appropriate visit date is agreed for standards verification based on an assessment plan submitted by the Programme Leader and a visit plan is agreed. The Standards Verifier will submit a copy of this visit plan to the Programme Leader.
- The Standards Verifier works collaboratively with you to consider and review the quality of the assessment planning, the validity of the assessment decisions and the consistency of the assessment and internal verification process.
- A report on the effectiveness of processes and assessment decisions is produced by the Standards Verifier. Where necessary certification may be

temporarily withheld until appropriate support and remedial action is undertaken.

When does a visit take place?

- Standards verification takes place through an annual visit; the visit will take the format detailed in the process maps for level 1 and level 2.
- You need to think about when students will be completing their programme and when evidence can be made available for the Standards Verifier. The annual cycle starts in October and normally finishes in mid-June.
- Your Standards Verifier will be allocated **only when** you make registrations. Once they accept your centre allocation, you are able to view their contact details via Edexcel Online.
- However, they should contact you as soon as possible after accepting the allocation to discuss your programme plans and processes.
- You will not be able to claim certificates until sampling has been successfully undertaken.

Sampling learner evidence

The sampling of learners is central to standards verification. The Standards Verifier will sample learner work on a visit to the centre to assess the quality of the programme and the assessment procedures. You must make learner work available for sampling on the visit. If you do not make learner work available when requested, the Standards Verifier report will identify actions. If no work is sampled for the programme then certification may be temporarily withheld.

The Standards Verifier will sample across units within Skilled for Life. They will select units from each 'Learning Area'.

Learning area delivered
English, Maths and ICT
Skills for Work
Industry Knowledge
Work Experience
Social and Personal Skills

Sampling of learner evidence:

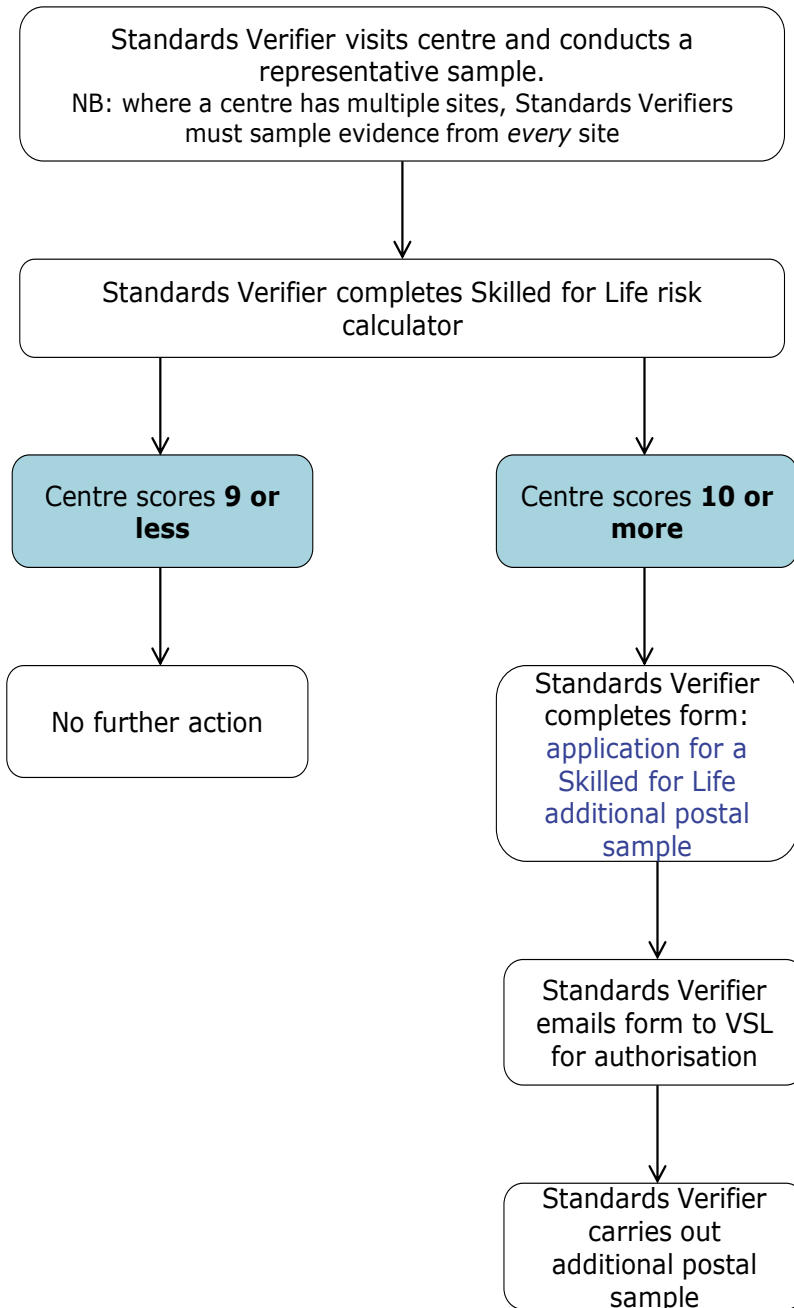
- will be carefully planned to ensure that the Standards Verifier can reach a judgment on standards
- will be based on completed units
- should include summative feedback
- may be portfolio based or in alternative formats, for example video, CD/DVD, audio tape, e-portfolio
- will include the support and guidance offered to learners.

There is no prescribed size of sample and the selection of your sample will vary according to your centre's needs and the number of learners on the programme. Standards Verifiers will ensure that they can select independently some of the learners who are sampled to ensure the validity of the sampling process.

The Standards Verifier will select their sample based on:

- the assessment strategy you provide for the programme
- reliability (to be sure sufficient work and Assessors have been seen)
- every Learning Area you offer
- number of assessment sites and satellites
- number of learners
- coverage of units across different industries/sectors and employability-related units and, in particular, any problem units
- inclusion of verified and non-verified assessment decisions
- opportunities to access assessment
- any special requirements of the assessment strategy.

Level 1: Skilled for Life standards verification – additional postal sampling



Additional postal sampling Level 1

During a standards verification visit, the Standards Verifier will complete a Skilled for Life Risk Calculator. This will give a risk value according to the number of expected learners, number of Assessors and a centre's experience in delivering assessment processes. The Risk Calculator is illustrated below:

	Risk factors	Rating	Control factors	Rating	Value
Number of learners	<ul style="list-style-type: none"> Increased difficulty in tracking learners Additional resource needs for effective delivery of any/all aspects of programme Additional risks re. small number of early certifications and / or short period roll on roll off programmes 		<ul style="list-style-type: none"> Effective management structure including identified programme leader, sufficient internal verifiers for assessors (eg 1:5) team structure Sufficient staff resources, such as use of permanent contract staff, ratio of staff to learners; training and CPD Full learner records covering induction, performance tracking and assessment 		■
	Rating: NB – please rate according to the number of expected learners and not the number of registered learners		Rating:		
	1 Up to 49 learners		1 All control factors evident and fully effective		
	2 50-249 learners		2 All control factors evident but not all fully effective		
	3 250-699 learners		3 One or more control factors not evident		
	4 700-1499 learners				
5 1500+ learners					
Number of assessors	<ul style="list-style-type: none"> Increased risk of lack of standardisation Increased risk of poor assessment practice 		<ul style="list-style-type: none"> Effective use of standardisation meetings Effective use of internal verification including clear planning in advance of sampling 		■
	Rating:		Rating:		
	1 Up to 3 assessors		1 All control factors evident and fully effective		
	2 4-6 assessors		2 All control factors evident but not all fully effective		
	3 7-12 assessors		3 One or more control factors not evident		
	4 13-24 assessors				
5 25+ assessors					
Experience in delivery of assessment	<ul style="list-style-type: none"> Application of inappropriate standards Lack of effective record keeping Inappropriate learner induction, support and assessment 		<ul style="list-style-type: none"> New staff are already experienced in Skilled for Life and/or have access to appropriate development Continuity within the centre and/or programme team for delivery Appropriate use of external training, networking and support 		■
	Rating:**		Rating:		
	1 Centre, team and programme manager are fully experienced in delivering vocational qualifications		1 All control factors evident and fully effective		
	2 Centre is fully experienced in delivering vocational qualifications; several members of the team new to delivering vocational qualifications		2 All control factors evident but not all fully effective		
	3 Centre is fully experienced in delivering vocational qualifications but inexperienced programme manager		3 One or more control factors not evident		
	4 Centre has some experience of delivering vocational qualifications and some members of staff are inexperienced				
5 Centre has no experience of delivering vocational qualifications					

** please apply a 'best fit' approach

Where a centre is given a score of 10 or greater, then an additional postal sample is required. Please note that **postal samples must not include original learner work**, photocopies or electronic copies only.

The standards verification process for Level 2

How does it work?

We allocate a Standards Verifier to those approved centres that have registered learners on the Skilled for Life programme. If the programme has more than one sector you may be allocated additional Standards Verifiers.

- A Standards Verifier will be allocated to all programmes with active student registrations.
- The Standards Verifier will contact your Quality Nominee in the first instance.
- The Quality Nominee should contact the relevant programme leader to confirm registrations and any level 2 units being delivered.
- The centre should supply an assessment plan, an appropriate visit date is agreed for standards verification and a visit plan is agreed. The Standards Verifier will submit a copy of this visit plan to the Programme Leader.
- The Standards Verifier visit involves working collaboratively with you to consider and review the quality of the assessment process, the validity of the assessment decisions and the consistency of the assessment and internal verification process.
- Some sector specific units where the Standards Verifier is not a specialist may need to be postally sampled by a subject specialist Standards Verifier; this will feed into the report.
- A report on the effectiveness of processes and assessment decisions is produced by the Standards Verifier.
- The Standards Verifier may require a second sample, this involves working collaboratively with you to consider and review the quality of the assessment planning, the validity of the assessment decisions and the consistency of the assessment and internal verification process of the sector area.
- A report on the effectiveness of processes and assessment decisions is produced by the Standards Verifier. Where necessary certification may be temporarily withheld until appropriate support and remedial action is undertaken.

If necessary additional postal samples for sector areas may be required.

Please note that postal samples must not be original learner work.

Level 2: Skilled for Life standards verification – additional postal sampling

