Vocational Qualifications: Eligibility Steps for Academic Year 2021/22

We appreciate that changes to assessment activities for BTEC over the last two years mean that many ‘business as usual’ activities haven’t been required for some time. We also know that some centres will be delivering (and have learners certificating on) our reformed ‘RQF’ BTEC qualifications for the first time in 2022. As the expectation is, in this transition year, assessments will go ahead as ‘normal’ we thought it would be helpful to remind you of the importance of the eligibility steps which need to be followed and completed, to ensure your learners can receive their results and certificates this year.

What is eligibility?

To be eligible for an outcome learners must be:

• registered on the correct programme,
• have the correct combination of internally assessed grades reported, and
• have the relevant external assessment entries (and results).

In some cases, certain grades must be achieved on selected or all units in order to be eligible. All of the detailed information relating to unit combinations and grade requirements is outlined in the relevant specification. If learners do not have the correct combination of units/grades reported against their registration, any qualification ‘Full Award Claim’ will be ineligible, and results cannot be issued. This could cause issues for learner progression, so it is essential you take the following steps to mitigate any issues.

Deadlines

In order to issue results to learners on the Results Days in August, and for us to pass relevant data for Level 3 learners to UCAS in time, internal assessment grades and full award claims must be reported via EDI or in Edexcel Online (EOL) by 5 July for every learner completing at the end of an academic year. Unit results must be also reported for every learner.

It is particularly important that, for learners who have made applications to Higher Education Institutions through UCAS, results are reported by 5 July. If results are reported after this point, it could impact on the timeliness of results issued.

A member of centre staff should be available during July/August in order to process and resolve any queries raised including eligibility queries.
Grade calculators

For this academic year we have produced new grade calculators to help you calculate the overall grade a learner would receive for the units they have completed. These can be found on this link.

If you want to explore how the grades come together aside from the specification, you can use the grade calculators on a dedicated page. The calculators are different to what we normally issue, they allow you to reverse calculate the external assessment grade meaning you can use the calculator to work out what grade a learner will need for an external assessment once you have plugged in all of your grades for the internally assessed units.

Timeline

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Date(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Learner is registered on their course</td>
<td>By 1 November of academic year</td>
</tr>
<tr>
<td>2</td>
<td>External assessment entries made</td>
<td>By entry deadline for that series</td>
</tr>
<tr>
<td>3</td>
<td>Standards Verification process</td>
<td>During the course</td>
</tr>
<tr>
<td>4</td>
<td>Report received</td>
<td>Following the process</td>
</tr>
<tr>
<td>5</td>
<td>Check course and estimated completion date</td>
<td>Before 5 July</td>
</tr>
<tr>
<td>6</td>
<td>Confirm claim type</td>
<td>By 5 July</td>
</tr>
<tr>
<td>7</td>
<td>Claim internal units</td>
<td>By 5 July of year you are claiming</td>
</tr>
<tr>
<td>8</td>
<td>Check system for eligibility update</td>
<td>The week after the claim was processed</td>
</tr>
<tr>
<td>9</td>
<td>Certificates are printed</td>
<td>Please refer to our Information Manual for the dates for your qualification</td>
</tr>
</tbody>
</table>

Checks to complete ahead of making a claim

We would advise you to check all estimated completion dates and programmes for each learner before you claim. If a learner needs transferring to a different programme, we advise you to do this before entering unit claims to ensure the units required are available to be selected.

Completion dates

When a learner is registered, the system asks for a planned completion date. Please check that the learner has the correct planned completion date on Edexcel Online. Pearson will use the completion date to inform communications to centres, so please ensure it is accurate.

To check please go to a learner record and see what date is showing against Planned Completion Date.

Amending a completion date

On Edexcel Online: To amend a learner’s planned completion date on Edexcel Online, please follow the instructions in our guide to amending registrations, on our support portal.

On EDI: If you made registrations via EDI you can amend the estimated completion dates for your learners by submitting an amendment file to us.

The guidance for this process can be found here.

How to transfer a learner

If a learner was registered on one programme and needs moving to another this can be completed through Edexcel Online. Our video guide here explains the steps.
Making a claim

To ensure you are ready to make a claim, we recommend you follow this checklist:

- Learner is registered on the correct programme
- Learner has the correct completion date
- Learner has all required External Assessment Entries/ U-TAGs
- Learner has completed all Internally Assessed Units (if claiming the full award)
- Standards Verification process is complete for the programme
- The learner has finished all of their work

When the learner has completed all the required internal units and there are entries or grades from previous series for the external units, please report the grades for all of the internally assessed units on Edexcel Online and make sure you have made a full claim so that a certificate can be printed.

There are 2 methods of doing this:

1. Individually in the learner record.
2. Via the bulk upload tool.

We advise waiting until you have completed the sampling activity with your Standards Verifier before entering the confirmed grades on Edexcel Online.

1. Individual learner claims

To start a claim please log onto Edexcel Online, select the BTEC menu and then candidates from the left-hand side. You can search for the learner individually or from their programme using either search by candidate or search by course.

Click edit to open the record and then you are required to inform the system of the type of award you wish to claim. There are three claims ‘types’ for BTEC Qualifications: Full Award, Interim and Fallback. This is how the claim types will be displayed on Edexcel Online.

- **Full Award**
  This claim type should be used when you have reported all grades and you want to indicate to Pearson that the learner has completed the course and needs the full qualification result and certificate. Make sure that the learner has completed all the necessary units. The certificate will be generated in line with our Service Levels, and will include the qualification result, and the unit grades achieved.

- **Interim**
  This claim type should be used when reporting units that the learner has completed but you are not ready to claim a full award yet.

- **Fallback**
  This claim type should be used when the learner has not completed the qualification in full and is not returning to your centre to complete it at a later stage. This claim type will close the registration and you will not be able to use it again later. However, a unit certificate for the units achieved would be printed to recognise any achievement reported.
Claiming your internal units

Once the claim type has been selected the units available for the learner will be displayed with the available unit grades like this:

<table>
<thead>
<tr>
<th>Unit Code</th>
<th>Group</th>
<th>Title</th>
<th>Level</th>
<th>Value</th>
<th>Status</th>
<th>P</th>
<th>M</th>
<th>D</th>
<th>U</th>
<th>NT</th>
<th>Streamlined</th>
</tr>
</thead>
<tbody>
<tr>
<td>21141K</td>
<td>A</td>
<td>Responding To An Engineering Brief</td>
<td>2</td>
<td>4.8</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21142K</td>
<td>A</td>
<td>Responding To An Engineering Brief</td>
<td>1</td>
<td>4.8</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>21137K</td>
<td>A</td>
<td>Exploring Engineering Sectors &amp; Design Appl.</td>
<td>2</td>
<td>3.6</td>
<td>M</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

In this example unit 21141k is greyed out, this is because this is an external unit and is graded by Pearson.

Unit 21137k is an internal unit and a grade will need to be selected for the learner. In this example the learner has P, M, D and U available. (You will find more information on the Streamlined option later in this guide.)

Finalising the claim

Once you have selected the grade for all of the relevant units please enter the award date, this will be the month and year of the claim in MM/YY format eg. 06/22.

Additional units the learner has completed can be added underneath the award date if they are not listed in the table above, however these will not contribute towards the eligibility as they do not contribute towards the qualification.

Now you can click save and this record will be sent through the eligibility process over the weekend.

Edexcel Online will display an update on the learner’s record of their eligibility status the Monday following the record being saved. We strongly advise you check these records to ensure everything is correct with their eligibility and contact us urgently for support, particularly with your UCAS learners.

A full video of the process of claiming is available here: Making certificate claims for BTEC learners on Edexcel Online

2. Claiming via the bulk upload tool

Edexcel Online has the functionality to claim a programme of learners through a spreadsheet. This is a 2-step process, please ensure your centre completes both steps otherwise the file will not process through eligibility and this will stop your learners from certificating.

Bulk Grade Reporting Tool on Edexcel Online Step 1: Teachers

Bulk Grade Reporting Tool on Edexcel Online Step 2: Exams Officers
Streamlined Assessment

On 9 September 2021, we confirmed adaptations for the 2021/22 academic year, via our VQ Bulletin. Many BTEC qualifications were able to adapt internally assessed units this year, including the use of ‘Streamlined Assessment’, where only one Learning Aim or Objective was required to be assessed. This applies to many BTEC Nationals, Technicals and Firsts. You can access guidance on Streamlined Assessment here. You can find out how to report these streamlined assessment grades from page 20 onwards in our guidance document here.

Note: For our BTEC Tech Awards, streamlined assessment does not apply and you can report grades in the normal way. You can find out more, here.

Eligibility

Edexcel Online will display an update on the learner’s record of their eligibility status the Monday following the record being saved. We strongly advise you check these records to ensure everything is correct with their eligibility and contact us urgently for support, particularly with your UCAS learners.

These are the different statuses you could see:

If the learner is showing on Edexcel Online with ‘Award Claimed: Y’ and ‘Award Eligible: Pending’. This means that the claim has not gone through our system yet and will do so in the next awards run. (Please note if you have claimed an award for a qualification which is pass or fail, this rule does not apply. If pass or fail the eligible status will remain as pending until the certificate is printed.)

<table>
<thead>
<tr>
<th>Certification Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Award Date:</td>
</tr>
<tr>
<td>Award Claimed:</td>
</tr>
<tr>
<td>Award Eligible:</td>
</tr>
</tbody>
</table>

If you have claimed and the award run has gone through, you will see ‘Award Claimed: Y’ and ‘Award Eligible: Yes’. This means the learner is eligible and a certificate will be printed.

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>Award Date:</td>
</tr>
<tr>
<td>Award Claimed:</td>
</tr>
<tr>
<td>Award Eligible:</td>
</tr>
</tbody>
</table>

If you have made a claim, ‘Award Claimed: Y’ but ‘Award Eligible: Not Eligible’. You will need to check the unit combination and see why your claim has been rejected. It may be that some units are missing from Edexcel Online, or the incorrect combination of units may have been claimed.

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</tr>
<tr>
<td>Award Eligible:</td>
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Form queries

A form query is created when a learner is not eligible for the qualification they are registered for based on the units you have claimed, and you’ll need to take urgent action to address this to ensure your learner is eligible for Results Day. These are usually sent within a week after the weekend certificate claim run.

This video provides details of the process. When you receive a form query, please check the specification for the programme the learner is registered on as this details the eligibility criteria for certification.

A form query will look like this and the purple box at the bottom of the page illustrates why the learner is not eligible.

To contact us in response to a form query please raise a case on the support portal and enter the form query serial number.

Topped-up learners

For learners where certification was claimed via a Q-TAG in Summer 2021, centres were asked to convert their holistic Q-TAG into individual unit grades for each of the units that would have been claimed under the original registration (before they were topped-up). This is to allow these learners to claim their full award for their topped-up qualification and a Notification of Performance (NoP) to be printed, detailing their awarded grades in 2022.

At the time of certificating, learners who were awarded Q-TAGs in Summer 2021 did not require unit grades to be input. However, if these are not entered at the next point of certification the learner will be ineligible for the topped-up award. For more guidance on Topped-up learners please read our Knowledge Base article. Please contact us if you need further support.

Certificates

BTEC Certificates for QCF programmes are printed on a weekly basis as there are no externally set components and therefore there isn’t a Post Results window. The dates for this process can be found here on page 67.

BTEC NQF and RQF certificates, where you are not awaiting the result of an externally assessed component, will be printed following the successful completion of your Standards Verification. Where you are awaiting the result of an externally assessed component, these will be printed after the Appeals process has been completed for that session.

For example, the June 2022 certificates will be issued by the middle of November 2022.
BTEC Mid-Point U-TAG Reviews

For learners who are claiming certification in summer 2022, and where one or more units contributing to that grade has been based on a UTAG for a unit that is usually externally assessed, you may ask for a review of the overall qualification result if you feel that:

• the learner would have achieved a higher point score for the unit than that awarded on the basis of the UTAG; and
• the point score awarded for the unit has impacted the overall qualification outcome.

This applies to UTAGs awarded in Autumn 2021 to mitigate the impact on mid-flight learners, who could not access a QTAG, or where learners had topped up from a qualification awarded through a QTAG in summer 2021, to a larger qualification in 2022.

If you wish to request a review you should contact us explaining why, in the centre’s view, the learner would have achieved a higher point score for the UTAG unit(s). You may wish to refer to the learner’s performance in other internal or external assessments to support your rationale. You do not need to submit learner work to support your request for a review, but you should refer to the evidence used in your explanation.

Pearson will then review the information you have provided and the learner’s overall qualification results to determine whether the overall qualification outcome should be amended.

Further details and updates on the 2022 exams series can be found on our website and via our social media channels.