

## CHECKLIST FOR BTEC FIRSTS COMMENCING SEPTEMBER 2008

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| Have you gained approval to run BTEC qualifications?   | Gain approval through Edexcel Online:<br><a href="http://www.edexcelonline.co.uk">www.edexcelonline.co.uk</a>  |
| Have you checked that you have selected the most appropriate level for your students? BTEC First is a level 2 qualification.   | Find out more information about BTEC Level 1 qualifications:<br><a href="http://www.edexcel.com/quals/introd">www.edexcel.com/quals/introd</a>   |
| Have you registered your students?   | Register students by 1 November 2008. Check precise date in the information manual to avoid being charged late fees:<br><a href="http://www.edexcel.com/iwantto/Pages/info-manual.aspx">www.edexcel.com/iwantto/Pages/info-manual.aspx</a> |
| Have you got the correct specification?  | Check on the Edexcel website under the qualification title   |
| Have you checked that you have put together the correct combination of units? For the BTEC First Certificate 180 guided learning hours (glh) and for the BTEC First Diploma 360 glh. | Remember that the BTEC Firsts are no longer made up of uniform sized units. You need to check your specification carefully.  |
| Have you checked that you meet the requirements for age restrictions?  | Check your specification. Refer to the website under Guidance:<br><a href="http://www.edexcel.com/quals/firsts/Pages/Keydocuments.aspx">www.edexcel.com/quals/firsts/Pages/Keydocuments.aspx</a>   |
| Have you got all of the resources, both human and physical, needed for each of the units you are offering?   | Carefully check each unit in your specification.   |
| Are you aware of the huge amount of resources Edexcel produces to support BTEC First qualifications?   | Check on the Edexcel website against specific BTEC qualifications for tutor support resources and endorsed resources.  |
| Have you accessed training for all staff involved in delivering and assessing?   | Refer to Edexcel's national and customised training opportunities:<br><a href="http://www.edexcel.com/resources/training/Pages/home.aspx">www.edexcel.com/resources/training/Pages/home.aspx</a>   |
| Have you put a clear quality and internal verification system in place?  | Refer to the website for guidance on quality assurance and suitable forms for you to use:<br><a href="#">Click here</a>  |
| Are you aware of the BTEC progression routes available to your students?   | See information about our BTEC Nationals and Higher Nationals:<br><a href="http://www.edexcel.com/quals/nat">www.edexcel.com/quals/nat</a><br><br><a href="http://www.edexcel.com/quals/hn">www.edexcel.com/quals/hn</a>                   |