

WorkSkills Time line

What do you need to do?

What will we at Edexcel do?

Centre Approval
(This can take between
3-4 weeks)

Only centres that are not currently (or in the last 3 years) running a BTEC or other vocational Edexcel programme running a BTEC or other vocational Edexcel programme approval visit may be required.

If required we will organise a free approval visit, when you get approved your centre will gain access to a number of extra facilities such as Edexcel online and regional support.

WorkSkills Approval

Once you are an approved centre, getting WorkSkills approval is easy, simply go to Edexcel online, sign in, go to the BTEC tab, and follow on-screen instructions. WorkSkills is under multiple level qualifications.

We will confirm your approval through your Edexcel online mailbox within 24 hours of application. You will also receive a letter in the post welcoming you to WorkSkills from our regional team. This will include a WorkSkills from our regional team.

Registration of learners

Registration for individual learners is required. This is done in the usual way either through EDI or through Edexcel online. Learners should be registered within 1 month of starting the programme, or by November 1st for learners starting in September.

Confirmation of registration will be issued (either by Edi or EOL). If you have requested them SRFs will be issued and all information will be available on EOL. At this point we will invite the Lead internal verifier to the compulsory induction and OSCA2 will become available.

(Optional) Training

To help deliver WorkSkills, or even before you take the plunge some staff within your centre may want to take part in some training through Training from Edexcel. This training is open to all staff who help delivery WorkSkills. More information can be found here (www.edexcel.com/resources/training/Pages/home.aspx)

A training directory is delivered to every centre every year. Details of all the training that we provide is available on our website. We offer a variety of face to face and web based training that will cover a number of roles within the delivery of WorkSkills.

**(Compulsory) Induction
for Lead Internal Verifier**

As part of the Quality Assurance process involved in BTEC qualifications your centre will need a lead internal verifier. This person will be invited to a free, and compulsory, induction event held by Edexcel. The invites will be sent on receipt of approval and registration of your first candidate, the events maybe face to face or web based depending on your circumstances.

Edexcel will hold these events in the run up to each OSCA2 window. They will be run both as online events or in some cases as Face to face events. Web based events will be free of charge to all centres, there may be a charge attached to face to face events. Attendance at these meetings is a requirement of the Quality assurance of WorkSkills.

Centre Risk Assessment

The second part of the quality Assurance for WorkSkills is Centre Risk Assessment. If you offer other BTEC qualifications you will only need to complete one CRA activity (visit or self assessment) for your centre.

You will either be allocated a centre risk Assessor to visit your centre or be asked to self assess. The Centre Risk Assessor will work with your centre to solve any issues identified.

**Compulsory
Standardisation**

This is offered through OSCA2, which is offered in a number of windows and is the last part of quality assurance. Registration is made through Edexcel online.

When you complete you will receive feedback on the exercise, should you not pass we will allocate a verifier who will work with you to ensure your centres gets a positive quality assurance sign off.

Report of results

Once candidates have completed their course, or as much as they are going to you will need to report their results, this is done by SRF on Edexcel online.

If your learners are ineligible then we will let you know and work with you to solve this issue.

Certification

As long as candidates are eligible and your centre has passed all the quality assurance steps your candidates will be certificated, and certificates will be posted to you.

We will post a certificate and a notification of performance for each learner.