

BTEC Quality Assurance Handbook 2011-12

1. Introduction

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1. Introduction

What is quality assurance?

Quality assurance is at the heart of vocational qualifications. Assessment on BTEC and NVQ programmes is completed by your centre. You use quality assurance to ensure that your managers, internal verifiers and assessors are standardised and supported. We use quality assurance to check that all centres are working to national standards. It gives us the opportunity to identify and provide support where it is needed in order to safeguard certification. It also allows us to recognise and support good practice.

Every year we publish an updated BTEC Quality Assurance Handbook to explain our external quality assurance process for the coming academic year.

Along with your programme specification, this handbook should provide your assessors and internal verifiers with everything they need to run vocational programmes successfully.

Who is this handbook for?

This handbook is for **UK centres only**. International centres should refer to the relevant International guidance documents on www.btec.co.uk.

The handbook contains important information for anyone managing, delivering or assessing:

- BTEC qualifications accredited on the NQF, QCF and those accredited by SQA
- NVQ programmes accredited on the NQF and QCF
- Scottish Vocational Qualifications (SVQs) accredited by SQA

Please make sure that all the relevant staff in your centre has access to it.

How to use this handbook

The handbook is divided into individual chapters to make it easier to navigate and use. This introduction will give you a brief explanation of each chapter and identifies the qualification types covered.

Other quality assurance support

For extra support, we also provide guides and template forms that you may find useful. These can be found on the **Quality Assurance** pages of www.btec.co.uk.

There are Centre Guides to:

- Managing Quality
- Assessment
- Internal Verification

There are also training modules and video tutorials on:

- Staffing & resources
- Assignment design
- Assessment
- Internal verification
- Registering as a BTEC Lead Internal Verifier

Template forms include:

- Internal verification of assignment briefs
- Internal verification of assessment decisions
- Tutor observation and witness statements
- Centre Engagement Document (for Quality Review & Development)
- Learner and Lead Internal Verifier Declarations (for sending standards verification samples)

2. Key dates

This chapter highlights the key dates during the academic year, for you to plan the delivery of your vocational programmes.

3. Roles and responsibilities

This chapter gives you an outline of the key roles undertaken at your centre. The responsibilities for each of the roles below are described briefly. Where a role has specific responsibility in relation to a quality assurance process, this is also explained:

- Quality Nominee
- Senior Managers
- Exams Officers
- Programme Leader
- Lead Internal Verifiers
- Assessors and Internal Verifiers

4. Quality Review & Development

This chapter gives you information on Quality Review & Development, a central part of our quality assurance of BTEC and NVQ/SVQ programmes. Quality Review & Development looks at the management and quality assurance of your BTEC and NVQ/SVQ provision across your centre. It is carried out through an annual visit by a Centre Quality Reviewer.

Qualifications covered

- BTEC programmes from Entry Level to Level 3
- BTEC WorkSkills
- BTEC Specialist short courses from Entry Level to Level 3
- NVQ/SVQ and competence-based qualifications at all levels

5. Lead Internal Verifier accreditation

This chapter provides information on the Lead Internal Verifier role and how to gain Lead Internal Verifier accreditation. You need to appoint one Lead Internal Verifier for each Principal Subject Area: a group of BTEC programmes being delivered across Entry Level to Level 3.

Qualifications covered

- BTEC programmes from Entry Level to Level 3
- BTEC WorkSkills
- BTEC Specialist short courses from Entry Level to Level 3

6a. BTEC Standards Verification

This chapter will give you information on standards verification for BTEC. Where required, a subject specialist Standards Verifier will be allocated to verify a sample of assessed BTEC learner work.

Qualifications covered

- BTEC programmes from Entry Level to Level 3
- BTEC WorkSkills
- BTEC Specialist short courses from Entry Level to Level 3

6b. External Examination: Standards Verification for higher level programmes

This chapter explains external examination, the form of standards verification for BTEC programmes at Levels 4 and above. A subject specialist Standards Verifier (EE) will be allocated to verify a sample of assessed BTEC learner work.

Qualifications covered

- BTEC Higher National programmes from Level 4 to 7
- BTEC Level 3 and 4 Foundation Diploma in Art & Design
- BTEC Professional short courses from Level 4 to 7

6c. NVQ/SVQ Standards Verification

This chapter gives you information on the standards verification for NVQ, SVQ and competence-based programmes. Standards Verifiers will work with you to support you in working to national standards.

Qualifications covered

- Edexcel NVQs and competence-based qualifications
- Scottish Vocational Qualifications accredited by SQA

6d. Standards Verification for BTEC Apprenticeships

This chapter is for Work Based Learning centres that have registered learners on a BTEC Apprenticeship using our “single click” registration.

It provides information on integrated standards verification for BTEC Apprenticeships. This is a coordinated approach to quality assurance for all internally assessed component qualifications of an apprenticeship. They are conducted through visits arranged flexibly to meet the needs of BTEC Apprenticeship centres.

Qualifications covered

Component Edexcel qualifications or elements of qualifications which have internal assessment, including:

- Edexcel NVQ or competence-based qualifications
- BTEC or Edexcel technical certificates
- Edexcel BTEC competency-knowledge and understanding hybrid qualifications
- Key Skills, Essential Skill Wales or Core Skills
- BTEC Work Skills for Apprenticeships (Effective Learning and Employment)

7. Support

We are here to support you at every stage. This chapter provides details of our various support services and resources for vocational customers.