

## **BTEC Quality Assurance Handbook 2011-12**

### **6d. Standards Verification for Apprenticeships**

## Content

<b>What is an Apprenticeship?</b> .....	<b>3</b>
<b>Who is this chapter for?</b> .....	<b>3</b>
How do I use this chapter of the handbook? .....	3
<b>What is integrated standards verification for Apprenticeships?</b> .....	<b>3</b>
<b>What does integrated Standards Verification cover?</b> .....	<b>4</b>
<b>What is new for 2011-12?</b> .....	<b>4</b>
<b>Roles and responsibilities</b> .....	<b>4</b>
Edexcel .....	4
Centres .....	5
<b>Support</b> .....	<b>6</b>
<b>The Standards Verification process</b> .....	<b>6</b>
<b>Integrated Standards Verification visits</b> .....	<b>6</b>
<b>Reporting outcomes</b> .....	<b>7</b>

### What is an Apprenticeship?

An Apprenticeship framework is a set of qualifications developed by Sector Skills Councils. Most Apprenticeship frameworks follow a standard format that comprises:

- a National Vocational Qualification (NVQ)
- transferable skills, such as key skills and functional skills
- a knowledge-based qualification, such as a BTEC

The learning provider develops skills and provides the knowledge, while the employer provides the practical experience to put those skills to the test. Training can be classroom based, in a workshop or in a workplace, depending on the subject and on the learning provider

### Who is this chapter for?

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

If your centre registers learners for all or some components of an Apprenticeship separately, you will complete separate quality assurance processes for those qualifications. If this is the case for your centre, please refer only to the handbook chapters for those components, e.g. NVQ, BTEC, Key Skills, etc.

FE centres and schools without FE Business Units and offering Apprenticeships programmes should not use integrated standards verification.

### How do I use this chapter of the handbook?

This chapter of the handbook should be read as an overview of the quality assurance process for BTEC Apprenticeships and be read in conjunction with the handbook chapters for the component-parts of your frameworks, e.g. NVQ, BTEC, Key Skills, etc.

### What is integrated standards verification for Apprenticeships?

Integrated standards verification is a consolidated approach to quality assurance of all internally assessed component-qualifications of a BTEC Apprenticeship framework that:

- is conducted through visits arranged flexibly to meet the needs of BTEC Apprenticeship centres
- incorporates review of centre systems, so there is no requirement to undertake Quality Review and Development, if your centre offers solely BTEC Apprenticeships

### What does integrated Standards Verification cover?

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)
- Centre quality procedures

Integrated Standards Verification does not include:

- Functional Skills: Speaking Listening and Communication, where applicable
- Test verification, where applicable (i.e. Functional Skills, Key Skills or Technical Certificate external assessments)

### What is new for 2011-12?

- Integrated Standards Verification is being rolled out for more Apprenticeship frameworks
- Functional Skills will replace Key Skills from September 2012
- BTEC Apprenticeship work books in many sectors to aid holistic assessment

### Roles and responsibilities

#### Edexcel

##### Standards Verifier

We will tell you who your Standards Verifier is in October. If you are a new centre, or, if you offer Apprenticeships in a new sector, we will tell you 4 to 6 weeks after you first register learners on any of the component qualifications

The Standards Verifier will:

- usually conduct 2 visits to your centre
- liaise with you to arrange visit dates and plans so that all qualifications are covered
- supplement these visits with remote sampling, if and when necessary
- provide advice and guidance on the processes and ask for evidence to be sourced relevant to each qualification
- provide verbal feedback at the end of their visits
- submit reports within 10 days of the visits

- monitor any identified actions and conduct additional postal activities where necessary

### **Regional Quality Manager**

Your centre has a designated Edexcel Regional Quality Manager. Each of these has a responsibility for centres within a geographical area. They are able to provide quality assurance support and guidance for anyone managing or delivering BTECs and NVQs.

For BTEC Apprenticeships, the Regional Quality Managers will:

- support you at all stages of the process.
- support centres in the resolution of actions and recommendations as required.

A UK Map with Regional Quality Manager contact details can be found here:  
[www.edexcel.com/quals/BTEC/support](http://www.edexcel.com/quals/BTEC/support)

### **Centres**

#### **Quality Nominee**

Each centre appoints a member of staff as the Quality Nominee to act as the main point of contact between Edexcel and the centre. The Quality Nominee should be someone who has the capacity and authority to act for the centre. Quality Nominees should keep their contact details up to date using Edexcel Online.

As a Quality Nominee, you should ensure the effective management of BTEC Apprenticeship programmes and actively encourage and promote good practice. For these programmes, you will be told who the Standards Verifier is and should liaise with the appropriate programme managers, practitioners and internal verifiers.

You will also be notified that a Standards Verifier has provided a report, which can be reviewed through Edexcel Online. Any reports that cannot be provided through Edexcel Online, such as Key Skills, we will email directly to you.

#### **Programme manager**

The programme manager or programme leader is a person designated by a centre to take overall responsibility for the effective delivery and assessment of BTEC Apprenticeships, Edexcel NVQs and other Edexcel qualifications.

As the programme manager you will:

- liaise with the Quality Nominee to obtain the details of the Standards Verifier and to provide information about the visit(s) and report
- prepare for the Standards Verifier visit(s) including providing any information that the Verifier needs and agreeing a visit plan
- provide information during the visit(s) including evidence related to learners' portfolios, assessment, internal verification and quality assurance
- receive feedback at the end of the visit
- receive the report of the visit which you must access through Edexcel Online and take action on when required

### Support

- General BTEC and NVQ enquiries: 0844 576 0026
- To explore the BTEC Apprenticeship pages go to: [pearsonwbl.edexcel.com/quals/btec-apprenticeships](https://www.pearsonwbl.edexcel.com/quals/btec-apprenticeships)
- For specific services, such as a review of your in-house training schemes and materials against the requirements of the elements of the Apprenticeship blueprint, please contact [wbl@pearson.com](mailto:wbl@pearson.com)
- For support with the procedures outlined in this handbook, email: [btecdelivery@edexcel.com](mailto:btecdelivery@edexcel.com)

### The Standards Verification process

We allocate Standards Verifiers to cover all of an Apprenticeship:

- to those centres that have registrations on BTEC Apprenticeship frameworks – indicated by a MASxxx code on Edexcel Online. You need to have registered learners for a full framework
- to cover all programmes within the framework

Apprenticeship frameworks vary, depending on the type of centres offering them. Here are some key pointers for Quality Nominees, programme managers and internal verifiers:

- If you are running only one BTEC Apprenticeship, then you will have one Standards Verifier
- If you are running several BTEC Apprenticeships, then only one of the Standards Verifiers will verify Key Skills or Essential Skills Wales
- If you are a large centre that has agreed a specific visit plan or coordination across Standards Verifiers with us, then make sure you use this to make arrangements with the Standards Verifier or Standards Verifiers
- The Standards Verifier will liaise first with your Quality Nominee. We will send the Quality Nominee an email giving details of the Standards Verifier and the programmes to which the Standards Verifier is allocated
- You need to ensure that the Standards Verifier has the right information on each visit to achieve the quality assurance sign off that you want
- If there is not a separate Technical Certificate qualification, you will still receive two visits per year
- For some Technical Certificates you can choose to use onscreen tests for assessment; if you use onscreen tests then the Standards Verifier will not need to verify the units or programmes which have been tested

### Integrated Standards Verification visits

The Standards Verifier will still carry out the full quality assurance process for each component qualification of the BTEC Apprenticeship frameworks. Please refer to the guidance in the relevant sections of the Quality Assurance Handbook for the specific requirements for each of the qualifications.

There will be at least two visits for each BTEC Apprenticeship but we may agree extra visits, particularly if there are a large number of learners who are spread geographically.

We are flexible as to when visits can take place within the contract period, which runs to July 2012. You should advise the Standards Verifier of any particular requirements that you have. Over time, the Standards Verifier may want to visit all the different assessment sites, if you are assessing over multiple sites.

We expect that many centres will deliver the Technical Certificate first and then the NVQ or competence component, with the evidence for Key Skills being produced through both. Where this is the case, you may arrange for the Standards Verifier to make an initial visit for the NVQ and the BTEC Technical Certificate sampling, followed by Key Skills Standards Verification through remote sampling, then a final visit for NVQ sampling. However, the manner in which you deliver the BTEC Apprenticeship programmes will be best determined by your centre and the circumstances around the employment of your apprentices.

You can use the BTEC Apprenticeship Workbooks and Delivery Guides to encourage an integrated approach to the delivery of the Apprenticeship and towards a holistic approach to assessment. The BTEC Apprenticeship Workbooks and Delivery Guides are available for a range of different sectors. Find out more by visiting the BTEC Apprenticeship pages of the Edexcel website.

If you are running several BTEC Apprenticeships, then you may wish to have full co-ordination across Standards Verifier activity. On request, we can agree to nominate one of your Standards Verifiers to co-ordinate visits and reporting.

During a visit a Standards Verifier will normally meet relevant practitioners and review evidence of learner performance. Where appropriate, you may arrange for some sampling of learner portfolios to take place outside visits for audit sampling or Key Skills.

### Reporting outcomes

The Standards Verifier will provide separate reports for each of the component qualifications. Each one has its own reporting format and outcomes. BTEC and NVQ standards verification reports are available via Edexcel Online.

Please refer to the relevant sections of the Quality Assurance Handbook for more information on reporting.