

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

### **5. Lead Internal Verifier Accreditation**

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### What is a Lead Internal Verifier?

Internal verification has always been the cornerstone of internal quality assurance for vocational qualifications. Its purpose is to ensure internal assessment consistently meets national standards. The quality assurance model for BTEC qualifications recognises and builds on the importance of this process. QCF regulation requires that centres identify a designated person to have overall responsibility for the assessment of a group of programmes. This is the Lead Internal Verifier.

- You should identify one Lead Internal Verifier for each Principal Subject Area
- A Principal Subject Area is a sector-specific group BTEC programmes from Entry Level to Level 3
- The Lead Internal Verifier will oversee the internal verification activity in their Principal Subject Area and ensure that it is consistently applied
- The Lead Internal Verifier is not expected to undertake all the internal verification themselves
- They will sample verification and assessment across the qualifications for which they have responsibility and ensure that there is a suitable plan of activity, but they may not be undertaking any more verification than other staff

### Who should be a Lead Internal Verifier?

A Lead Internal Verifier should be:

- the person within the centre who usually has responsibility for verifying and signing off the assessment outcomes for a Principal Subject Area
- involved in the assessment and delivery and have an understanding of the units being assessed
- the person who usually coordinates internal verification across assessors and other internal verifiers for a Principal Subject Area

We recommend that individuals with general quality or management roles, but are not directly involved in delivery or assessment, don't register as Lead Internal Verifiers.

Where a Principal Subject Area has only one person responsible for delivery and assessment, that person should be the Lead Internal Verifier. Their assignment briefs and assessment decisions still need to be internally verified by a colleague, but as Lead Internal Verifier they will ensure that internal verification is taking place appropriately.

### What are the responsibilities of a Lead Internal Verifier?

There are two key responsibilities:

- Gain and maintain accreditation as a Lead Internal Verifier with Edexcel
- Support assessment and internal verification within your centre

In order to be recognised as a Lead Internal Verifier by Edexcel, you will need to:

- register via Edexcel Online
- reconfirm registration each year via Edexcel Online

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- undertake induction training, available as a podcast on the Edexcel website
- successfully complete the online accreditation process

In order to support internal assessment and verification within your centre, you should:

- support the development of assessors and internal verifiers. This can be supported by using the practice exercises available online to registered Lead Internal Verifiers
- ensure that there is an agreed assessment and verification strategy, which is fit for purpose and meets regulatory requirements
- ensure the strategy is carried out effectively
- ensure that records of assessment and verification and current learner work are available for scrutiny by Edexcel
- liaise with the Standards Verifier, if allocated, to ensure that appropriate samples of assessed and verified learner work are available for sampling
- share information about standards to other internal verifiers and assessors to ensure that assessment across the centre is to national standards

### Which qualifications does Lead Internal Verifier accreditation cover?

- BTEC programmes from Entry Level to Level 3
- BTEC WorkSkills

The following Principal Subject Areas are **not** covered by Lead Internal Verifier accreditation. Instead, they will be allocated a Standards Verifier annually:

- BTEC Security
- BTEC Emergency Care
- BTEC Fire Services
- BTEC technical certificates within the BTEC Apprenticeship Framework, if the NVQ component is supplied by Edexcel
- Any BTEC which is completely externally assessed
- Customised BTECs

The following Principal Subject Areas **are** covered by existing Lead Internal Verifier accreditations but centres running these for the first time in 2011-12 will not be required to have an accredited Lead Internal Verifier. Instead they will be allocated a Standards Verifier annually:

- BTEC Management
- BTEC Management (Law)
- BTEC Maths
- BTEC Supporting Teaching and Learning
- BTEC Travel Studies (Aviation Operations)
- BTEC Children and Young People (Level 2 and Level 3 only)

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## What is new for 2011-12?

- Some Principal Subject Areas have been merged. The table below shows those affected and which Principal Subject Area each has been merged into.

Principal Subject Area	Merged into
Building Services and Civil Engineering	Construction
Customer Services and Operations	Hospitality
Dance	Performing Arts
Forensic Science	Applied Science
Vocational Studies	Personal and Social Development

- If you are already the accredited Lead Internal Verifier for one of these Principal Subject Areas, you will retain your accreditation status, once you re-register
- If you have separate accredited Lead Internal Verifiers for two Principal Subject Areas that have merged:
  - our system will recognise the accreditation status of both Lead Internal Verifiers but only one should re-register in September
  - you should refer to the tables on **page 12 onwards** to ensure that the registered Lead Internal Verifier's accreditation covers all your programmes

- **Production Arts** is a new Principal Subject Area for 2011-12
- From 2011-12, no Principal Subject Area will sign off another

## Lead Internal Verifier accreditation

### What is accreditation?

Accreditation is the opportunity for you to be formally recognised as being able to:

- ensure that assessment meets national standards
- implement internal verification to achieve standards across a team
- maintain quality for the programmes within your Principal Subject Area

### What are the benefits of accreditation?

Accreditation has been developed to provide a number of benefits:

- Introduction of formal training and assessment for Lead Internal Verifiers directly by Edexcel
- Certification release for your Principal Subject Area (subject to successful completion of Quality Review & Development by your centre)
- Reduces the burden of providing samples every year for Standards Verification
- Formal recognition of internal verification as a key stage in the quality assurance
- Formal recognition of the Lead Internal Verifier role
- Access to standardisation materials

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## How do I gain accreditation?

In order to gain Lead Internal Verifier accreditation, you complete an online standardisation exercise using our OSCA platform, accessed via Edexcel Online. This involves you:

- completing a one-off induction
- registering online via OSCA for accreditation for one or more Principal Subject Areas
- undertaking a standardisation exercise online via OSCA

Following successful completion of the accreditation process you will:

- be given accredited status for the current academic year plus the following three years
- be able to use the materials provided to support and standardise assessors and internal verifiers in your team

Each year a sample of accredited Lead Internal Verifiers will be monitored through confirmation sampling by Standards Verifiers to ensure that national standards are being maintained. Centres and programmes will be chosen using a risk-based approach. These risk criteria include:

- new programmes being approved within a Principal Subject Area
- a significant rise in registrations in a Principal Subject Area in the previous year
- where specific issues have been identified through Quality Review & Development

## Registering as a Lead Internal Verifier

In order to register for accredited Lead Internal Verifier status, you need an account with the appropriate level of access for Edexcel Online. Your Edexcel Online administrator, usually your Exams Officer, will be able to do this.

With the exception of centres that have subsites registered with Edexcel, only one person in a centre may register as the Lead Internal Verifier for a Principal Subject Area. Registration is through the OSCA platform, which is accessed via your Edexcel Online account. From the main home screen, select OSCA from the options on the left hand menu. Then select the "register" option. You will be able to register for online standardisation from **6th October 2011**.

It is important to register for the online standardisation exercise at the highest level of BTEC qualification your centre delivers in your Principal Subject Area. Completing this exercise accredits you as Lead Internal Verifier for your Principal Subject Area at the levels your centre delivers. As a registered Lead Internal Verifier, you will receive information and updates, as they become available, each time your Edexcel Online account is accessed.

Please note that your centre will need to have approval to run the correct level of qualifications before you can register as Lead Internal Verifier on OSCA for a specific standardisation exercise.

Although you may register as Lead Internal Verifier for more than one Principal Subject Area, it will be necessary to take an online standardisation exercise for each Principal Subject Area. No Principal Subject Area will sign off another.

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At the start of each academic year, you will need to confirm that you are still in the role by reinstating your registration on OSCA.

Further information on how to register and gain accreditation as a Lead Internal Verifier on OSCA can be found by referring to the document "Guide to OSCA 2011-12" available on [www.btec.co.uk](http://www.btec.co.uk). A series of online video tutorials are also available.

### Registering Lead Internal Verifiers at subsites

If you are a large multi-site centre with defined subsites (a, b, c, etc.) you have the option of registering a Lead Internal Verifier at each subsite.

The process for registering and gaining Lead Internal Verifier accreditation for a subsite is the same. You can register for more than one subsite within your initial registration, but will only have to take the online standardisation exercise once. The accredited status will also cover subsites at your centre which are added subsequently to the registration.

However, please note, if you register for:

- the centre as a whole then the ability to register Lead Internal Verifiers for individual subsites will then be blocked
- a subsite, the option to register a single Lead Internal Verifier at centre level will be blocked

We recommend that you clearly establish the relationship between subsites for specific Principal Subject Areas before attempting to register Lead Internal Verifiers. It is always best practice to standardise and coordinate assessment and verification across subsites.

### Registering Lead Internal Verifiers in a BTEC consortium

The process for registering and gaining accreditation of a Lead Internal Verifier for a consortium is also the same. However, only the lead centre (identified when BTEC consortium approval was granted) can register a Lead Internal Verifier for the consortium programmes.

If the Lead Internal Verifier is based at another centre within the consortium, they must be set up with an Edexcel Online account at the lead centre. The Lead Internal Verifier must ensure that they register on OSCA under their lead centre account and select the "consortium" option as part of their registration. Failure to do this will mean that the Lead Internal Verifier's accredited status will not cover the whole consortium.

If the lead centre also runs stand-alone qualifications in the Principal Subject Area, then a Lead Internal Verifier can add this to their registration at the same time as registering for the consortium. This will mean that they will only have to take the online standardisation exercise once on behalf of both the centre and of the consortium.

### Withdrawing a Lead Internal Verifier registration

You are only able to register one Lead Internal Verifier per Principal Subject Area per year. A registered Lead Internal Verifier should not be withdrawn during an academic year. When the registration lapses at the end of the year, a new Lead Internal Verifier can be registered if required (i.e. from 1<sup>st</sup> September of the next academic year). Although the accredited status belongs to the Lead Internal Verifier, the accreditation allows your centre to claim certification for learners for the remainder of the academic year.

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If you need to change a Lead Internal Verifier registration before the end of the academic year then a request from the centre Quality Nominee should be sent to [btecdelivery@edexcel.com](mailto:btecdelivery@edexcel.com). You are able to request a change of Lead Internal Verifier during the academic year if a Lead Internal Verifier:

- is incapacitated or on long term absence
- has left your centre
- has not yet attempted online standardisation

You are not able to change a Lead Internal Verifier if a Lead Internal Verifier has:

- attempted online standardisation and not gained accreditation
- been through Standards verification and has not gained accreditation
- lost their accredited status through confirmation sampling

In these instances, the certification of learners will be released by further sampling by a Standards Verifier or intervention by the Regional Quality Manager.

### Transferring accredited status to another centre

Accredited status belongs with the Lead Internal Verifier, so it can be taken with you if you leave one centre and join another. You may request to have your accreditation transferred only **after** you have registered as the Lead Internal Verifier for the same Principal Subject Area at your new centre. The request should be sent to [btecdelivery@edexcel.com](mailto:btecdelivery@edexcel.com) and we will transfer your accreditation. Your request must clearly state the following details:

- Your name
- The programme group for which you have accredited status
- The old centre number
- The new centre number

Your Lead Internal Verifier's accreditation will still release learner certification claims at your previous centre but **only** until the end of that academic year. The centre must still demonstrate that it is operating to national standards at the Quality Review & Development visit and will need to register a new Lead Internal Verifier for the Principal Subject Area from 1<sup>st</sup> September.

## Completing online standardisation

We will provide two standardisation "windows" in which online standardisation exercises may be completed, via the OSCA platform. We recommend that you attempt the standardisation exercise early, in the first available window for your Principal Subject Area.

### The practice materials

Before completing the standardisation exercise, you will have the opportunity to download a practice exercise that relates to your Principal Subject Area. The practice exercises will be available throughout the year from **6<sup>th</sup> October 2011**.

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The practice exercise comprises the following materials:

- Assignments, assessed learner work, assessor and internal verifier comments
- The questions, with a blank answer form
- Senior Standards Verifier commentaries and answers

To get the most value from these materials, you should:

- print out and review the work against your centre's practice
- make notes on how this work would be assessed within your centre
- print out and review the Senior Standards Verifier commentaries to help understanding of the rationale for the decisions/answers, taking note of any implications for your centre's assessment and quality assurance

These materials are not confidential and we recommend you use them with colleagues for standardisation or training.

### The standardisation exercise

The standardisation exercise follows exactly the same format as the practice materials. However, you should not distribute copies of materials or discuss with other Lead Internal Verifiers.

The standardisation exercise requires you to review a sample of assessed learner work from the appropriate Principal Subject Area, usually over two units. You will be asked to make judgements and answer 28 questions on the evidence provided (14 questions for each unit).

The questions will be about:

- the quality of the assignment brief
- the standard of learner work and criteria achieved
- the quality of the internal verification process
- assessment practice and the purpose of internal verification

These will involve a combination of Yes/No and multiple choice questions.

It is important to ensure you have enough time to complete **all** the questions of the standardisation exercise within the window. Rushing through or failing to complete all parts of an exercise are the most common reasons for not gaining accreditation.

We recommend that you print off all the materials at an early stage, and complete the standardisation exercise before inputting answers into the online Lead Internal Verifier commentary form.

The exercises may be completed over a number of sessions during the window, saving and returning to the commentary forms as required. However, once any part of any exercise is started and comments saved, the exercise must be completed in full, as only **one attempt** is allowed during the academic year. Work must be saved during and at the end of each session to ensure that answers are committed. Saved work may be amended during subsequent sessions until the window closes.

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Against each answer (which may be “Yes/No” or “A, B, C”) it is advisable to briefly record comments for the answer chosen on the form of questions. **The comments will not form part of the standardisation scoring**, but may be helpful to you later, when checking your answers, or identifying specific issues.

In order to gain accreditation at this stage you must complete the whole standardisation exercise (usually two units) and achieve a score that meets or exceeds the standardisation benchmark. We expect that most experienced Lead Internal Verifiers who have completed the training and made use of the practice exercise should be able to gain accreditation at this stage.

Results will be issued by email within ten days of the window closing and the exercise materials with model answers and Senior Standards Verifier commentary can be viewed.

### Next Steps

After each standardisation window closes, the Senior Standards Verifier answers and commentary will be released on OSCA and you will be advised of your accreditation status.

There are two possible outcomes:

#### Accredited

You are accredited for the current academic year and a further three years, subject to you:

- remaining in post
- reinstating your accreditation by re-registering each year
- receiving a positive outcome from any confirmation sampling

Following accreditation you should:

- read the Senior Standards Verifier commentary and compare it with your answers
- develop and oversee the internal verifier sampling strategy for your Principal Subject Area
- maintain records
- brief the rest of your team
- support standardisation activities for the assessor and verifier team
- inform your Quality Nominee

Confirmation sampling by a Standards Verifier will take place at some point during the Lead Internal Verifier accreditation period, if:

- the Standards Verifier is satisfied that national standards are being met, you retain your accredited status
- issues are identified with the first sample and national standards are not being met, a second sample will be requested. At this point, accreditation is still in place
- the second sample meets national standards, certification will be released and you retain your accredited status
- issues are identified with the second sample and national standards cannot be confirmed, you will lose your accredited status. A Regional Quality Manager will meet with the

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programme team and agree remedial action. Once the remedial action is completed satisfactorily, the Regional Quality Manager will release certification for the current year. In this situation you will be required to complete a standardisation exercise again the following year

### Accredited, subject to Standards Verification

Based on your results, we judge that you would benefit from immediate support. A Standards Verifier will be allocated to support you in gaining accreditation and undertake sampling. It is not possible to retake the standardisation exercise during the same academic year.

You should:

- read the Senior Standards Verifier commentary and compare it with your answers
- inform your Quality Nominee.
- prepare for sampling by a Standards Verifier

We will allocate a Standards Verifier to conduct sampling of assessed and verified learner work:

- If, following sampling, the Standards Verifier is confident that national standards have been maintained then you will be granted full accredited status for the current year, plus 3 years
- Where issues are identified with the sample and national standards are not being met, a second sample will be requested. At this point, accreditation is not gained and you will be required to complete a standardisation exercise again the following year
- If the second sample meets national standards, certification will be released for the current academic year only
- If issues are identified with the second sample and national standards cannot be confirmed, a Regional Quality Manager will meet with the programme team and agree remedial action. Once the remedial action is completed satisfactorily, the Regional Quality Manager will release certification for the current year. Again, in this instance you will be required to complete a standardisation exercise again the following year

If no one in your centre attempts or completes a standardisation exercise in a Principal Subject Area, Standards Verification can only release the current year, and a Lead Internal Verifier will be required to register and complete standardisation in the following year.

Full details can be found in the Standards Verification chapter.

### Appeals

Appeals against the outcome of standardisation exercises can be made to Vocational Assessment **only** on the grounds of technical problems that arise whilst completing the online accreditation exercise.

If you have concerns about the outcomes of Standards Verification, we have a formal enquiries and appeals process. Details can be found on the Policies section of the Edexcel website: [www.edexcel.com/Policies](http://www.edexcel.com/Policies)

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### Annual re-registration

In August of each year, the Lead Internal Verifier accreditation will become inactive and you will receive an automated email reminder to re-register. In September you should login to OSCA, go to your registration details and click on "re-register" to reinstate your accreditation. If there is no accredited Lead Internal Verifier, your centre will be unable to certificate learners for the Principal Subject Area.

### Online standardisation windows

The table below shows the dates of the online standardisation windows on OSCA for 2011-12.

	Window opens	Window closes	Results released
Window 1	3 <sup>rd</sup> November 2011	30 <sup>th</sup> November 2011	9 <sup>th</sup> December 2011
Window 2	19 <sup>th</sup> January 2012	15 <sup>th</sup> February 2012	24 <sup>th</sup> February 2012

Practice exercises will be available for download by registered Lead Internal Verifiers from **6<sup>th</sup> October 2011**.

### What if I have a learner completing in the first autumn term?

- The first standardisation window should be used where possible
- You can claim certificates as soon as accreditation is achieved
- This will either be immediately after results from standardisation, or following successful Standards Verification
- If you have learners completing earlier than this, please contact [btecdelivery@edexcel.com](mailto:btecdelivery@edexcel.com)

### Principal Subject Areas

The tables below show the availability of standardisation windows for each Principal Subject Area. Full coverage of all the qualifications in each Principal Subject Area is available on the Key Documents page of the BTEC website from September 2011:  
[www.edexcel.com/quals/BTEC/quality/Pages/documents.aspx](http://www.edexcel.com/quals/BTEC/quality/Pages/documents.aspx)

Each Sector is listed alphabetically, followed by the relevant Principal Subject Areas.

#### Applied Sciences

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Applied Science	Forensic Science Level 3		✓
	Applied Science Level 3	✓	✓
	Applied Science Level 2	✓	✓
	Applied Science Level 1		✓

- Forensic Science Level 3 will sign off Applied Science Level 3, 2 and 1

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Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Hair and Beauty	Hair and Beauty Level 3		✓
	Hair and Beauty Level 2		✓
	Hair and Beauty Level 1 & entry		✓

### Business and Management

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Business	Business Level 3	✓	✓
	Business Level 2	✓	✓
	Business Administration Level 1 & entry		✓
<ul style="list-style-type: none"> <li>Business Level 2 will also sign off Business Administration Level 2, and Money and Finance Skills Levels 1-2</li> <li>Business Level 3 will also sign off Finance Level 3, Enterprise Skills Level 3, Business Administration Levels 2-3 and Money and Finance Skills Levels 1-2</li> </ul>			

Principal Subject Area	
Management / Management (Law)	<ul style="list-style-type: none"> <li>Centres will not be required to have an accredited Lead Internal Verifier in 2011-12</li> <li>Qualifications under Management or Management (Law) will be covered by Standards Verification sampling</li> </ul>

### Caring Services

Principal Subject Area	
Emergency Care	<ul style="list-style-type: none"> <li>Centres will not be required to have an accredited Lead Internal Verifier in 2011-12</li> <li>Qualifications under Emergency Care will be covered by Standards Verification</li> </ul>

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Health and Social Care	Health and Social Care Level 3	✓	✓
	Health and Social Care Level 2	✓	✓
	Health and Social Care Level 1 & entry		✓

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## Construction and the Built Environment

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Construction	Construction Level 3	✓	✓
	Construction Level 2	✓	✓
	Construction Level 1 & entry		✓
<ul style="list-style-type: none"> <li>Construction Level 3 will also sign off Building Services and Civil Engineering at Level 3</li> </ul>			

## Creative Skills

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Art and Design	Art and Design Level 3	✓	✓
	Art and Design Level 2	✓	✓
	Art and Design Level 1 & entry		✓

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Creative Media Production	Creative Media Production Level 3	✓	✓
	Creative Media Production Level 2	✓	✓
	Creative Media Production Level 1 & entry		✓

## Engineering

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Automotive	Automotive Level 3		✓
<ul style="list-style-type: none"> <li>Automotive also covers Vehicle Technology</li> <li>There is no online standardisation exercise at Level 2 in 2011-12 but is covered by accreditation gained by Lead Internal Verifier at Level 3</li> </ul>			

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Engineering	Engineering Level 3	✓	✓
	Engineering Level 2	✓	✓
	Engineering Level 1 & entry		✓
<ul style="list-style-type: none"> <li>Engineering includes Engineering, Aeronautical Engineering, Aircraft Maintenance, Electrical Engineering and Electronic Engineering and all Engineering Level 2 pathways</li> </ul>			

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Principal Subject Area	Standardisation Exercise	Window 1	Window 2
<b>Mechanical and Manufacturing Engineering</b>	Mechanical and Manufacturing Engineering Level 3		✓
<ul style="list-style-type: none"> <li>Mechanical and Manufacturing Engineering includes Mechanical Engineering, Manufacturing Engineering, and Operations and Maintenance Engineering at Level 3</li> </ul>			

### Land and Environment

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
<b>Agriculture</b>	Agriculture and Land Based Technology Level 3		✓
	Agriculture and Land Based Technology Level 2		✓
<ul style="list-style-type: none"> <li>Agriculture and Land Based Technology Level 3 will also sign off Blacksmithing and Metalworking at Level 3 and below</li> <li>Agriculture and Land Based Technology Level 3 will also sign off Blacksmithing and Metalworking at Level 2</li> </ul>			

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
<b>Animal Care</b>	Animal Management Level 3		✓
	Animal Care Level 2		✓
<ul style="list-style-type: none"> <li>Animal Management Level 3 will also sign off Horse Management at Level 3 and below</li> <li>Animal Care Level 2 will also sign off Horse Care at Level 2 and below</li> </ul>			

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
<b>Countryside</b>	Countryside and Environment Level 3		✓
	Countryside and Environment Level 2		✓
	Land Based Studies Level 1 & entry		✓
<ul style="list-style-type: none"> <li>Countryside and Environment Level 3 will also sign off Fish Management, Forestry and Arboriculture, and Environmental Sustainability at Level 3 and below</li> <li>Countryside and Environment Level 2 will also sign off Fish Husbandry and Sustainability Skills at Level 2 and below</li> </ul>			

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
<b>Horticulture</b>	Horticulture Level 3		✓
	Horticulture Level 2		✓
<ul style="list-style-type: none"> <li>Horticulture Level 3 will also sign off Floristry at Level 3 and below</li> <li>Horticulture Level 2 will also sign off Floristry at Level 2</li> </ul>			

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### Information and Communications Technology

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
IT	IT Level 3	✓	✓
	IT Level 2	✓	✓
	IT Users Level 1 & entry		✓

### Learning and Development

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Children and Young People	Children's Care, Learning and Development Level 3	N/A	N/A
	Children's Care, Learning and Development Level 2	N/A	N/A
	Caring for Children Level 1 & entry		✓
<ul style="list-style-type: none"> <li>There is no online standardisation exercise for CCLD Level 2 and 3 in 2011-12. These qualifications will be covered by a Standards Verifier visit</li> <li>Practice material will be made available for these levels on OSCA for registered Lead Internal Verifiers for the purpose of training and standardisation within their centres</li> </ul>			

Principal Subject Area	
Supporting Teaching and Learning	<ul style="list-style-type: none"> <li>Centres will not be required to have an accredited Lead Internal Verifier in 2011-12</li> <li>Qualifications under Supporting Teaching and Learning will be covered by Standards Verification</li> </ul>

### Personal and Work Skills

Principal Subject Area	
Maths	<ul style="list-style-type: none"> <li>Centres will not be required to have an accredited Lead Internal Verifier in 2011-12</li> <li>Qualifications under Maths will be covered by Standards Verification</li> </ul>

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Personal and Social Development	Personal & Social Development Level 2	✓	
	Personal & Social Development Level 1 & entry		✓
<ul style="list-style-type: none"> <li>Personal and Social Development will also sign off Parenting, Skills for Life and Vocational Studies</li> </ul>			

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Principal Subject Area	Standardisation Exercise	Window 1	Window 2
WorkSkills	WorkSkills Level 3	✓	✓
	WorkSkills Level 2	✓	
	WorkSkills Level 1 & entry		✓
<ul style="list-style-type: none"> <li>WorkSkills Level 3 and WorkSkills Level 2, 1 and entry will sign off Science, Technology, Engineering and Maths (STEM) Leadership Skills</li> </ul>			

### Performing Arts

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Music	Music Level 3	✓	✓
	Music Level 2	✓	✓
<ul style="list-style-type: none"> <li>Music Level 3 will also sign off Music Technology at Level 3</li> </ul>			

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Performing Arts	Performing Arts Level 3	✓	✓
	Dance Level 3		✓
	Performing Arts Level 2	✓	✓
	Dance Level 2		✓
	Performing Arts Level 1 & entry		✓
<ul style="list-style-type: none"> <li>Performing Arts Level 3 will sign off all other programmes in the Principal Subject Area</li> <li>Performing Arts Level 2 will sign off all other programmes at Level 2 and below in the Principal Subject Area</li> <li>Dance Level 3 will sign off all programmes at Level 2 and below. It will <b>not</b> sign off Performing Arts at Level 3</li> <li>Dance Level 2 will sign off all programmes at Level 2 and below. It will <b>not</b> sign off Performing Arts at Level 2</li> </ul>			

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Production Arts	Production Arts Level 3		✓

### Public and Security Services

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Fire Services	<ul style="list-style-type: none"> <li>Centres will not be required to have an accredited Lead Internal Verifier in 2011-12</li> <li>Qualifications in Fire Services will be covered by Standards Verification</li> </ul>		

## 5. Lead Internal Verifier Accreditation

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Public Services	Public Services Level 3	✓	✓
	Public Services Level 2	✓	✓
	Public Services Level 1 & entry		✓

Principal Subject Area	
Security	<ul style="list-style-type: none"> <li>Centres will not be required to have an accredited Lead Internal Verifier in 2011-12</li> <li>Qualifications in Security will be covered by Standards Verification</li> </ul>

### Service Industries

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Hospitality	Hospitality Level 3		✓
	Hospitality Level 2	✓	✓
	Hospitality Levels 1 & entry		✓
	Home Cooking Skills Level 2 & 1	✓	✓
<ul style="list-style-type: none"> <li>Hospitality Level 3 will sign off Customer Services at Level 3 and below</li> <li>Hospitality Level 2 will sign off Customer Services at Level 2 and below</li> <li>Hospitality Level 1 &amp; entry will sign off Customer Services at Level 1 and below</li> <li>Hospitality Level 3 or Level 2 will sign off Home Cooking Skills</li> </ul>			

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Retail	Retail Level 3		✓
	Retail Level 2		✓
	Retail Knowledge Level 1 & entry		✓

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
Travel and Tourism	Travel and Tourism Level 3	✓	✓
	Travel and Tourism Level 2	✓	✓
	Travel and Tourism Level 1 & entry		✓
<ul style="list-style-type: none"> <li>Travel and Tourism also covers Travel Services</li> </ul>			

## 5. Lead Internal Verifier Accreditation

Principal Subject Area	
<b>Travel Studies (Aviation Operations)</b>	<ul style="list-style-type: none"> <li>Centres will not be required to have an accredited Lead Internal Verifier in 2011-12</li> <li>Qualifications in Travel Studies will be covered by Standards Verification</li> <li>Practice materials will be made available on OSCA for registered Lead Internal Verifiers for the purpose of training and standardisation within their centres</li> </ul>

### Sport and Recreation

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
<b>Sport</b>	Sport Level 3	✓	✓
	Sport Level 2	✓	✓
	Sport and Active Leisure Level 1 & entry		✓

Principal Subject Area	Standardisation Exercise	Window 1	Window 2
<b>Sport and Exercise Science</b>	Sport and Exercise Science Level 3		✓

# 5. Lead Internal Verifier Accreditation

## Process map

