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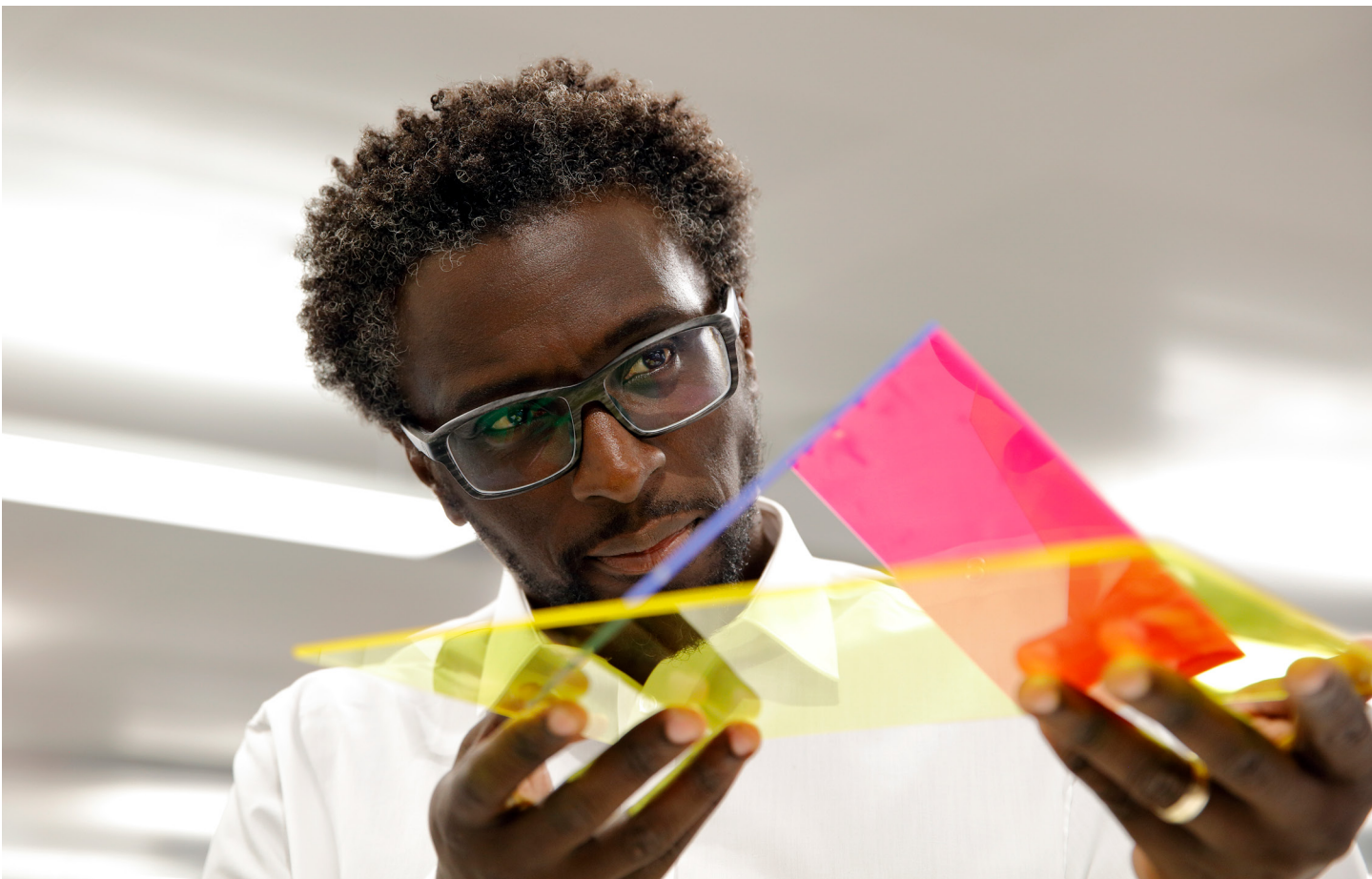
**A complete centre
guide** for BTEC
Level 1, Entry Level
WorkSkills and
Personal Growth
and Wellbeing
qualifications

- New to BTEC qualifications
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New to BTEC qualifications

- 1. New UK Customers** interested in teaching our unique BTEC Level 1 and below qualifications including WorkSkills and Personal Growth and Wellbeing should firstly complete our “Becoming a BTEC centre” online form at [UK centre approval for schools and colleges](#)
- 2. Fill out the relevant application form** which you will receive from our Account Services team and respond to their request enclosing your completed form via the Pearson Community Portal at [contact us](#) You can also use this link to ask us questions before registering.
- 3. Sit back and wait** to hear from us. We will review your application and let you know by email when you're approved.



Already a BTEC Centre

- 1. Check you are approved-** for the qualifications you want to deliver by asking your exams officer to check [Edexcel Online](#) If you don't appear to be approved, please [contact us](#).
- 2. Register your learners** which is important as this will trigger the allocation of a Pearson Standards Verifier who will be your point of contact for certification and checking standards of learner work.
- 3. Identify your BTEC team-** when teaching these qualifications its important to understand the different roles that colleagues need to participate in order to run your programme effectively.



Roles in a BTEC Team

This could involve as few as two members of staff as one person can take on several BTEC roles at the same time though you may prefer to increase this depending on the size of your school or department. Here's a summary of the roles you will need in place:

Head of Centre (Head teacher)



Formally responsible for the management and delivery of BTEC in your school. Their main responsibility is to ensure that your school acts in accordance with our conditions of approval, regulations and any other terms and conditions or policies.

[Download your Head of Centre Activity Timeline](#)

Quality Nominee (QN)



Our main point of contact for quality assurance in your school and responsible for ensuring effective management of your BTEC programmes. Visit our Quality Nominee Support Hub at [Quality Nominees](#)

[Download your Quality Nominee Timeline](#)

Exams Officer (EO)



Our point of contact for administration at your school. The Exams Officer is responsible for ensuring learners are registered on time and correctly. Visit our Exams Officers page at [Exam Officers & Administrators](#).

[Download your Exams Officer Activity Timeline](#)

Programme Leader (PL)



Your Programme Leader has overall responsibility for the effective delivery and assessment of BTEC qualifications. For qualifications in schools, the PL often also acts as Lead Internal Verifier (LIV) depending on size of school.

[Download your Programme Leader Activity Timeline](#)

Lead Internal Verifier (LIV)



A Lead Internal Verifier acts as a single point of accountability for quality assurance across a subject area.

[Download your Lead Internal Verifier Timeline](#)

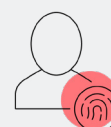
Internal Verifiers (IV)



Internal Verifiers are responsible for ensuring assessment decisions are consistent across the programme. Internal Verifiers are usually Assessors also, but as an Internal Verifier, you cannot Internally Verify your own assignment briefs and assessment decisions.

[Download your Internal Verifier Timeline](#)

Assessor (Teacher)



Assessors are your course teachers so are responsible for teaching and assessing learners against the unit specification and following the rules of assessment. Please note, an Assessor cannot also act as Internal Verifier for their own assignment briefs or assessment decisions

[Download your Assessor activity Timeline](#)

Sources of Support

We are here to support you every step of the way

▶ 1. Quality Assurance Events and Support

This website will support you with quality assurance through walkthroughs and training events. It will also help assessors and internal verifiers learn more about their role and the documents that need to be in place.



▶ 2. Training Events

Join one of our many training events for Level 1 , Entry Level, Workskills and Personal Growth and Wellbeing and find out about assessment, useful tips and standards.



▶ 3. Visit our Qualification Page

This is the landing page for all the above. Select your qualification. You will then see the specification and many other useful materials to teach your courses such as sample schemes of work, lesson plans, content mapping, sample learner work, recorded training, sample assignment briefs and much more!

▶ 4. Extra Content Interested in more content?

Subscribe to the Level 1 Podcast to learn more the provision across the suite including teaching and learning insights. Read our blogs and news articles on the website, visit our Facebook group page or watch our skills videos on our

▶ 5. Stuck on anything?

Please contact us via our support webpage and we will be happy to help.



Creating an assessment plan and writing assignment briefs.

Tasks to complete

▶ **Task 1:** First task is to write an assessment plan. Usually this is done by the LIV or an experienced teacher. We have many templates you can use in our BTEC forms and guides page. If you are new to our qualifications we recommend you complete the template as is.

▶ **Task 2:** Second task is to create assignment briefs. Depending on the qualification we might have some samples you can adapt and use or you might need to write them.

When writing them you should consider:

- Your learner's needs and abilities
- The context you want to use to motivate and encourage learners
- Appropriate deadlines
- You should also ensure that the tasks you set meet the essential guidance for tutors and the criteria otherwise you might produce work that is not fit for purpose
- Grading criteria and correct titles must be included

▶ **Task 3:** Third task is to ask the internal verifier to complete an internal verification of the assignment briefs. You need to store this safely.



Internal assessment and assessing work

How it works

Internal verification is a very important part of your BTEC programme. It is very important to read this guide before starting your programme.

BTEC Centre Guide to Internal Verification

- ▶ **1:** The first step is to register your lead internal verifier. You can do this via this website [Edexcel Online](#). Although no longer a requirement it is useful for your external verification process.
- ▶ **2:** Complete **standardisation** activities with the other teachers to ensure you all understand the standards.
- ▶ **3:** Students complete the work, and the assessor marks it using the [assessment record form](#). Any observation records needed can be found on this link [BTEC forms and guides](#). It is good practice to always include photo/videos with them. Ensure you assess against the marking criteria and essential information for assessment decisions.
- ▶ **4:** Complete [internal verification of learner work](#) in line with the centre guide for internal verification.
- ▶ **5:** Authorisation of resubmissions. If the learner has handed work in on time and it is felt they could improve on their work, the lead internal verifier should authorise a resubmission by signing the assessment record form.
Keep all documentation safe for EV processes.



External verification and certification of learners

Once learner work is getting completed it's time to start thinking about External Verification.

- ▶ **1:** Register your learners on Edexcel Online Once you register your learners this will trigger allocation of a standards verifier. This person can support you all year-round verification if required.
- ▶ **2:** The standards verifier will contact you to arrange a visit to check standards. This can be remote or in person depending on the qualification. The standards verifier will complete a developmental report on their findings. For some centres this report will appear on Edexcel Online But for remote visits this will be an offline report which will be emailed to you within 10 days.
- ▶ **3:** Subject to the report your centre will be then released for certification. If there are any issues with standards identified your standards verifier will support, you in ensuring these are addressed.
- ▶ **4:** You can now go online and enter the learner grades in Edexcel Online
You can now gain accreditation for your learners!

If you are teaching our Level 1 Intro and Entry qualifications, then please view this guide to standards verification.



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Discover more about
our Entry Level, Level 1
Introductory and Work Skills
and Personal Growth and
Wellbeing qualifications.

