



# Pearson Internal Verifier and Assessor Programme

## Higher Nationals

Empower your educators in BTEC assessment, delivery and quality assurance.

# What is the Pearson Higher Nationals Internal Verifier and Assessor Programme?

This CPD programme is an immersive workshop designed to support educators delivering, assessing or quality assuring Pearson BTEC Higher Nationals (HNs) at Levels 4 and 5. With a strong focus on practical application, it helps participants build confidence in programme planning, assessment, assignment design, internal verification and quality assurance.

## Core Objectives:

- Develop understanding of Higher National structure, content, pathways and specification requirements.
- Strengthen programme planning for Higher National Certificate (HNC) and Higher National Diploma (HND) delivery, including learner support and delivery models.
- Apply effective approaches to assessment, grading, feedback, evidence and holistic assessment.
- Understand assignment writing and the design and use of Authorised Assignment Briefs (AABs) and Pearson-theme assignments.
- Develop confidence in internal verification, quality assurance, employer-linked delivery and centre documentation.

## Key Features:

- **Hands-on Learning:** Engage in interactive sessions tailored to your needs.
- **Professional Development:** Earn 15 CPD hours over the 3-day programme.
- **End Point Assessment:** Showcase your understanding and earn a digital badge.



Programme Structure:

## Day 1: Understanding Higher Nationals at Levels 4 and 5

- Explore the foundations of BTEC and the distinctive features of HNs.
- Understand qualification structure, skills development, programme planning, and learner support.
- Review pathways, rules of combination, and the roles and responsibilities of the BTEC team in supporting effective delivery.

| Process                                        | Description                                                                                                                  |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>The Basics of BTEC</b>                      | Introduces the key features of BTEC, including vocational focus, learning style, assessment style, grading, and progression. |
| <b>Higher Nationals Overview</b>               | Explains what Pearson BTEC HNs are, their purpose, recognition, and the aims of Levels 4 and 5 qualifications.               |
| <b>Skills Development</b>                      | Reviews the main skill areas developed through HNs, including academic, technical, and employability.                        |
| <b>Employer Engagement and Learner Support</b> | Highlights employer involvement in qualification delivery and the support available to students and tutors.                  |
| <b>Programme Planning and Structure</b>        | Focuses on planning the programme, qualification pathways, HNC/HND structure, credits, TQT, GLH and ILH.                     |
| <b>Rules of Combination and Team Roles</b>     | Covers core, specialist and optional units, progression from L4 to L5, and the roles and responsibilities of the BTEC team.  |

## Day 2: Assessment in Higher Nationals

- Explore how the units and specifications of HN programmes support assessment planning and delivery.
- Understand assessment principles, grading requirements, and the role of feedback in student progress.
- Review holistic assessment, assignment structure, and the use of fit-for-purpose evidence.
- Examine the internal assessment process, including documentation, authenticity, and reassessment procedures.

| Process                                         | Description                                                                                                                               |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Programme Structure and Specification</b>    | Explains how programme structure, unit content and specification sections guide teaching, learning and assessment.                        |
| <b>Planning Delivery and Assessment</b>         | Focuses on planning teaching and assessment across units, using assessment plans, working documents and sign-off procedures.              |
| <b>Assessment Principles and Approaches</b>     | Reviews the purpose of assessment, the mastery model, formative and summative assessment, and holistic approaches to judging achievement. |
| <b>Assignments and Unit-Based Assessment</b>    | Covers internal assignments, Pearson-theme assignments, assignment briefs, criteria and grade decisions.                                  |
| <b>Authenticity, Evidence and Documentation</b> | Highlights authentic student work, plagiarism prevention, fit-for-purpose evidence and record retention.                                  |
| <b>Internal Assessment Process</b>              | Outlines the stages from assignment issue and submission through assessment, feedback, resubmission, retake, and grade capping.           |

## Day 3: Assignment Briefs, Internal Verification and Quality Assurance

- Explore the purpose, structure and use of assignment briefs in Higher Nationals.
- Understand how Authorised Assignment Briefs (AABs) and Pearson-theme assignments support assessment design, delivery and localisation.
- Review assignment writing, feedback, IV and quality assurance requirements.
- Examine key documentation, centre processes, and final grade considerations in HNs.

| Process                                     | Description                                                                                                                                     |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| Assignment Briefs in Higher Nationals       | Explains the purpose of the assignment brief, what it should include, and how it supports summative assessment.                                 |
| AABs and Pearson-Theme Assignments          | Reviews the different types of assignment briefs, their purpose, and how they support assessment design and delivery in HNs.                    |
| Assignment Design and Writing               | Focuses on writing clear, vocationally relevant briefs, including scenarios, activities, evidence requirements and holistic design.             |
| Assessment Methods and Evidence             | Explores suitable assessment methods, forms of evidence, submission requirements, and accessibility considerations.                             |
| Internal Verification and Quality Assurance | Covers the role of internal verification in checking briefs and assessment decisions, and the wider quality assurance requirements for centres. |
| Documentation and Centre Processes          | Reviews programme files, learner handbooks, policies, procedures, grade calculation and final reflection on practice.                           |



### **End Point Assessment (EPA):**

- Deliver a presentation showcasing key competencies. (Up to 45 minutes + 10 minute Q&A session)
- Gain certification upon successful completion.



### **Certification and Digital Badge:**

Delegates are awarded a certificate and a digital badge upon successfully completing the programme and EPA. This signifies their mastery of skills required to deliver effective BTEC programmes at levels 4 and 5. Using Credly, badges can be shared on social media or offline, enhancing professional recognition and credibility.



### **Programme Price per Learner:**

Please speak to your Pearson representative for pricing.



### **Frequently Asked Questions (FAQs)**

- What's the minimum cohort size: 12 delegates.
- What If I missed a session: Catch up with another cohort.
- Am I assessed every day? No. Evidence building throughout the programme.
- Evidence types: Documentation, photos, and videos.
- Pass mark: No pass mark for the course. (Competence demonstrated at EPA)

**Register for updates on when the programme is running in your region**

