DOCUMENT NO. 4



**BTEC Implementation Standard Schedule**

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| Date | Training | Description |
| Day 1 | Implementation Training | IntroductionBTEC Students GuideKey FeaturesInternal Centre Guide to Managing Quality |
| Policies and ProceduresInternal QualityPlanning the ProgrammeAssessment and Grading  |
| Day 2 | Implementation Training | Assignment Exercise- Writing and PlanningLearner AssessmentInternal Verification Tracking Templates |
| Centre Record System Assessment RecordsRegistration and Certification |
| Day 3 | Subject Specific- Example: Level 2-3Hotel Management/Culinary Arts  | Delegate BookletInternational QA ModelAssignment CheckingStandardisation |
| Assessment PlanIV Check List Learner Assessment |
| Day 4 | Subject Specific- Example:Level 2-3 Hotel Management/Culinary Arts  | Delegate Registration Assessing RiskAssignment Brief Internal Verification |
| Schedule Unit 1 Assessment BriefAssessment RecordsTrainer Delivery Book |
| Day 5 |  | Centre Visit |