DOCUMENT NO. 4



**BTEC Implementation Standard Schedule**

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| Date | Training | Description |
| Day 1 | Implementation Training | Introduction  BTEC Students Guide  Key Features  Internal Centre Guide to Managing Quality |
| Policies and Procedures  Internal Quality  Planning the Programme  Assessment and Grading |
| Day 2 | Implementation Training | Assignment Exercise- Writing and Planning  Learner Assessment  Internal Verification  Tracking Templates |
| Centre Record System  Assessment Records  Registration and Certification |
| Day 3 | Subject Specific-  Example:  Level 2-3  Hotel Management/Culinary Arts | Delegate Booklet  International QA Model  Assignment Checking  Standardisation |
| Assessment Plan  IV Check List  Learner Assessment |
| Day 4 | Subject Specific-  Example:  Level 2-3 Hotel Management/Culinary Arts | Delegate Registration  Assessing Risk  Assignment Brief  Internal Verification |
| Schedule  Unit 1 Assessment Brief  Assessment Records  Trainer Delivery Book |
| Day 5 |  | Centre Visit |