



Step 1

MOE BTEC Workshop

The workshop will discuss the BTEC qualifications system, how it works and the role of the various parties, and the process of becoming BTEC centre



Step 2

Selection of subjects and levels

Colleges choose the subjects most suitable for their learners and their readiness and physical resources.
Each college will be asked to select the BTEC Subjects they wish to offer



Step 3

Completion of BTEC Centre application forms

Colleges Complete their "BTEC Centre Approval".
These forms are the start of the BTEC Centre approval process each college should submit their completed forms at the end of the workshop



Step 4

BTEC Implementation Training

After each college has submitted their BTEC Centre approval application forms, Pearson will organise implementation Training.
Implementation Training is an important first step for the college and teachers to understand how to deliver BTEC qualifications.



Step 5

College Submit Sample assignments

After implementation training each college will be required to submit sample assignments for each subject they wish to offer. During implementation training, teacher will be trained how to write assignment and the process for submission to Pearson



Step 6

Centre approval decision

Once the sample assignments have been submitted to Pearson, they will be reviewed and then a centre approval decision given. In some cases, colleges will need to make a second attempt at writing their sample assignments, and each case will be reviewed individually.



Step 7

Additional Subject Training

Pearson will conduct additional subject training at specific venues covering the key subjects identified by the Ministry of Education.
Each subject training session will typically be two days per subject.



Step 8

Marketing to learners

Pearson will support Colleges to promote BTEC qualifications to learners. It is recommended that colleges prepare a schedule of learner information events



Step 9

First cohort of learners registered and teaching begins

Learners should be registered onto the Pearson administration online portal. Training will be provided during implementation training.z



Step 10

Teachers verify their learners

Teachers are required to mark learner's assignments and portfolios. This process should be continuous throughout the course as learners complete their assignments, projects and other evidence to meet the learning outcomes of the qualification.
It is essential that teachers complete marking and internal verification before the External Examiners visit.



Step 11

External Examiner Visit

The External Examiner will visit for 2 days at each college. The examiner will request in advance a random sample of learners work that they wish to review. The examiner will also interview key members of staff such as: the head of centre, subject teaching staff and the internal verification teams, and may also request to interview learners. Detailed information will be provided at the workshop on 9th January 2019.



Step 12

Issue of Certificates to learners

After the External Examiner visit, the examiner will complete a report and submit to Pearson. Pearson quality assurance teams will review the report. If there are no issues identified, certificates will be printed and sent to the college.



Step 13

Exit to work or to higher level study.

BTEC Student after graduation can either start working in their chosen industry/sector or join a higher education institution for their further study.