

Getting started with BTEC

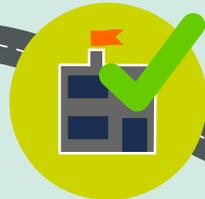
Your step-by-step guide

START

1 Choose your BTEC



2 Centre Approval



3 Completing Approval



4 Plan for First Delivery



5 Marketing



9 External QA



8 Internal QA



7 Delivery



6 Recruit Learners



10 Results



FINISH

Welcome to your step-by-step guide

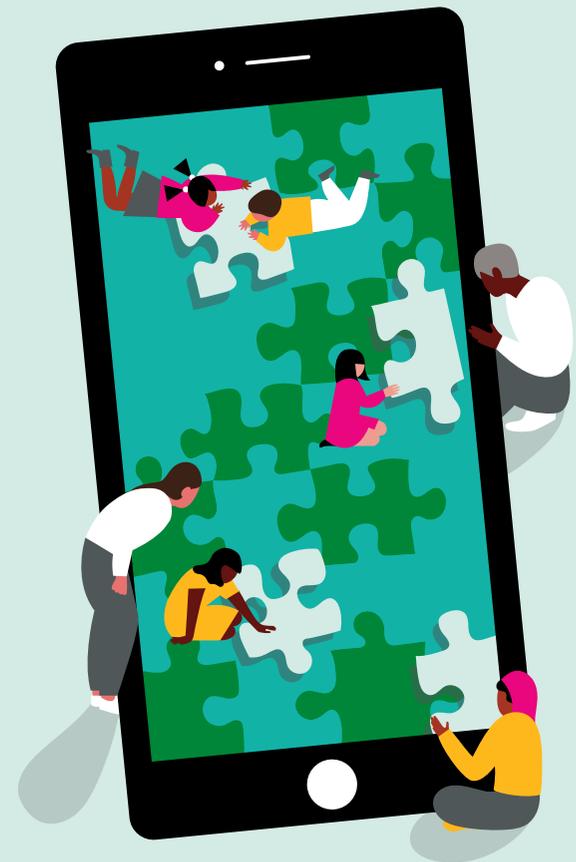


We've developed this guide to explain:

- the processes involved in ensuring your BTEC experience runs smoothly once your centre has been approved
- the steps you need to take to make sure you start off on the right foot.

We'll take you through the processes, explain why they're important, and point you in the direction of all the support we offer to help you deliver BTEC with confidence.

Click on the circles above to go straight to a specific section, alternatively you can use the arrows below to move forward or backward.



Find out about BTEC



1

Our centre [guide](#) to BTEC qualifications, schools' [guide](#) to BTEC qualifications at Levels 1-3 and [guide](#) to BTEC Higher National qualifications.

2

You can find out more about where BTECs can take your learners by visiting our [BTEC introductory pages](#).

3

[Entry Level and Level 1 BTECs](#) help students take their first steps in skills-based learning.

4

Level 2 [BTEC Firsts](#) and Level 3 [BTEC Nationals](#) equip students to progress along their chosen learning and career paths.

5

[Level 4 BTEC Higher National Certificates and Level 5 Higher National Diplomas](#) offer an affordable and relevant route to HE or employment.

6

[BTEC Specialist and BTEC Professional qualifications](#) boost learners' career prospects and build experience in the workplace.

7

To speak to us about BTEC please complete our online [Expression of Interest form](#) or contact your local Pearson team.

Apply for centre approval



To deliver any Pearson BTEC qualification your organisation will need to complete our **Centre Approval** process before teaching begins.

Your local Pearson contact will help you complete your application, submit it to Pearson and help you prepare for your approval visit.

This stage will take 1-6 months depending on the BTEC you wish to deliver and when the approval visit can be scheduled.



Your application form

Our guides provide essential information about BTEC to support your application:

- Our new to [BTEC video](#)
- International Quality Assurance [Handbook](#) and International [Guide to Managing Quality](#)
- Internal assessment at [Levels 2-3](#) and at [Levels 4-7](#)
- Plagiarism [factsheet](#) and [podcast](#)
- Our [policy](#) pages explain the quality assurance, management systems, learner support and other requirements for successful BTEC delivery

Your approval visit

A half day centre approval audit based on your application followed by two days' implementation training.

Next steps

After a successful visit your organization will be invited apply for Qualification Approval.

Your approval visit



Once your Centre Approval application has been submitted we will contact you to **arrange your approval visit and implementation training.**

You will hear from your regional contact within 2-3 weeks to start arranging the visit.

Your local Pearson contact will help you prepare for your approval visit and may attend the training.

The visit has two parts and lasts 2 and a 1/2 days:

- Approval
- Implementation training

The Approval Officer will write a report with their recommendation. Centre Approval will be confirmed once the report has been reviewed and signed off by our Approvals team.



Day One

The inspection checks if your organisation is ready to start delivering BTEC programmes.

The Approval Officer will:

- Look at your premises and resources to ensure they are sufficient and appropriate for your chosen BTEC.
- Meet your senior management team to review your organisation's policies and procedures, administration and management systems.

Day Two & Three

Implementation training covers the process and methodology of BTEC from planning to delivery, assessment, QA and how to record learner achievement. You will need to make sure that the staff responsible for teaching and assessing your BTEC programme attend the training.

Completing approval

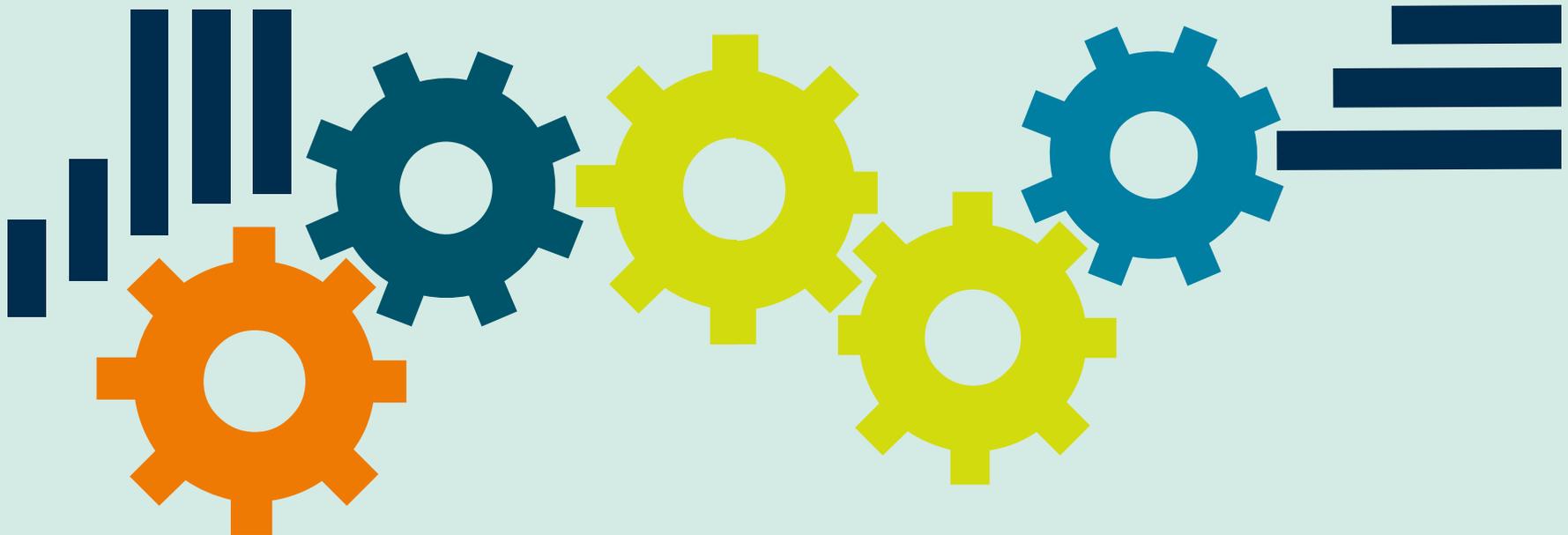


Approved Pearson BTEC centres also require **Qualification Approval** before teaching begins. Newly approved BTEC centres must submit their Qualification Approval application within six months or their provisionally approved status will expire.

Your local Pearson contact will help you complete your application and submit it. This stage will take about 1 month depending on the BTEC you wish to deliver.

Our teaching support resources are developed with teachers who understand the challenges of finding new and engaging ways to deliver a BTEC programme, which means you can be sure the guidance is relevant and achievable.

You can find specific BTEC Higher National resources on [HN Global](#). You can download all these documents from the subject area for your chosen BTEC.



Getting started: First Steps



Plan for first delivery

The very first step to creating a successful BTEC course is to select which units you're going to teach, and when and how you're going to assess them.

Your specification covers everything you need to know to deliver and assess your BTEC including:

- overview of every unit
- learning aims
- assessment criteria
- how to grade the overall qualification

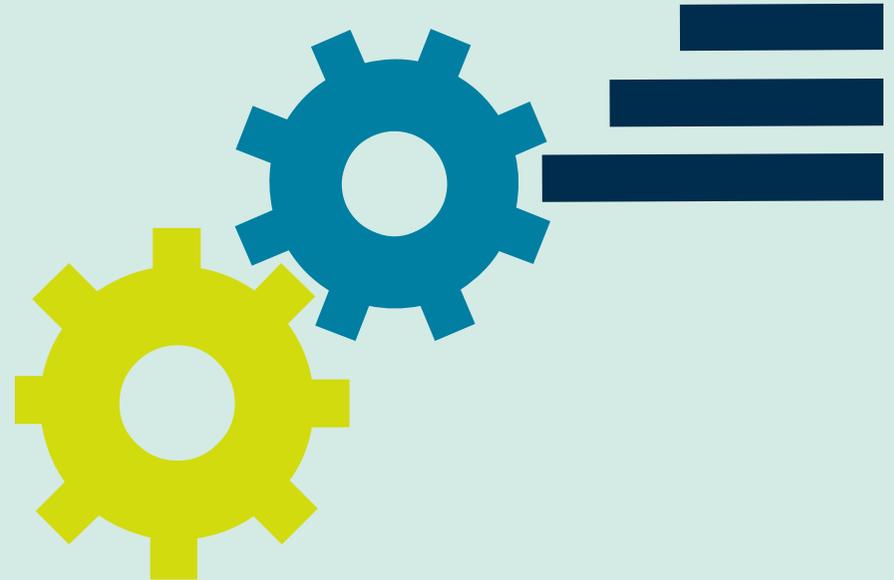
Delivery Guides contains ideas for practical activities, realistic scenarios and independent learning, helping to bring the unit content to life.

Example Assessment Briefs (EABs)

These materials can be used as examples of good practice in designing assessments and to help you prepare your learners.

Our teaching support resources are developed with teachers who understand the challenges of finding new and engaging ways to deliver a BTEC programme, which means you can be sure the guidance is relevant and achievable. You can find specific BTEC Higher National resources on HN Global.

You can download all these documents from the subject area for your chosen BTEC.



Getting started: Exemplars



Our exemplars and templates are available to help you create your BTEC assignments and check that they are ready for your learners.

Sample Schemes of Work

A scheme of work is an overview of what you need to cover for each unit, broken down by topic, and how each topic meets the learning aims.

Our samples can help you make the most of your planning time and give you the opportunity to add in your own activities.

They are downloadable from the subject area of your chosen BTEC qualification.

Building your assessment plan

At the start of your course you will create this timetable for how you will deliver and assess your BTEC – which units you’ll teach and when you’ll teach them.

It provides a calendar for delivery, and means your Standards Verifier can plan sampling to fit around your delivery.

[BTEC assessment and internal verification forms](#)

[BTEC Higher National forms](#)

Writing assignments

BTEC assignments are written to meet the learning aims set out for each unit and should be industry related.

Our free [Assignment Checking Service](#) offers extra support with internally verifying assignments.

You can submit 2 assignments per subject area per academic year. A subject expert will review them and provide feedback.

Marketing your BTEC



Use our **recruitment materials** to explain the benefits of skills-based learning and help students to understand how they can progress with a BTEC.

Our [BTEC success](#) resources contain fascinating facts, quotes, case studies and [videos](#) from our BTEC ambassadors (employers, entrepreneurs, universities and BTEC-qualified students) who share their experiences, and explain why they advocate the BTEC learning model.

You can also hear more about what learners, teachers and Ministries of Education across the world think about [Pearson qualifications](#).

Our [Degree Course Finder](#) lets you see which universities recognise BTEC for HE progression, and our international [employability pages](#) list professional and employer endorsements.

[Marketing toolkit for international centres](#)

All the information you need to effectively promote BTEC qualifications to parents and learners.

Under each of these sections you'll find print and web ready logos, posters, brochures, presentations, sample certificates and other useful material:

- BTEC qualifications (for centres)
- Qualification guides (for centres)
- Sector guides (for centres)
- BTEC - marketing material for parents/students
- Brand guidelines and logos
- Parent and student FAQs
- Sample certificates
- Progression Plus Degree Course Finder
- BTEC case studies

Case studies

Student success stories from [UK](#) and around the [world](#).

Your new learners



It's important to **enrol the right learner** on the right BTEC qualification so that there's a reasonable expectation they will be able to reach the standard required, having completed the relevant programme of learning.

You can find out more about this requirement in our [guide to recruiting with integrity](#).

In [Understanding our qualifications: Our qualifications explained](#) you can click on each BTEC qualification level to view a typical learner profile.

You can also [compare BTECs](#) to other qualifications by [level](#) and [UCAS points](#).

For Higher Nationals, learners must also meet specific English [language requirements](#).



Registering your learners

Once you have enrolled learners onto an approved BTEC programme or units, they must be formally registered with Pearson so that their achievement can be tracked and the correct award made at the end of their course. It also allows us to allocate your Standards Verifier. The [International Information Manual](#) provides more information about this.

How to register learners

Your learners can be registered using [Edexcel Online](#) or [EDI](#). This is usually carried out by your Exams Officer, you can find out more from our [video guides](#). Customer Services run regular online training, but your Account Specialist can also arrange to give you personal training as required.

When to register learners

Your learners should be registered within 60 days of enrolment or you will be charged a late fee.



Online subject pages and [email updates](#) for each BTEC qualification offer resources to support teaching, assessment and administration throughout your course delivery. We also have specific resources for [Exams Officers](#).

Teaching

We offer a range of **publications** from various publishers for all BTEC qualifications: use our [online tool](#) to search by qualification and subject or visit our [online shop](#).

Details of Pearson published resources for each qualification can be found on every specification page. You can also find **news and updates**, contact our subject experts, ask the expert via EOL and join Pearson teacher [communities](#).

For Higher Nationals the [HN Global](#) platform contains resources to help both tutors and students get the most out of their Higher National experience.

Throughout the year we offer a global programme of free BTEC [training sessions](#).

Assessment

All units are assessed against the assessment criteria set out in the specification. [Our forms and templates](#) to help you plan, record and track learner activities and achievement.

Download our **guides to BTEC assessment**:

- Internal assessment at [Levels 2-3](#) and at [Levels 4-7](#) (and a specific guide for [Higher Nationals](#)).
- [Plagiarism fact sheet](#).
- For Higher Nationals we have devised four short tutor support [videos](#) covering research, investigations, problem solving and portfolio based assessment.

Administration

The [International Information Manual](#) provides all the essential admin information for BTEC.

Our [video library](#) for Exams Officers follows the qualification lifecycle to make it easy to find the tutorial most relevant to you during the academic year.

We also offer free online BTEC Exams Officers [training events](#) and publish a weekly international Exams Officer [newsletter](#) to keep you up to date.

During the course, your [registered learners](#) can be transferred to a different size of qualification, 'top up' or a completely different one. A [transfer fee](#) may apply.

Internal Quality Assurance: Your Team



Your team will maintain quality throughout the delivery of your BTEC programmes.

Quality Nominee

The main point of contact for information related to quality assurance and all aspects of BTEC delivery.

They are the initial point of contact for the Standards Verifier (SV) and will ensure that Standards Verification can take place.



Programme Leader

Has overall responsibility for the effective delivery and assessment of BTEC qualifications.

- For Entry to [Level 3](#) qualifications they may also act as the Lead Internal Verifier if appropriate.
- For [Level 4 to 7](#) qualifications, they also ensure assessment records and student work are retained for sampling and will work with the Standards Verifier to ensure that appropriate sampling takes place.

Internal Verifier

Ensures that assessment decisions are consistent across the programme by checking that assignments are fit for purpose, standardising assessors and sampling assessment decisions. They ensure that assessors take appropriate action based on their feedback.

Anyone involved in the delivery and assessment of the programme can be an Internal Verifier, but you can't internally verify your own assessment.

A large centre may have a Lead Internal Verifier to standardise and co-ordinate IV team activities.

Internal Quality Assurance: Roles



Quality Nominee

At the start of the course:

- + Check programme approvals and programme expiry dates on EOL.
- + Check BTEC programme and QA updates.

Semester One:

- + Check new learners are registered.
- + Act as the point of contact for Standards Verifier (SV).

Semesters Two and Three:

- + Organise SV process (visits/postal).
- + Acts on and responds to SV reports

End of academic year:

- + Programme Review and Evaluation.
- + Acts on and responds to SV reports.

Programme Leader / Lead Internal Verifier

At the start of the course:

- + Sign off Assessment Plans.
- + Check assignment briefs for whole course.
- + Check resources and train team

Semester One:

- + Check progress against Assessment Plan.
- + Sign off resubmissions.
- + Manage SV sampling / visit.
- + Act on SV feedback.

Semesters Two and Three:

- + Sign off resubmissions.
- + Support SV sampling and visit.
- + Act on SV feedback.

End of academic year:

- + Programme Review and Evaluation.
- + Manage appeals process.

Internal Verifier

At the start of the course:

- + Check programme approvals and programme expiry dates on EOL.
- + Check BTEC programme and QA updates.

Semester One:

- + Check new learners are registered.
- + Act as the point of contact for Standards Verifier (SV).

Semesters Two and Three:

- + Organise SV process (visits/postal).
- + Acts on and responds to SV reports

End of academic year:

- + Programme Review and Evaluation.
- + Acts on and responds to SV reports.

External Quality Assurance: Overview



Standards Verifiers (SVs) are subject specialists who confirm that you're assessing learners to the standards outlined in the BTEC specification. They also check that processes for internally verifying and recording assessment decisions are effective.

SVs sample learner work for evidence of fairness, consistency and confirmation that assessment decisions are based on the qualification assessment criteria for achievement.

Your SV will visit twice each year.

Providing your registrations are up to date, the first visit takes place within four months of the start of your course.

The second visit usually takes place about 3 months later. Our visit window is November – August

Planning ahead for the visit allows the SV to use the time effectively and provide you with support and guidance, and helps you to understand what will be required on the day.

[The BTEC International Quality Assurance Handbook](#) is an essential document to keep handy.

[Chapter 2](#) explains our QA process, what we require from your team, how the SV will sample learner work.

[Chapter 3](#) describes the SV visit and provides many useful tips to help your planning.

For Higher Nationals quality assurance please see the Pearson Enhanced Quality Assurance and Assessment Handbook.

External Quality Assurance: Next Steps



At the end of the visit the SV will give verbal feedback and summarise their findings and any required actions. You will receive a written report within 10 working days of the visit.

[Chapter 2](#) of the BTEC International Quality Assurance Handbook describes the report in more detail. Your local Pearson contact will have a copy of the report and be able to help you with any questions.

You will not be able to claim certificates until all units have been sampled, so it's important to think about timing if your learners are applying for HE courses.



Actions

The report contains a summary of action points reported on in the form. This is an action plan for you to work to before the next visit. Actions from the first visit will be checked on the second.

The SV may identify Essential Actions and/or Recommendations. Essential Actions are mandatory, but do not result in a certification block for programmes unless these result from inaccurate assessment decisions.

Sample outcomes:

- Release - certificates can be claimed on EOL for the current year and will be printed
- Block for one or more programme – no certificates will be issued if claimed
- Not yet fully sampled – not all the units in your BTEC have been sampled yet
- Limited certification – certificates can be issued for a small number of learners but will be blocked for others

Results and certificates



You need to report your learners' assessment achievement to us for interim or final certification.

In most cases reporting their unit grades will automatically generate an overall grade but there are [exceptions](#).

You can find further guidance in your BTEC specification. Customer Services also send regular reminders in our [International Exams Officer newsletter](#). We also provide online [information](#) and [tools](#) to help learners understand their grades.

If any information is missing or incorrect or an award is withheld due to [ineligibility](#), we'll send you a 'form query' through EOL and an automatic email to your Exams Officer. Certificates claimed by Friday are usually printed on Saturday and dispatched a few days later.

Claiming certificates

Certification only happens once results for all units are released. Our [videos](#) explain how and when to make your claims, and you can [download](#) a guide to generating claim reports from EOL.

You should [report](#) to us:

- at the end of each year/programme stage if following the UK academic year
- immediately after completion for non-academic year programmes
- when a learner transfers to another programme/centre
- when a learner withdraws from the programme.

[Upgrading and amending reported achievement](#)

Learners' performance may be upgraded while the registration is still valid and before an award has been issued. You can [submit a request](#) to do so after an award has been issued but may incur a charge.

Lost, damaged or incorrect certificates

[Find out more](#)

Getting ready for next year

At least 12 weeks before you start delivering to your next group of BTEC learners you'll need to start thinking ahead.
Your local Pearson contact will be on hand to help.

Quality Assurance

Standards Verification

- Action plan implemented
- Assessment and IV tools
- Team training and updates

Check Pearson policy updates

- Policy documents and guidance on our website

Check you assessment and verification records are up to date

- Check progress against Assessment Plan

Ensure that your schemes of work and assignments are up to date

- Internal verification
- Assignment checking service for new units

Marketing

Check the availability of your BTEC

- Withdrawal dates
- Last certification dates

Check out the latest marketing material

- Marketing toolkit for international centres

Delivery

Check the availability of your BTEC

- Withdrawal dates
- Last certification dates

Get product updates

- Specifications and teaching support on our website
- BTEC training events
- [Subject newsletters](#)

Prepare additional BTEC approval applications if you are adding to your BTEC suite

Ensure that your schemes of work and assignments are up to date

Administration

Check the availability of your BTEC

- Withdrawal dates
- Last certification dates
- Information Manual
- Fees and charges

Check that your BTEC approvals are up to date on EOL

- New BTEC subjects, levels
- Quality block
- Finance block

Check your learner details are up to date

- Expiring registrations
- Units, completions, withdrawals
- Appeals and EARs
- Certificates received

Sign up for BTEC admin training

Contact us

internationalEO@pearson.com

