GURU GOBIND SINGH KHALSA COLLEGE

BTEC ROLES AND RESPONSIBILITIES

2020-2021

1. SENIOR MANAGERS

The Head of Centre (Mr Toor) is formally responsible for ensuring that the centre acts in accordance with Pearson's terms and conditions of approval.

2. QUALITY NOMINEE (Gurinderjit Sidhu)

Every vocational centre must identify a member of staff as the Quality Nominee for vocational provision. This person is the main point of contact for information related to quality assurance.

Responsibilities

The Quality Nominee should ensure the effective management of all BTEC programmes and actively encourage and promote good practice within the centre.

The Quality Nominee will liaise with the centre and Pearson staff to ensure that:

- All programmes are approved and registrations are accurate and up-to-date
- Approval conditions ad policy requirements are being implemented consistently and effectively
- All staff are aware of all support and guidance available and understand requirements
- Assessment and internal verification is effective on all Pearson BTEC and Pearson vocational programmes
- There is a registered Lead Internal Verifier in place for each Principal Subject Area, where required
- Where required, Standards Verification is completed successfully.

3. EXAMINATIONS OFFICER (Nirvair Dodwal)

This is the centre designated person to take responsibility for the correct administration of learners. The examinations officer will act as the administrator for Edexcel Online, which provides direct access for learner administration.

Responsibilities

- Coordinate with programme leaders to maintain information on which programmes are running and when they start and finish
- Register learners by 1 November (for programmes starting in September) or within one month of enrolment (for other start times)
- Register learners onto the correct programmes checking that these are the specific titles and versions that learners are following
- Check registrations carefully to ensure that all data is correct and follow correct procedures if changes are required
- Give Edexcel Online basic access to all other BTEC staff as necessary
- For programmes that include externally assessed units, ensure that all exam entries are made according to Pearson requirements

4. PROGRAMME LEADER

(Gurinderjit Sidhu for IT and Venkatesh Chandrasekaran for Applied Science)

A programme leader is a person designated by the centre to take overall responsibility for the effective delivery and assessment of BTEC qualifications. The programme leader may also act as the Lead Internal Verifier, if appropriate.

Responsibilities

- Liaise with the Quality Nominee to be aware of information updates and quality assurance requirements
- Liaise effectively with the Examinations Officer to ensure accuracy of registration and certification of learners
- Liaise with programme team to confirm assessment and internal verification schedules
- Ensure that there are sufficient resources to deliver the programmes and units
- Ensure that programme staff have the necessary expertise and, where relevant, qualifications
- Review reports arising from quality assurance and ensure that appropriate actions are taken

5. LEAD INTERNAL VERIFIER (Gurinderjit Sidhu [IT] & Venkatesh Chandrasekaran [Applied Science]

The Lead Internal Verifier is a person designated by the centre to act as a point of sign-off for the assessment and internal verification of programmes in a Principal Subject Area. For QCF BTECs up to level 3, the Lead Internal Verifier must register through OSCA and complete online standardisation to gain accreditation

The Lead Internal Verifier should be:

- A subject specialist it is important that they have an understanding f the subject they are responsible
- Someone with the authority to oversee assessment. This may be the programme leader, as this would normally be a key part of their role
- Directly involved in the assessment and delivery of a programme, so that they understand the units
- Able to coordinate across assessors and other internal verifiers for a Principal Subject Area

Responsibilities

- Ensure that there is an assessment and verification plan for your programmes which is fit for purpose and meets requirements
- Sign off the plan and check that it is being followed at suitable points
- Where possible, undertake some internal verification and/or assessment for individual units within at least one of the programmes
- Ensure that assessment plans, records of assessment and samples of learner work are retained for Standards Verification if necessary. Plan to set aside examples of work verified to different levels and grades
- Liaise with the Standards Verifier to ensure that appropriate sampling takes place, if and when sampling is required
- Make arrangements for handover to a colleague if unable to carry out the role (see succession plan)

6. INTERNAL VERIFIERS

Internal verification is the quality assurance system used to monitor assessment practice and decisions, ensuring that:

- Assessment is consistent across the programme
- Assessment instruments are fit for purpose
- Assessment decisions accurately match learner work to assessment & grading criteria
- Standardisation of assessors takes place

Responsibilities

- Agree an assessment and verification plan for each programme
- Check the quality of assessment instruments to ensure they are fit for purpose
- Ensure an effective system of recording learner achievement is in place
- Keep accurate and up-to-date records of the internal verification process
- Advise on the appropriateness of assessment evidence with regard to level, sufficiency, authenticity, validity and consistency
- Use your subject specialisation to sample assessments to verify assessors' judgements, ensuring that they are consistent, fair and reliable
- Ensure your own assessment decisions are sampled when teaching on the programme
- Ensure that appropriate corrective action is taken when necessary
- Take part in the formal stages of any appeal

7. ASSESSORS

An assessor is anyone responsible for the assessment of learners

Responsibilities

- Ensure that you have read and understood the programme specifications and the requirements of all units being assessed
- Agree an assessment and verification plan for each programme ensuring full coverage of the required units
- Teach learners the knowledge and skills required to achieve the qualification
- Design assessment activities which guide learners to produce evidence that meets the targeted learning aims and assessment criteria, using the associated assessment guidance to provide sufficient coverage of unit content
- Provide summative assessment of the completed work submitted by learners, checking authenticity and sufficiency of evidence produced against the relevant learning aims, assessment criteria and unit content
- Accurately record all summative assessment decisions
- Follow up any advice from your internal verifier