

# BTEC Collaborative arrangements Policy

Policy Owner:	Mr D Howkins, Vice Principal
Approved by Curriculum & Standards Committee:	
Ratified by Curriculum & Standards Committee:	
Reviewed:	Autumn Term 2021
Reviewed:	Autumn Term 2022
Reviewed:	Autumn Term 2023
Reviewed:	Autumn Term 2024
Reviewed:	Autumn Term 2025
Date for further review	Autumn Term 2026

## BTEC Collaborative Arrangements Policy

### **Aims:**

1. To ensure that all collaborative and consortia arrangements (including exceptional arrangements) are approved and meet requirements
2. To ensure delivery and assessment of each qualification delivered through the arrangement will meet the learning outcomes and assessment requirements set out by Pearson
3. To manage quality assurance processes to provide robust internal verification that fully meets Pearson requirements

### *In order to do this, Ormiston Sudbury Academy will:*

- Have a process in place to ensure that approval to deliver qualifications in partnership with another provider has been authorised by Pearson, prior to recruitment & the start of teaching of the qualification(s)
- Make sure that all providers have qualification approval before applying for approval under a collaborative arrangement, (if appropriate)
- Identify a Lead Centre for the collaborative arrangement, to coordinate the quality assurance for each qualification delivered
- Ensure a Lead Internal Verifier (LIV) is appointed annually for each qualification delivered within the collaborative arrangement
- Ensure that the LIV completes standardisation activities annually and undertakes appropriate standardisation training with all staff completing assessment and internal verification
- Make accurate learner registrations and claims under the appropriate consortium programme code and / or subsite
- Have appropriate policies and procedures for registration and certification of learners in place
- Ensure Pearson and all centres in the arrangement have access to all quality assurance documentation linked to registered learners
- Ensure all centres in the arrangement have access to all learner progress and achievement records
- Ensure that all centres in the arrangement are included and participate fully in regular evaluation and review of all qualifications delivered in the collaborative arrangement
- Retain all assessment evidence and quality assurance documentation relating to registered learners in line with Pearson requirements
- Participate in Pearson quality assurance monitoring through the appropriate Quality Model and Standards Verification (SV)/ External Examiner (EE) sampling
- Complete the annual Edexcel Online account confirmation and accept our terms and conditions, to confirm that all required Centre Quality processes and procedures are in place and operating effectively
- Apply the outcomes of Standards Verification / External Examiner activity and support any essential actions required

- Ensure we / or the Lead Centre communicate any changes or amendments to the collaborative arrangement to Pearson, including adding or withdrawing from a collaborative arrangement and adding or withdrawing qualifications
- Comply with the requirements as set out in the Pearson Centre Guide to Collaborative arrangements for vocational qualifications

***Staff roles & responsibilities***

- Exams Officer of Lead Centre liaises with other exams officer to ensure candidates are entered correctly on the correct course(s).
- Lead IV / Programme Lead liaises with assessors and IV's / Programme Leads at all centres.

***Staff updating / briefing***

- All Assessors, Lead Internal Verifiers / Programme Leads and Internal Verifiers attend regular briefings on BTEC processes.
- Ensure a review and evaluation meeting is held with all Assessors, Lead IV / Programme Lead at the end of course.

***Standards verification review & monitoring***

- Provide evidence for standards verification as required by the awarding body.
- Monitor SV reports and undertake any remedial action required.

***Key dates & actions for processes & procedures***

- These are dependent on which units are being studied and when they are being taught. This is outlined on the assessment / teaching plans

This policy will be reviewed every 12 months by the Quality Nominee.