



## **Quality Assurance Policy**

Date: September 2010

Reviewed: September 2020

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### **St Thomas More High School BTEC Quality Assurance and Improvement Policy**

#### **Assignments**

1. The assessor teaching the unit will produce an assignment(s), when planning each unit, ensuring awarding body criteria is met. The assignment must have a vocational scenario and the criteria must be displayed alongside the assignment task. It must be clear to the students how they can achieve all the grade boundaries. All assignments must have a standardised front cover sheet.
2. Support and training will be provided by Subject Leaders and experienced assignment writers to new staff.
3. Each assignment brief will be internally verified by a BTEC Subject Leader.
4. Every assessor should have at least 2 assessed assignments internally verified where possible.

#### **Assessment**

1. During the assessment staff need to be vigilant to ensure that plagiarism is not an issue. See plagiarism policy for further information.
2. An assignment will be marked by the teacher of the unit according to specified criteria.
3. Subject specific assignments will be internally verified by a BTEC Subject Leader. A sample of 20% will be normal with up to 100% for staff new to teaching BTEC.
4. The Quality Nominee must hold relevant Internal Verification qualifications (accreditation), all Internal verifiers should hold or be working towards Lead IV accreditation.
5. All BTEC Subject leaders should ensure that assessment plans and Internal Verification plans are available and regularly monitored as stated in the IV strategy.

#### **Issues with Assignments and Assessments**

1. Staff should follow all procedures as highlighted in the BTEC staff QA handbook.
2. All documentation should be completed and any actions should be followed up.

3. In the event of issues not being resolved the Quality Nominee will need to be informed and will have to become involved.
4. Should a student disagree with an assessment decision then the appeals procedure will be implemented.

### **Improvement procedures**

1. The QN carries out regular spot checks of Internally Verified work. The QN will ask the Lead IV for a sample of work. Marked work, assessment decisions and IV paper work will be checked and feedback will be given to Lead IV and the relevant assessors. This is to ensure standards are high across the centre and Internal Verification is accurate and consistent.
2. Regular class room observations are completed by HODs and SLT. The feedback given to Assessors after observations is vital to continue to improve BTEC provision and ensure the learners are having a positive learning experience across the centre.
3. Regular Cross-Centre BTEC meetings will give all Lead IV's and the QN time to reflect and make changes where needed. Up-to-date subject/course information is given during these meetings.

### **Student Handbook/Induction checklist**

All students should have an induction onto the course in the first lesson. This is where you explain what the course entails, who is teaching, who to see regarding any issues etc. External Verifiers can request evidence that this has taken place at any time. By issuing a student handbook (Please see subject course files for handbooks) and asking students to sign the attached Induction checklist form you have all the evidence required.

