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VOCATIONAL PROGRAMMES: ROLES AND RESPONSIBILITIES

SENIOR MANAGERS

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

The *Quality Assurance Lead* is the main point of contact for information related to quality assurance.

Responsibilities:

The Quality Assurance Lead (QAL) should ensure the effective management of all programmes and actively encourage and promote good practice within the centre. The QAL will liaise with the centre and examining body staff to ensure that:

- all programmes are approved and registrations are accurate and up-to-date
- approval conditions and 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 programmes
- there is a registered Lead Internal Verifier in place, where required
- where required, Standards Verification is completed successfully.
- faculty staff have the necessary expertise and, where relevant, qualifications

The *Examinations Officer* is the person designated by the centre to take responsibility for the correct administration of learners. The Examinations Officer normally acts as the administrator for Edexcel Online and e-AQA, which provide direct access for learner administration.

Responsibilities:

- liaise with programme leaders to maintain information on which programmes are running and when they start and finish
- register learners in a timely fashion 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 amendments are required
- give Edexcel Online and e-AQA access to the QAL
- for relevant programmes, give Edexcel Online and e-AQA access to Lead Internal Verifiers so that they can register onto the OSCA system and access standardisation materials
- give Edexcel Online and e-AQA basic access to all other course delivery staff as necessary
- for programmes that include externally assessed units, ensure that all exam entries are made according to examining body requirements.

FACULTY STAFF

A *Lead Tutor* or *Lead Lecturer* is a person designated by the centre to take overall responsibility for the effective delivery and assessment of a qualification. The Lead Tutor/Lecturer may also act as the Lead Internal Verifier if appropriate.

Responsibilities:
- liaise with the QAL 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 faculty staff to confirm assessment and internal verification schedules
- ensure that there are sufficient resources to deliver the programmes and units
- review reports arising from quality assurance and ensure that appropriate actions are taken.

A *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. For the new NQF BTECs from 2012, the Lead Internal Verifier must register through OSCA to access standardisation materials and work through these with the Faculty staff. There is no requirement to gain accreditation via OSCA.

The Lead Internal Verifier should be:
- a subject specialist
- someone with the authority to oversee assessment
- directly involved in the assessment and delivery of a programme
- able to coordinate across assessors and other internal verifiers

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 7
- 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.

Internal Verifiers are central to 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 subject specialism 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 where necessary
- take part in the formal stages of any appeal.

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.

Signed: A. TAYLOR   Date: July 2017

Adam Taylor   **Review Date: July 2018**
Head of Centre