

This document should be completed by the Head of Centre and Quality Nominee to confirm that your centre's quality management processes and procedures are in place as required.

Centre Details	
Centre Name	Centre Number
Kettlebrook Short Stay School	30625
Head of Centre Name	Email Address
Kirsty Rogers	headteacher@kettlebrook.staffs.sch.uk
I have checked that my contact details are correct on Edexcel Online*	Yes
Quality Nominee Name	Email Address
Sam Harris	sam.harris@kettlebrook.staffs.sch.uk
I have checked my details are correct on Edexcel Online*	Yes

For all sections below, please ensure that 'Not Applicable' is used where appropriate.

Section 1 Statements of Compliance

This first section should be used to confirm quality measures are in place at your centre for all BTEC programmes and, where applicable, all Level 4-7 provision.

QD1: Centre Infrastructure, Recognition and approval			
Adequacy of Declarations			
Centre must have in place administrative systems, policies and procedures to ensure that there is effective management for the delivery and assessment of BTEC qualifications.			
Quality Declarations	Yes	No	n/a
1.1 Ensure approval is authorised by Pearson prior to the commencement of any qualification	X		
1.2 There is an effective procedure in place to report changes to Pearson about the centre, personnel or programme delivery, which affects the way Pearson's recognition and approval criteria are continuing to be met	X		
1.3 An appropriate policy is in place which details arrangements for consortium agreements with other providers or organisations. These arrangements are appropriately recorded on Pearson systems and have been approved prior to delivery of the qualification taking place	X		
1.4 An appropriate policy is in place which details any arrangements for collaborative/exceptional agreements with other providers or organisations, including for L4-7 qualifications if applicable. Where programmes are not delivered at the approved centre, the sites of delivery have been approved and are appropriately recorded on Pearson systems			X
1.5 Appropriate policy and procedures in place which details arrangements for distance learning provision, including for L4-7 qualifications if applicable. Where applicable the arrangements for distance learning are approved and clearly recorded on Pearson systems			X

<p>1.6 Where BTEC provision is delivered outside of the UK, collaborative arrangements and/or sites of delivery have been approved by Pearson and are appropriately recorded on Pearson systems</p>			X
<p>1.7 Have in place policies that are reviewed and evaluated annually for managing:</p> <ul style="list-style-type: none"> • Equality and Diversity • Safeguarding • Health and Safety (including any arrangements for employer Involvement) • Distance learning and Blended Learning (if applicable) • Special consideration and reasonable adjustment • Recognition of prior learning • Malpractice, appeals and complaints • Assessment and Internal verification • Registration and Certification 	X		
<p>1.8 Have in place procedures for managing timely and accurate registration of learners on all BTEC provision. These procedures will be inclusive of any external assessment and consider any re-assessment regulations currently in force. These procedures must cover:</p> <ul style="list-style-type: none"> • a checking process to verify the accuracy of learner identity and registration • procedure for reporting any inaccurate, late or potentially false registrations, via centre senior management, to Pearson. 	X		
<p>1.9 Have in place procedures for managing timely and accurate certification claims, verified against assessment records, including provision of unit certification as appropriate. The procedure must cover:</p> <ul style="list-style-type: none"> • A checking process to verify the accuracy of certification claims including claims matching grades agreed by the Standards Verifier where sampling has taken place • Procedures for reporting any inaccurate or potentially false claims, via centre senior management, to Pearson. 	X		
<p>1.10 Have a learner appeal and complaints process that includes:</p> <ul style="list-style-type: none"> • what constitutes assessment malpractice 	X		

<ul style="list-style-type: none"> the processes for instigating an appeal or investigating malpractice possible outcomes that may be reached consequences of internal and external outcomes a process for a learner to appeal to Pearson relating to internal and external assessment outcomes. a robust system for recording and managing all assessment appeals, complaints (where applicable) and malpractice including plagiarism and the escalation of serious occurrences to Pearson 			
<p>1.11 Check, maintain and store accurate centre records securely and safely relating to registered learners at every stage of the learner process for Pearson scrutiny for a minimum of 3 years following certification. This must include:</p> <ul style="list-style-type: none"> recruitment records (in line with Pearson requirements) accurate attendance records assessment plans assessment records (internal, including for resubmissions and retakes) internal verification records (including for resubmissions and retakes) assessment tracking 	X		
<p>1.12 Have all current learner evidence available for Pearson standards verification processes or other Pearson representatives.</p>	X		
<p>1.13 Have a mechanism in place for the retention of learner work. This must be retained for a minimum of twelve weeks after certificates are received at the centre.</p>	X		
<p>1.14 The centre has made late registrations/certification appeals in the last 2 academic years</p>	X		
<p>1.15 The centre has made certificate amendment appeals in the last 2 academic years.</p>		X	

QD2: Supporting Centre Operations & Programme Teams

Adequacy of Declarations

The centre must ensure they have appropriate personnel in place for the effective implementation and monitoring of quality assurance processes for all BTEC programmes, whilst ensuring that learners and other stakeholders are kept updated throughout the academic year

Quality Declarations	Yes	No	n/a
<p>2.1 The Quality Nominee is either a member of the Senior Management Team, or has support from such a person, in order to act as a main contact point with Pearson and has responsibility for:</p> <ul style="list-style-type: none"> overarching organisational quality assurance liaising about regulatory requirements updating centre contact details giving delegated authority to programme teams to plan and manage the quality of programme delivery and assessment across all approved sites 	X		
<p>2.2 Appropriately qualified and vocationally competent staff are in place, who:</p> <ul style="list-style-type: none"> have sufficient time to effectively fulfil all aspects of the role are provided with adequate induction that is appropriate to the level of BTEC provision being delivered have sufficient access to monitored annual continuous professional development. 	X		
<p>2.3 Provide effective internal and external communications to ensure that learners and other stakeholders are correctly informed about all relevant aspects of BTEC programmes</p>	X		
<p>2.4 Set aside structured time for programme teams to have formal minuted meetings to discuss delivery, assessment, verification, and other activities and strategies, in order that staff:</p> <ul style="list-style-type: none"> have sufficient to time effectively fulfil all aspects of the roles (including registration of Lead IVs and 	X		

<p>undertaking standardisation activities with the Assessment and IV team by 30 September)</p> <ul style="list-style-type: none"> • are provided with adequate induction that is appropriate to the level of BTEC provision being delivered • have sufficient access to monitored annual continuous professional development • are provided with regular updates with reference to BTEC qualifications and specifically those relating to qualification delivery, assessment and internal verification requirements. 			
<p>2.5 Have cover for long term absence and succession plans in place for all designated roles for BTEC programmes specifically, Quality Nominee, Lead Internal Verifiers and Assessor</p>	X		

QD3: Enabling Learner Recruitment, Enrolment & Induction

Adequacy of Declarations

The centre must demonstrate that learners are enrolled with integrity onto appropriate programmes

Quality Declarations	Yes	No	n/a
<p>3.1 Have in place an appropriate entry and selection criteria for all BTEC programmes which ensures learners are enrolled with integrity onto appropriate programmes that will:</p> <ul style="list-style-type: none"> • meet their needs • enable and facilitate learning and achievement • enable progression 	X		
<p>3.2 Appropriately publish programme information that is accurate and provides learners with a basis for making an informed choice about enrolment decisions.</p>			X
<p>3.3 Enable appropriate structured discussion with the applicant, with appropriate guidance and advice, to enable informed learner choice.</p>			X

3.4 Provide opportunities to inform and engage applicants' parents/advocates where appropriate in the application and enrolment processes			X
3.5 Assess the applicant's learning needs, progression aspirations, and any additional on-programme support requirements.	X		
3.6 Provide an appropriate learner induction that: <ul style="list-style-type: none"> • explains the demands, structure, content, and assessment requirements of their programme • Explains the nature of plagiarism and assessment malpractice and provides them with the study skills to research and prepare assignments. • informs learners of the learner appeals, complaints and malpractice procedures • clarifies the formal requirements and deadlines of both internal and external assessment where applicable • explains learner facilities • identifies learners' development needs • develops an individual learning plan. 	X		
3.7 For Level 4-7 only Attendance registers are maintained and are accurate for every learner, whilst they are registered learners at the centre.			X

<p><i>QD4: Annual review and continuous improvement</i></p>			
<p>Adequacy of Declarations</p> <p>The centre must ensure that effective continuous improvement systems are in place and operational for the cyclical review, evaluation and improvement of programme delivery and assessment that involves:</p> <ul style="list-style-type: none"> • delivery and assessment staff • senior management • learners 			
<p>Quality Declarations</p>	<p>Yes</p>	<p>No</p>	<p>n/a</p>

<p>4.1 Demonstrate continuous compliance with Pearson centre recognition and qualification approval criteria and quality requirements through a cycle of programme review and evaluation:</p> <ul style="list-style-type: none"> to assure the quality of the learning experience to assure the quality of both internal and external assessments for all programmes 	X		
<p>4.2 Evidence that the annual review and evaluation process:</p> <ul style="list-style-type: none"> consults with learners, staff and other stakeholders reviews outcomes of internal and external assessments (where applicable) for each BTEC programme takes consideration of the outcomes of Pearson monitoring reports e.g. Lead Standard Verification, Standards Verification, External Examination 	X		
<p>4.3 Demonstrate that the outcomes of the review process:</p> <ul style="list-style-type: none"> inform change drive continuous improvement ensure that all learning and assessment provision remains effective and fit for purpose impact positively on the learner experience. 	X		

Section 2: Centre Recognition & Qualification Approvals Re-Declaration

In this section your **Head of Centre** is required to confirm your centre's agreement to our updated Terms & Conditions of Centre Approval, following those that were originally entered upon approval of your centre by Pearson.

The updated version of our Terms & Conditions of Approval, which can be accessed [here](#), reflects compliance with [Pearson and](#) regulatory requirements.

Use the Qualification Approvals Re-Declaration box to confirm and update Pearson with changes to your Qualification Approvals. You may have added to the range of BTEC programmes you are using or have ceased to use some BTEC programmes at different levels or in their entirety.

Centre Recognition Re-Declaration	
Name Printed	Kirsty Rogers
Changes to Centre Recognition:	
None	
Qualification Approvals Re-Declaration	
Signature	Kirsty Rogers
Date:	12/10/2021
Name Printed	Kirsty Rogers
Changes to Qualification Approvals:	
None	

Section 3: Quality Nominee Declaration

In this section your **Quality Nominee** is required to confirm they understand their role and responsibilities in relation to BTEC qualifications being delivered at your centre.

Quality Nominee Declaration	
I confirm that as the Quality Nominee, I fully understand my role and responsibilities in relation to all BTEC qualifications being delivered at this centre.	
Signature	Sam Harris
Date:	12/10/2021
Name Printed	Sam Harris

Section 4: Head of Centre Declaration

In this section your **Head of Centre** is required to confirm they understand their role and responsibilities in relation to BTEC qualifications being delivered at your centre.

Head of Centre Declaration	
I confirm that as the Head of Centre, I fully understand my role and responsibilities in relation to all BTEC qualifications being delivered at this centre.	
Signature Kirsty Rogers	Date: 12/10/2021
Name Printed Kirsty Rogers	