

BTEC Organisational Structure and Management and Delivery 2017-18

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**Management and Delivery:**

BTEC is taught in the following Subject Areas:

* Performing Arts NQF
* Sport NQF
* Home Cooking Skills QCF

**BTEC Management - Organisational Chart**

**Lee Cross (Deputy Headteacher)**



**Lynn Maritza (Quality Nominee / School Business Manager)**

**Exams Officer: Lee Cross (Anne Crosby)**

**BTEC Level 1 / 2 First Award in Performing Arts: Acting - NQF**

* Subject lead:                                                                  Matt Webb (Drama Instructor)
* Delivery Team                                                               Matt Webb (Drama Instructor)

**BTEC Level 1 / 2 First Award Sport – NQF:**

* Subject Lead                                                                 Martin Hawkes (Lead Teacher of PE)
* Delivery team                                                               Martin Hawkes (Lead Teacher of PE)

                                                         Philip Damms (Instructor)

**BTEC Level 1 / 2 Home Cooking Skills – QCF:**

* Subject Lead                                                                 Hilary Shaw (Food Technology Instructor)
* Delivery team                                                               Hilary Shaw (Food Technology Instructor)

**Lead Internal Verifiers**

Lead Internal Verifier is Lee Cross who has completed on line training and standardisation workshops using Pearson approved information. The Quality Nominee updates Internal Verifiers of procedures at regular meetings chaired by Lynn Maritza, with meetings take place termly.

**In-house and External Training 2017 – 18**

* Lynn Maritza has “light touch” meetings (termly) with Lead IV’s.
* Lee Cross meets with subject leads individually termly to review current procedures/development.
* Quality Review process for all BTEC programmes to support Centre Engagement Document.
* Regular conversations between all BTEC staff to ensure good communication and understanding of all quality assurance points.
* Regular reports will be given to Quality Nominee and Line Manager who will monitor the development and delivery of the courses. Shared with Senior Leadership Team to support curriculum mapping.

**Centre Communication System for Staff and Learners**

* Students have individual meetings with teachers to discuss progress and targets for each assignment (recorded on tracking). This is termly through Progress & Achievement Events as well as during lessons.
* School feedback stickers are used in line with marking policy.
* The Subject Leaders and Quality Nominee will meet with the exams officer at relevant points throughout the year, to ascertain that all dates and deadlines are kept and make sure that students are registered and entered for assessment correctly.
* Quality Nominee and IVs/LIV will meet regularly to discuss progress, review material and establish dates for assessment.
* Standardisation meetings involving subject leader, assessor and IV will be held termly to mark and moderate work.
* These standardisation meetings will also feature a feedback and development session in order to:
  + Monitor how teaching staff have felt about the assignment/unit
  + Share good practice
  + Make any necessary changes to prepare for the project’s delivery next year
  + Review whether changes need to be made to the next project, in the light of work just completed.
* Tracking sheets are updated by teaching staff, these are to inform students of progress.

**Introduction to Students / Parents:**

* Pupils experience taster sessions of all the BTEC’s on offer during the Summer Term and parents / carers are also encouraged to attend Spring Term Progress and Achievement event to look at the KS4 curriculum and possible destinations.
* This experience is paperless and engages the pupils immediately.

**Timetable/Staffing:**

* BTECs are delivered on a Wednesday and Thursday where pupils choose 2 form the options available to them. They are timetabled in a way to encourage flexibility and access to vocational opportunities (associated to their subject content).

**Internal Verification Process**

* All assessors must complete an Assessment Plan and IVing Plan
* Assignment Briefs must link into the Assessment Plan
* Assignment Briefs must:
  + Use the template provided by school to support access for Level 1 learners as well as stretch and challenge into Level 2.
  + Use the assessment tracker service to support standardisation of assignments.
* All Assignment Briefs must be completed and IV’d prior to teaching (a fortnight before). Electronic or written copies of IV evidence should be kept in the master folder with Lee Cross.
* Internal Verifier will not write the assignment for any of the programmes offered at school.
* Queries regarding Assignment Briefs should be referred to the Quality Nominee.
* Learner work must be marked as per Assignment Briefs and samples IVd by the Subject Area internal verifier as per the IVing plan.
* IVing of learner work must be sampled and completed within 2 weeks of completion of the assignment.
* In extenuating circumstances only, students may be allowed to re-submit. This re-submission must be authorised by the LIV and must be handed in no more than 10 days after the original assessment result was given out.
* In exceptional circumstances, i.e. if a teacher is absent for a period, the LIV may authorise a group re-submission. This can be done at another time to fit in with the general assessment plan.
* All student work is Internally Verified (due to small cohort sizes).
* Records of Verification must be maintained for a period of 3 years i.e All internal verification of briefs and learner work. All IVing should therefore be done electronically where possible (or scanned and saved).
* A sample for IVing should include work at Dist, Merit, Pass and Ungraded if possible.
* The Quality Nominee should be closely involved with all IV work to ensure consistency.
* Problems identified at NSS /moderation and IV sampling will be shared and used for learning across all subject areas
* The pathway for problems and queries is:
* Grading Grids should be used for each Learner for each Unit to track completion of Criteria and support sign off.
* Tracking Records must be kept by individual staff in dept. Tracking will show progress towards completion.

The roles and responsibilities of the Subject Lead, Delivery Team are taken from the Edexcel Handbook.