

Annex 7: Responsibilities checklist for providers without degree awarding powers

One copy of this checklist should be completed for **each** partnership with an awarding body and awarding organisation and sent to QAA as part of the evidence base for the self-evaluation document.

Provider:

Awarding body/organisation: Pearson Education Ltd

Please identify management responsibilities (or responsibilities for implementation within partnership agreements) using the checklist below. Where the provider is fully responsible (implementation is fully devolved) please mark the **provider** column; where the awarding body/organisation has full responsibility, mark the **awarding body/organisation** column. Where responsibility is devolved to the provider or shared please give **documentary reference(s)** that show how this is managed or implemented.

Quality Code Expectation	Summary of what the provider is responsible for	Summary of what the Awarding body is responsible for
Programme development and approval	Designing effective learning materials and a learning and teaching strategy which meets the learning outcomes of the HNs pp.19-20 BTEC Centre Guide to Assessment – Level 4 – 7	Designing and approving the HN qualifications and gaining recognition by Ofqual.
Modifications to programmes	Processes and procedures to ensure that the learning materials and the learning and teaching strategy are regularly reviewed and modified as appropriate to ensure their continued relevance and validity. pp.8-11 BTEC Centre Guide to Assessment – Level 4 – 7	Ensuring the relevance and validity of the qualification, identifying, implementing and approving modifications and ensuring recognition of these by Ofqual.
Setting Assessments	Operational responsibility for ensuring that students have appropriate opportunities to show they have achieved the intended learning outcomes and grading descriptors (where appropriate). This includes responsibility for setting assessments in direct compliance with Pearson requirements. pp.31-35 BTEC Centre Guide to Assessment – Level 4 – 7	Responsible for setting the learning outcomes and assessment criteria attached to each outcome – these must be strictly adhered to. Provision of generic grade descriptors that must be contextualised to the assessment set. Oversight through monitoring by External Examiners at their annual visit that the assessments are appropriate and at the national standard.
First marking of student work.	Undertaken by the provider. pp.36-42 BTEC Centre Guide to Assessment	The marking is monitored by the External Examiner to ensure that the standard of student work is appropriate to the grade awarded and to ensure consistency both

		within and across institutions.
Second marking	Undertaken by the provider (known as internal verification) p.34 & p.45 BTEC Centre Guide to Assessment – Level 4 – 7	As above
Giving feedback to students on their work	The provider is responsible for this. pp.36-37 BTEC Centre Guide to Assessment – Level 4 – 7	Feedback on assessments is expected and monitored by the External Examiner at their annual visit.
Student recruitment	Marketing of and recruitment of students to the programmes they provide. pp.12-13 BTEC Centre Guide to Assessment – Level 4 – 7	Requires centres to recruit learners with integrity
Student admissions	Activities associated with the admission of students to the programme including: promoting and marketing the programme; setting admissions criteria; selecting applicants; making offers and enrolment, induction and orientation of new students. Making student registrations in a timely fashion. p.13 BTEC Centre Guide to Assessment – Level 4 – 7	Maintenance of a register of students registered by centres on the HNs. At Centre Approval ensuring the centre has policies and procedures for student admissions (and, for alternative providers, through the Academic Management Review ¹)
Selection or approval of teaching staff	The provider is responsible for the appointment of teaching staff and ensuring they have the right skills and experience to deliver a high quality programme p.6 BTEC Centre Guide to Assessment – Level 4 – 7	Reviewing CVs of teaching staff at Centre Approval and, for alternative providers, at the time of the Academic Management Review visit.
Learning resources including library resources.	Delivery of the programme including provision of learning resources and all aspects of learning and teaching strategy. Appointment of teaching staff. Strategic oversight of the identification and provision of learning resources to enable students to develop their academic, personal and professional potential, including provision for students with additional learning needs. pp.19-20 BTEC Centre Guide to Assessment – Level 4 – 7	Appointment of External Examiners and, for alternative providers, Academic Management Reviewers who (inter alia) oversee that the provider has the capacity and the subject specific resources and faculties to deliver a high quality programme. Oversight, at Centre Approval, of the arrangements and resources put in place by the provider. In addition for Alternative

¹ Alternative providers of HNs undergo an Academic Management Review visit.

		Providers, reviewing arrangements for learning resources and the management of staffing, as part of the Academic Management Review.
Student engagement	Developing, implementing and facilitating arrangements and processes, that ensures the engagement of students, individually and collectively, in the enhancement and assurance of the educational experience.	External examiner meets students at their annual visit to the provider as part of the overall quality assurance and monitoring of the programme and of provision at the provider.
Responding to external examiner reports	Responsibility for putting into effect the recommendations of External Examiners. p.9 BTEC Centre Guide to Assessment – Level 4 – 7	Approve and sign off providers' actions in response to external examiner reports at next External Examiner visit and, in addition for Alternative Providers, at the Academic Management Review visit.
Annual monitoring	Ensuring appropriate processes are in place to routinely monitor and periodically review the programme as delivered by them and to keep under constant review all aspects of standards management, quality assurance and day-to-day delivery of the programme. pp.8-10 BTEC Handbook	Ultimate responsibility for the monitoring and review of the HN programme, including directing providers to take necessary action as appropriate.
Periodic review	Responsible for engaging with Pearson during periodic review when requested (as well as the opportunity to engage during the consultation phase). http://qualifications.pearson.com/en/qualifications/btec-higher-nationals/consultation.html	Responsible for periodic review ² (the next is due in 2015 and has already commenced with a consultation phase).
Complaints	Implementation of a fair and accessible complaints procedure for the informal, and where appropriate, formal investigation and determination of a student complaint. http://qualifications.pearson.com/en/support/contact-us/feedback-and-complaints.html	Dealing with student complaints if the student remains dissatisfied after exhaustion of the provider's internal complaints procedure.
Appeals	Provision of information to students on their right to appeal and process for internal appeal and subsequent external appeal to Pearson. Forwarding any external appeals to Pearson. p.46 BTEC Centre Guide to Assessment – Level 4 – 7	Determining external appeals made by students, following the exhaustion of the provider's internal appeal procedure. Pearson's determination of an appeal is final.
Managing relationships with other partner	Designing and implementing key quality assurance processes to ensure the quality of student learning opportunities	Oversight of the quality of the student learning opportunities by way of

² A review of one or more programmes of study, undertaken periodically (typically once every five years), using nationally agreed reference points, to confirm that the programmes are of an appropriate academic standard and quality. The process typically involves experts from other institutions.

organisations (such as placement providers)	p.20 BTEC Centre Guide to Assessment – Level 4 – 7	External Examiner visits, Centre Approval and, for Alternative Providers, Academic Management Review.
Production of definitive programme information (such as programme specifications)	The provider is responsible for providing definitive programme information relating to the HNs as delivered at their institution, including a tailored programme specification. p.13 - 14 BTEC Centre Guide to Assessment – Level 4 – 7	Pearson is responsible for providing the definitive information for the HNs (including the overall qualification specification).
Enhancement	Ensuring appropriate processes are in place to systematically improve the quality of provision and the ways in which students' learning are supported.	Oversight of the provider's assurance and enhancement of educational activities through Centre Approval and, for Alternative Providers, Academic Management Review