

BOURNE ACADEMY

Centre Quality Assurance for Q-TAGs

As outlined in the guidance, centres will use existing policies that are in place to ensure the internal verification of Q-TAGs.

In addition the Q-TAG Centre Policy has been written, which we must adhere to when determining the holistic Q-TAG for learners. As a centre we will be required to confirm we have followed the process set out in the guidance, via the Head of Centre Declaration.

Existing Documents and Policies which underpin the Q-TAG Process:

- As part of the annual exam board quality assurance for centres running BTEC courses we have been subject to BTEC Quality Management Review. As part of this process the BTEC Annual Centre Declaration was submitted along with the following documentation, which has been approved:
 - ❖ BTEC SLAT Handbook
 - ❖ Registration and Certification of Learners
 - ❖ Assessment
 - ❖ Internal verification
 - ❖ Plagiarism and Assessment Malpractice
 - ❖ External Exams
 - ❖ Special Consideration and Reasonable Adjustment
 - ❖ Recognition of Prior Learning
 - ❖ Appeals & Complaints
 - ❖ Blended Learning
 - ❖ Equality and Diversity
 - ❖ Safeguarding
 - ❖ Health & Safety

Verification of Assessment:

- As part of the process of verification, the following practices have been followed, to ensure robust quality assurance of all grades awarded:
 - ❖ All subjects have completed the standardisation training activities on Edecel online at the start of the academic year.
 - ❖ All subject areas have Lead Internal Verifiers registered on Edecel online, who oversee the assessment and quality assurance process in their centre.
 - ❖ All internally assessed assignment work has been Internally Verified following BTEC assessment guidance.
 - ❖ All certificating qualifications have been subject to Standards Verification and have been signed off as having met the national standard for Quality Assurance by Pearson.
 - ❖ All subjects are part of a HUB network as part of the SLATrust. This is led by an experienced Lead Internal Verifier. A key focus of the HUBs is to provide Trust wide quality assurance and regular standardisation of work.
 - ❖ HUB leads will be completing rigorous quality assurance sampling as part of the Q-TAG process. This will be overseen by the Trust Quality Nominee.

Mapping Evidence:

- As part of the Q-TAG process the centre has a robust system for evidencing all learners work which underpins the holistic judgement awarded:
 - ❖ All subject areas have produced Department Grade Validation Documents to overview the context of the course, the build up of evidence and the levels of quality assurance for each element of evidence. This includes the mapping of Term 5 to allow for focused opportunities for collection of additional evidence.
 - ❖ For all learners the evidence will be mapped on subject specific centre assessment spreadsheet's. These spreadsheets map grades awarded and evidence to back up the grades.
 - ❖ All subject areas will complete the BTEC Q-TAG Evidence Record spreadsheet – this document maps evidence coverage across the course for the generic cohort and identifies any individual or groups of learners who fall out of the usual learner remit.

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