

Visit Report for BTEC International Non-NQF & Customised Programmes

1 Summary

1a Areas of Good Practice

Identify any areas of good practice mentioned in other sections of this report, or from any other visits.
<ol style="list-style-type: none">1. Excellent management of qualification records, teaching notes and student records.2. Level appropriate, realistic assignments developed to date.3. Excellent staff, student interaction with the identification of outstanding student support from academic and office staff.

1b Major Issues

Summarise any major issues mentioned in other sections of this report, or from any other visits. Use this section to give reasons for withholding certification (if applicable).
No major issues identified during this visit.

Centre's programme and learner records accord with Edexcel's? (If No, record action point below).	Yes
---	-----

2 Centre Resources and Organisation

The External Verifier will review this in detail on the first visit and then review periodically

a. Centre has in place and is implementing appropriate policies in relating to access to assessment	Yes
b. Sufficient suitable staff are available (Note CVs should be seen)	Yes
c. Staff development programme is in place	Yes
d. Appropriate learning resources (library, workshops, computing etc) available and accessible to learners	
e. Centre is able to administer programmes and learner registrations effectively.	Yes

Overall the resources and organisation of this centre are appropriate and sufficient to permit the operation of the named BTEC programmes	Yes
---	-----

Comments

Staff resources are excellent with all tutors having taught up to level 8 alongside current professional practice.

The centre caters for a niche market with several students bringing experience and expertise from family businesses which have succeeded for many generations. Meeting with students from each cohort verified their enthusiasm for the teaching and learning which is taking place, and for the unstinting tutor support readily available within the organisation and outside the regular college day. Students identified the opportunity to discuss in detail many aspects of business with personal applications used to illustrate their points of view.

This is an international centre in the private sector which is recognising the need for good support systems for both students and staff. The staff team works exceptionally well together readily communicating any student concerns before they become an issue. It was recommended that a detail of verbal feedback both to assessors and students is formally recorded. Tutors are familiar with the Edexcel website and are enthusiastic for both unit delivery and student achievement.

Tutors meet formally at the end of each semester to discuss student grades and achievement. Students have the opportunity of one-on-one tutorial to discuss assignment achievement and to upgrade any areas of referral. A strict attendance code facilitates student attendance and achievement.

3 Quality of Assessments

The External Verifier will sample assessments on first and most subsequent occasions. Samples may be requested for postal review

a. Assessments are of an appropriate style and are vocationally relevant	Yes
b. Assessments have clear unit and programme details	Yes
c. Learners are given clear guidance on undertaking the assessment and valid deadlines	Yes
d. Assessments provide a clear opportunity for learners to achieve the unit requirements	Yes
e. Internal verification of assessments has been undertaken prior to use and feedback on fitness for purpose given to the assessor.	Yes
Overall the quality of assessments for this centre are appropriate and sufficient to permit the operation of the named BTEC programmes.	Yes

Details of units sampled

Working with and Leading People - Semester 1 Fall 2008, Marc Nelsen
Financial Reporting - Semester 1 Assignment 3, Michael Grosshans
Marketing Planning - Semester 1, Dr Susan Walsh

Comments

Assignments are well written at the appropriate level and closely relate to the language used within the unit outcome. The overall quality of assessment is very high.

4 Assessment Standards and Processes

The External Verifier will sample when sufficient assessment is first available and on all subsequent occasions. If the External Verifier is not satisfied with the quality or quantity of the sample, a subsequent postal review may be required.

a. The External Verifier had full access to completed assessments for these programmes	Yes
b. Centre has made valid assessment decisions based on the quality of learner work and the unit specifications	Yes
c. Centre has provided assessment consistently and fairly across all learners	Yes
d. Centre has provided clear and detailed feedback to learners	Yes
e. Assessor decisions have been subject to internal verification to ensure standardisation and the rectification of any invalid decisions by assessors	Yes
f. Assessment and review meetings (where held) have been properly conducted.	Yes
Overall the assessment standards and processes of this centre are appropriate and sufficient to permit certificate claims for the named BTEC programmes	Yes

Comments (summarise findings and refer to specific units/learners as necessary)

Internal Verification (IV) is fully embraced using Edexcel generated documentation. All assignments have been IV prior to issue with student submissions IV before returning to the student. The centre has developed a student sampling matrix which will be implemented on completion of the current semester. It will be beneficial to record relevant qualitative feedback to assessors in both instances. Whilst assessment is recorded numerically, application is consistent and fair.

There is currently a mix of verbal and written feedback. Assessment decisions are firmly based on the quality of student submissions in relation to the unit specifications and the application of personal professional practice. Assignments are well presented and word processed.