

Vocational Qualifications Unit

Appendix 2 – Training Schedule

Day One (21 June 2015, Sunday)

- 10.00 Roll call and Briefing by VQU
- 10.30 Welcome and Introduction (with Activity)
Aims of the Event and introductions
Icebreaker & Activity 1 – Delegates: Questions and Expectations
- 10.45 1. Introduction to BTEC Implementation Training
What is Edexcel? What is BTEC?
Introducing the UK 1 Qualification & Credit Framework
- 11.15 2. BTEC Key Features
Exploring the Key features of BTEC Qualifications
Marketing, Recruitment, Registration, Terminology (Language)
- 11.30 3. Planning the Programme
Units, Specifications, Structure, Combination, Use of Specifications
Marketing Planning
- 12.00 BREAK
- 12.15 4a. Delivery and Assessment
Mandatory Units/Specialist Units, Rules of Combination
Learning and Assessment, Grades
- 13.30 Lunch
- 14.30 4b. Delivery and Assessment (with Activity)
Cont.
- 15.30 5. Assignment Writing (with Activity)
Activity 3 – Writing an assignment for your modules*
(NB: Delegates need copies of their own modules for this Activity)
Discussion & Feedback on preparing suitable assignments
- 16.50 Peer Review Of Assignments (with Activity)
Feedback to other Delegates on achievements, problems etc;
General Discussion: Fit for Purpose?
- 17.30 Final Questions And Close (and De-briefing by VQU)

Vocational Qualifications Unit

Day Two (23 June 2015, Tuesday)

- 10.20 Roll call
- 10.30 Welcome And Topic Introduction
Re-cap Day One (Delegate_Questions?)
Aims of the Day - Event arising
- 11.00 6. Internal Verification
The Role of the Internal Verifier & Quality Assurance
Building Quality Systems
Assessor/IV Exercise: Marketing Planning
- 11.45 7. Recording Achievement
Records, Documents, Tracking
- 12.15 8. External Verification
Purposes, Process, What, Who, How etc
External Verifier expectations
Working with the External Verifier
- 13.30 Lunch
- 14.30 9. Claiming Certificates
Internal Verification:
Student Submissions with Commentary (SO 9)
- 14.50 Assignment Writing cont; Discussion & Review
- 16.00 Open Forum: Issues & Guidance
Assignment Writing – Further Discussion / Guidance
- 16.30 10. Review
Module, Semester, Annual Student
- 16.45 Complete Day 1 & 2 Event Evaluation (with Activity)
- 17.30 Final Question & Close (and De-briefing by VQU)

This schedule is subject to change without prior notice depending on the training provider (Pearson).