

Comparison of monitoring reviews across NCFE and Pearson T Levels

Awarding organisations (AO) have a responsibility to ensure the integrity of T Levels are being maintained by the providers offering these qualifications. Each AO must demonstrate to the Institute that sufficient monitoring activities are in place and where this is not the case, demonstrate how they have worked with the provider to ensure their processes and procedures are in line with the required expectations.

AOs may have different processes in place to monitor how you deliver the T Level. The purpose of all monitoring activities is the same, however they may be carried out in slightly different ways.

NCFE

Once approved, NCFE will conduct **one annual monitoring review (AMR) per academic session**. This will normally take place at the start of the session, for example September to October. The provisional date for your annual monitoring review will be discussed with your external quality assurer (EQA) once you are approved to offer the T Level. Most AMRs will take place remotely, using our secure file sharing system Serv-U.

During the AMR an EQA will quality assure your management and information systems, resources, assessment and internal quality assurance (IQA) processes. No student work will be sampled as part of this review, however, they will check that you have appropriate processes and procedures in place to deliver the T Level, in line with NCFE expectations and requirements.

The criteria within this report are very similar to the criteria of the NCFE approval report, therefore once approved, you should continue to update and maintain all records. The criteria within this report are also very similar to Pearson's Monitoring Report.

NCFE took the decision to do one AMR as they will be conducting regular **moderation reviews** with providers. For some T Levels, this may take place at the industry placement throughout the year, with one final moderation review at the end of the qualification. Other TQs will only have a final moderation review at the end of the qualification. Moderation reviews will quality assure assessment decisions made by assessors to confirm assessment criteria are being applied correctly.

Pearson

For both the construction and digital technical qualifications, once approved, Pearson will conduct termly **monitoring reviews** with providers. This process is different to NCFE as all the assessments for both TQs are set and marked by Pearson, rather than being moderated. Monitoring reviews will take place termly; this will be a remote activity conducted by one of the centre quality managers.

During the termly monitoring reviews the centre quality manager will quality assure your: management and information systems, resources, assessment and IQA processes. No student work will be sampled as part of this review, however, they will check that you have appropriate processes and procedures in place to deliver the Technical Qualification, in line with the expectations and requirements and your terms and conditions of qualification approval. In addition, the centre quality manager will discuss your assessment planning in terms of exam series selection and student preparation.

The criteria within this report are very similar to the criteria of Pearson's approval application, therefore once approved, you should continue to update and maintain all records.

Should there be any actions as a result of this activity, you will receive a development plan which will be monitored by the centre quality manager at the following monitoring activity.

If you are delivering both Pearson technical qualifications, you will receive 2 separate monitoring reports, although the reviews may be conducted at the same meeting.

Preparing for monitoring reviews

Once you have set up your policies and procedures you can share this information across AOs, for the different TQs you are offering, as ultimately all AOs will be checking for the same evidence. We recommend that you start to prepare for your AOs reviews as soon as delivery commences. You should have systems in place and be ready to share information as defined by the AO. They may include:

Management and information systems

Policies and procedures, records of communications between teams and departments (including placements and staff who work remotely), staff induction processes, course evaluation reviews, student course evaluation reviews, internal and external assessment processes, effective monitoring and evaluation of the effectiveness of all delivery and assessment, student registration, assessment entry and withdrawal processes, secure live assessment and administration for EPA if appropriate, communications with awarding organisations.

Resources

Records of assessors and IQAs, CPD records, staff CVs, physical resources such as resources required for students to achieve the qualification, resources for assessment in the workplace informed by the specification, and regular review and evaluation of all resources.

Assessment processes

Delivery plans, lesson plans, schemes of work, course files, student tracking records, Student Individual learning plans, student initial assessment and diagnostic results, assessment feedback, secure live assessment processes.

IQA processes

Records from standardisation and course team meetings for all staff involved and use of exemplar materials, IQA feedback to assessors.

Document information

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Owner: NCFE Quality Assurance Manager (External Quality Assurance)

Change History Record

This section summarises the changes to this document since the last version.

Version	Description of change	Date of Issue
1.0	Published version	March 2021
1.1	NCFE brand update	September 2021