

STANDARDISATION POLICY

Policy Owner	Quality Assurance and Compliance Department
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B-TIC

**BUSINESS AND TECHNOLOGY
INTERNATIONAL CAMPUS**

Professionalism Simplified

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1. Introduction

B-TIC is highly responsible to maintain and improve the quality of all the Qualifications that we Design, Deliver, Assess, Quality Assure and Award as per the standard and recommend of the Regulators.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Recognised Centres and the Learners to achieve a world class learning experience.

2. Scope

This document is applicable for the following B-TIC products:

Ofqual Regulated Qualifications and Units	<input checked="" type="checkbox"/>
Quality Assurance Agency Regulated	<input type="checkbox"/>
B-TIC Quality Assured and Endorsed Courses	<input checked="" type="checkbox"/>

3. Audience

This document is for use by the following:

- a. Recognised Centre Staff
- b. Assessors and Quality Assurers

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- a. Staff
- b. Registrar
- c. Quality Assurers

4. Regulations and Compliance

As set out in “Ofqual General Conditions of Recognition” requires Awarding Organizations to establish and maintain evidence of their compliance as Conditions for Recognition.

B-TIC builds and improve the Policy consistently to comply with and maintain evidences in cross reference to Regulations.

Policy cross reference to “Ofqual General Conditions of Recognition (OGCR). "Ofqual General Conditions of Recognition” shall fill the gaps in this Policy.

OGCR Reference	Page	Title of the Section
Condition - C2	35	Arrangements with Centres
Condition - D1	41	Fitness for Purpose of Qualifications
Condition - G1	80	Setting the Assessment
Condition - G9	98	Delivering the Assessment
Condition - H1	110	Marking the Assessment
Condition - H2	111	Moderation where an Assessment is Marked by a Centre
Condition - H3	113	Monitoring the Specified Levels of Attainment for a Qualification

OGCR Reference	Page	Title of the Section
Condition - H5	114	Results for a Qualification must be based on Sufficient Evidence
Appendices	-	Internal Standardisation Form External Standardisation Form (Single Centre) External Standardisation Form (Multiple Centres)

Relevant Policies/Others to be used in conjunction with,

1. B-TIC Assessment Policy
2. B-TIC Centre Agreement
3. B-TIC Centre Handbook
4. B-TIC Glossary of Terms
5. B-TIC Sanctions Policy
6. B-TIC Quality Assurance Policy

5. Definitions

B-TIC Internal Standardisation	Standardisation of our own practice and procedures to ensure that all those providing External Quality Assurance for B-TIC are working to the same standard.
External Verification for Quality Assurance of internal Standardisation	Standardisation events held for Centres to verify the Internal Standardisation event.

<p style="text-align: center;">External Standardisation</p>	<p>Standardisation events run by B-TIC for multiple approved Centres to ensure that Assessment decisions and recommendations for the Award of Credit to Learners are based on common understanding, practices and consistent across different Recognised Centres for each Unit and Qualification.</p>
<p style="text-align: center;">Internal Standardisation</p>	<p>Standardisation events held for Assessors at Recognised Centres to ensure that Assessment decisions and recommendations for the Award of Credit to Learners are based on common understanding and practices within the Recognised Centre for each Unit and Qualification to confirm the consistency of standards.</p>

6. Policy Statement

6.1 General

This document sets out B-TIC approach to Standardisation of Recognised Centres to maintain the fairness, transparency, rigours, quality, reliability, validity, objectivity and consistency of B-TIC Qualifications.

B-TIC Standardisation practice shall ensure that standards are comparable across different Qualifications and different Units of different delivery modes (e.g. classroom, blended, distance learning) both across Centres and over time.

The frequency of Standardisation exercises depends on factors such as,

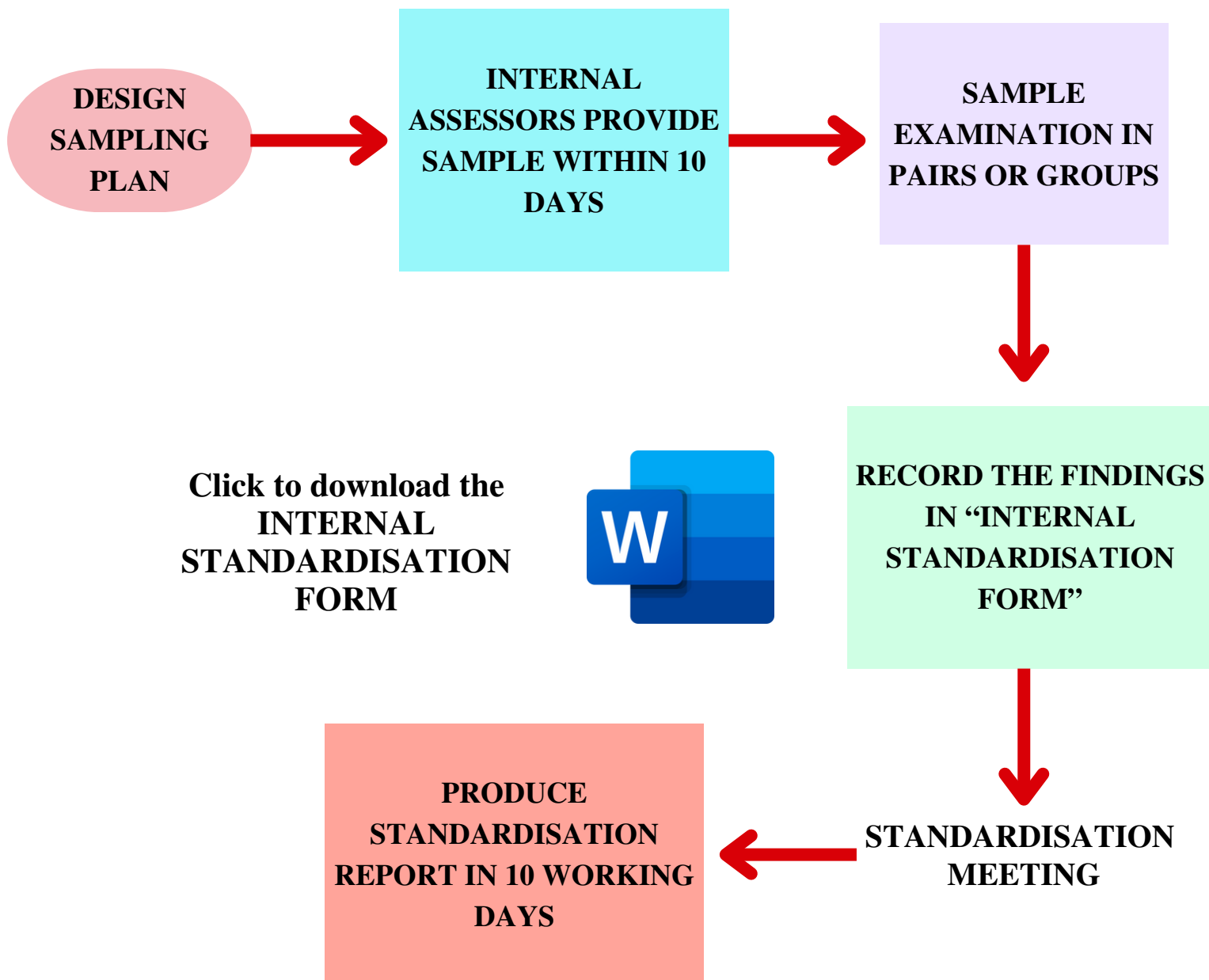
- a. Size of the Centre
- b. Number of tutors/Assessors and Internal Verifiers at the Centre
- c. Quantity of Units and/or Qualifications delivered at the Centre
- d. Range of Units and/or Qualifications delivered at the Centre
- e. Number of new or inexperienced staff delivering the Unit/Qualification.

6.2 Internal Standardisation

Internal Verifiers of the Centre shall be responsible for Internal Standardisation at Centres.

Internal Standardisation shall include all Assessors, Internal Verifiers with a number of dispersed, part-time, contracted or inexperienced Assessors and appropriate team members.

IVQA shall make the “Internal Standardisation Report” (Internal Standardisation Form) within 10 working days.

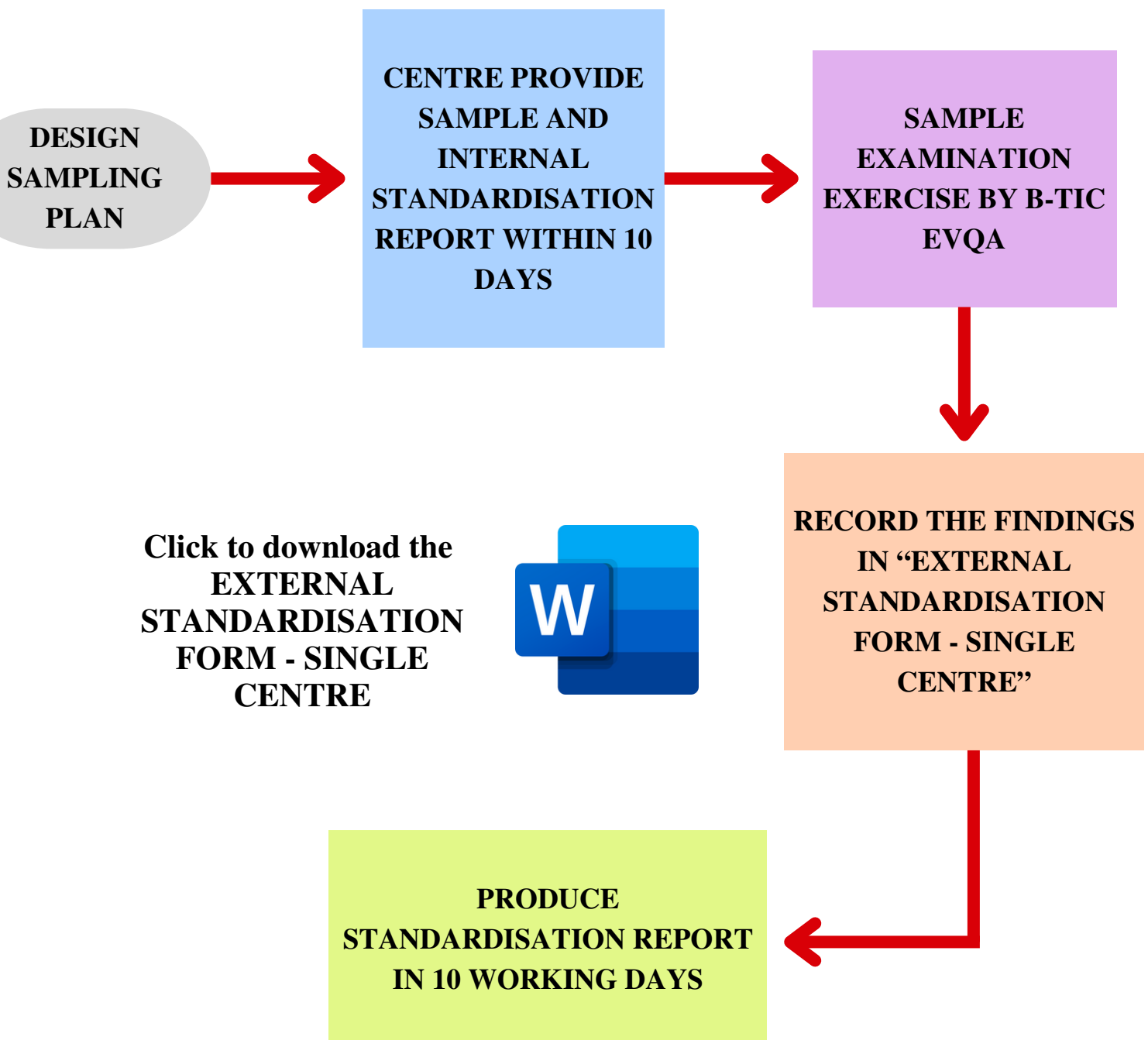


6.3 External Verification for Quality Assurance of Internal Standardisation

BTIC shall communicate date of EVQA of Internal Standardisation four weeks in advance to Centres.

Centre shall provide samples, and “Internal Standardisation Report” to B-TIC for EVQA of Internal Standardisation.

B-TIC Quality Assurance shall standardise and produce a report to the Centre within 10 working days.

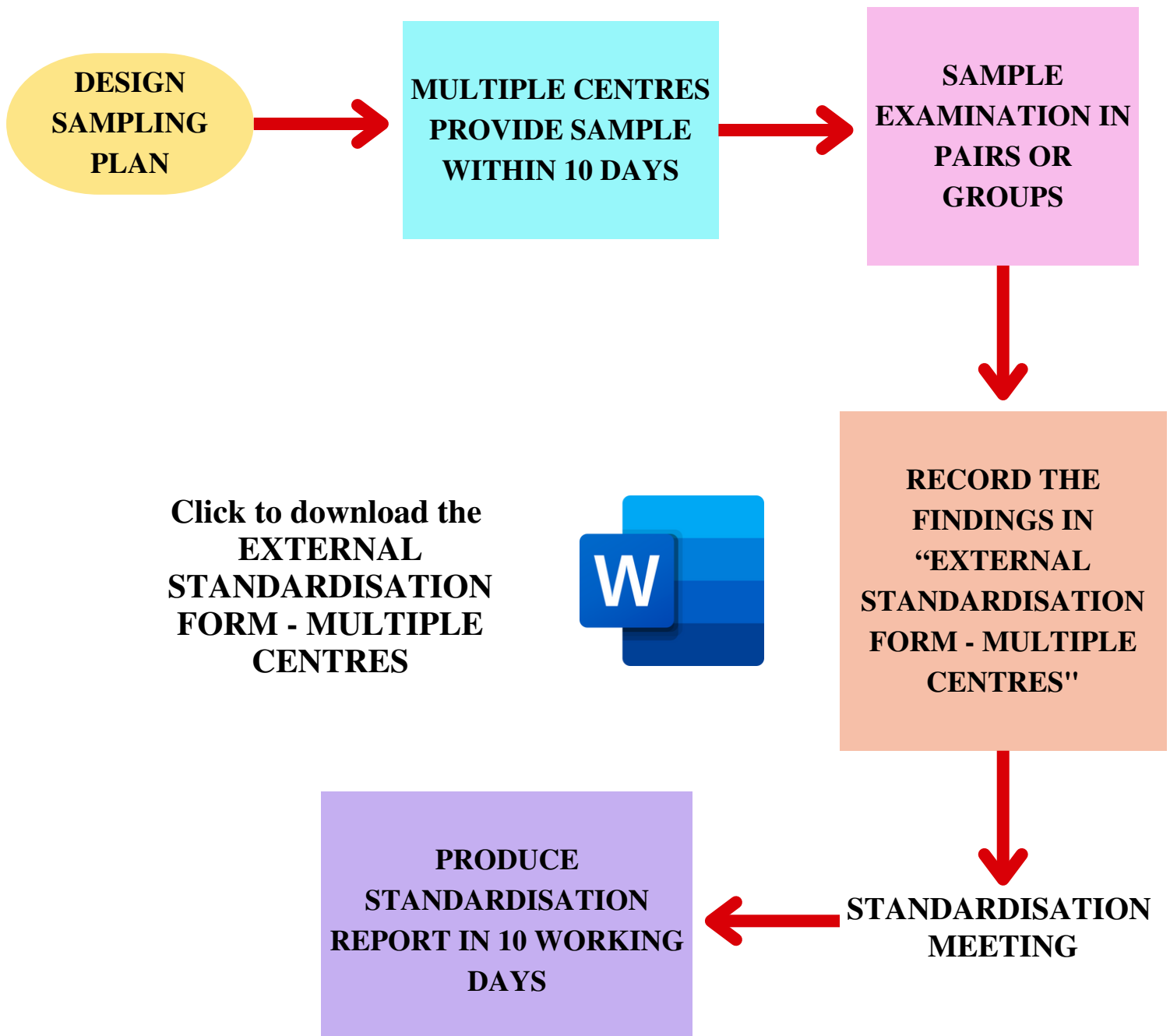


6.4 External Standardisation for Centres

B-TIC Quality Assurance shall be responsible for External Standardisation at Centres and all Recognised Centres are invited to participate in External Standardisation.

Centres shall provide samples and participate in External Standardisation or either B-TIC shall request Centres to provide samples in minimum of four weeks in advance for External Standardisation.

B-TIC Quality Assurers shall produce External Standardisation Report of the Standardisation within 10 working days available to all the Centres.



6.5 B-TIC Internal Standardisation

B-TIC shall standardise its practice up to the industry and employment standards this shall adopt the following practices,

- a. Strictly follow standard procedures
- b. Internal Verification
- c. Independent External Verification for Quality Assurance (IEVQA)
- d. Regular staff training
- e. Internal Standardisation events to review External Quality Assurance decisions

End of Policy

B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.

Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of in this document.



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