

**B-TIC**

PROFESSIONALISM SIMPLIFIED

*Professionalism Simplified*

**B-TIC  
GLOSSARY  
OF TERMS  
2025**



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# A

TERM	DEFINITION
<b>Abuse</b>	Any action, inaction, or behaviour that causes harm, distress, or violation of a person's rights and wellbeing. It may take many forms, including physical, emotional, sexual, financial, discriminatory, organizational, or neglect.
<b>Adult at risk</b>	A person aged 18 or over who may be unable to protect themselves from harm, exploitation, or abuse due to care needs, disability, illness, or circumstances.
<b>Academic Misconduct</b>	Any act or omission which misleads Assessors about the source of the work that you submit for Assessment whether intentional or not.
<b>Additional Qualification Approval</b>	An Application made by the Centres to offer additional Qualifications.

<p><b>Additional Qualification Approval</b></p>	<p>An Application made by the Centres to offer additional Qualifications.</p>
<p><b>Adverse Event</b></p>	<p>An act, omission, event, incident or circumstance that has an Adverse Effect if it –</p> <ul style="list-style-type: none"> <li>a. gives rise to prejudice to Learners or potential Learners, or</li> <li>b. adversely affects – <ul style="list-style-type: none"> <li>i. the ability of the Awarding Organisation to undertake the development, delivery or Award of Qualifications in a way that complies with its Conditions of Recognition,</li> <li>ii. the standards of Qualifications which the Awarding Organisation makes available or proposes to make available, or</li> <li>iii. public confidence in Qualifications (Ofqual, 2020).</li> </ul> </li> </ul>
<p><b>Appeal</b></p>	<p>The right to challenge against any Administrative Error, Medical Grounds, Computer, Equipment or Technology failures shall not be permissible grounds for Appeal, Reasonable adjustments, Special Consideration and Other reasonable grounds. Any Academic decision on Assessment, Grading, Academic Misconduct, Progress, Awards, Prior Learning Assessment and Learning Decision or any other academic matters of an Assessor / IVQA / EVQA or any other Academic decision markers for all forms of B-TIC Qualifications.</p>

<p><b>Approved Qualification</b></p>	<p>the regulated and endorsed qualifications that Recognised Centres are authorised to deliver and quality assure</p>
<p><b>Associated Learner Fees</b></p>	<p>Any fee which is –</p> <ul style="list-style-type: none"> <li>a. subject to negotiation, payable to an Awarding Organisation by a purchaser for an optional service that is directly related to the delivery and Award of a Regulated Qualification to an individual Learner, and</li> <li>b. not included in the Standard Qualification Fee (Ofqual, 2020).</li> </ul>
<p><b>Assessment</b></p>	<p>Judgment of Coursework, presentation, dissertation, portfolio, professional discussion, credit transfer assessment, practical examination, written examination, observation, supervised work experience and all other forms of Assessment which evaluates understanding, knowledge, skill and attitude against specific Learning Outcomes and Assessment Criteria of Units in B-TIC Qualifications.</p>
<p><b>Assessment Evidence</b></p>	<p>Proof that the Learner has to establish to achieve all the Assessment Criteria for Assessment, Internal Quality Assurance and External Quality Assurance to confirm the Award of Credit.</p>

<b>Assessors</b>	Those who write Assessments in B-TIC or Centres and who assess the student work internally and make decisions about understanding, skill, knowledge and attitude in Centres.
<b>Assessment Board</b>	Board of Qualified Assessors who examine in detail the Assessment judgements that have been made for a particular Qualification and to agree recommendations for the Awards to be made to students.
<b>Assessment Brief</b>	Written guidance provided for Learners on how to complete a specific item of Assessment of each and every Learning Outcome and Assessment Criteria of each and every Unit in a B-TIC Qualification.
<b>Assessment Criteria</b>	<p>The specific standards that Learners need to meet in order to achieve success in Learning Outcomes, Units and Qualifications or part of it.</p> <p>Criterion reference Assessments measure achievements against approved Assessment Criteria of each Learning Outcomes.</p>

<p><b>Authentication of Learner's Work</b></p>	<p>The process that confirms the work being put forward for an Assessment is the Learner's and has been produced under the conditions set out in the Qualification.</p>
<p><b>Awarding Organisation</b></p>	<p>An organisation that design, deliver, assess, quality assure and Awards qualifications meeting the criteria laid down by the Qualifications Regulators.</p>
<p><b>B</b></p>	
<p><b>Blended Learning</b></p>	<p>A method of delivering, learning and assessing Qualifications that combines personal teaching, live teaching, remote teaching, virtual meeting and digital classroom teaching using virtual teaching and learning techniques, online interactive collaboration and personalised independent learning drawing on the strengths of each learning space in line with modern delivering, learning and Assessment technology.</p>

**B-TIC Community**

Refers to all individuals who are directly or indirectly involved in the activities, programmes, and operations of B-TIC. This includes children, young people, and adults at risk of harm who may require safeguarding and support; all learners and apprentices enrolled in any B-TIC course or training programme; all staff members, including academic, professional services, visiting lecturers, contractors, and volunteers; and visitors and third parties participating in or engaged with B-TIC-organised activities, whether conducted on or off campus, such as placements, fieldwork, and international programmes.

# C

<p><b>Centre Recognition</b></p>	<p>Organisations hold and maintain the required quality and consistency complying with the condition of recognition are Recognised Centres to deliver Qualifications of B-TIC.</p>
<p><b>Centre</b></p>	<p>An organisation undertaking the delivery of an Assessment (and potentially other activities) to Learners on behalf of an Awarding Organisation. Centres are typically educational institutions, training providers or employers (Ofqual (2020)).</p>
<p><b>Centre Assessment Standards Scrutiny</b></p>	<p>The process through which an Awarding Organisation –</p> <ul style="list-style-type: none"> <li>a. periodically scrutinises the marking of Assessments by a Centre to ensure that it has not deviated from required standards,</li> <li>b. considers whether it is appropriate to correct any mark and, if appropriate, corrects that mark (including where changes are required under Condition H2.5(b)),</li> <li>c. in line with Condition H6.3(b), considers whether it is appropriate to correct any incorrect result and, if appropriate, corrects that result, and</li> <li>d. takes action to prevent such deviation from recurring (Ofqual (2020)).</li> </ul>

<b>Certificate</b>	An official document issued by B-TIC to the Learner on the completion of the Qualification electronically. It contains two types of documents, E- Certificate and E-Transcript.
<b>Certificate Replacement</b>	Replacing an E-Certificate to a revised E-Certificate for a valid reason. Replacing a Printed Certificate to an E-Certificate for a valid reason. Replacing a Printed Certificate to a Printed Certificate for a valid reason.
<b>Certificated Prior Learning</b>	Certificated Learning is learning for which there is a formal Qualification such as Certificate or Diploma of Higher Education, HNC or HND, a Foundation Degree or individual Units/Qualification Units completed at any Recognised Institution.
<b>Cheating</b>	Fraud, deceit or dishonesty in any Academic course or exercise or using unauthorised materials, information, studies including the ideas or work of another individual.
<b>Characteristic</b>	Age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, and sexual orientation, as protected under Equalities Law Ofqual, 2020).
<b>Challenge Process</b>	A method of Assessment that demonstrates learning through formal Assessment to gain Academic Credit.

<b>Child</b>	A person under the age of 18 years
<b>Child protection</b>	An action that is taken to protect specific children who are suffering, or are likely to suffer, significant harm, or about whom there are those concerns.
<b>Competition Law</b>	The Competition Act 1998, or any legislation in a jurisdiction other than England which has an equivalent purpose and effect (Ofqual, 2020).
<b>Component</b>	A discrete part of a Qualification which – (a) focuses on specific areas of the knowledge, skills and understanding assessed for the Qualification, and (b) has a specific set of criteria against which Learners’ performance will be differentiated. (Ofqual, 2020)
<b>Collusion</b>	By working collaboratively with other Learners to produce work that is submitted as individual Learner work in the preparation or production of work for Assessment jointly with another person (except where group work is explicitly permitted).

<b>Compliance Committee</b>	A committee consisting the Compliance Manager and relevant department Members.
<b>Complaint</b>	Complainant right to complain expressing dissatisfaction against a Recognised Centre or B-TIC of a service, facility, Qualification, Academic services, Academic information teaching, supervision, facilities, support and/ or other reasonable grounds.
<b>Core unit</b>	Compulsory unit to all pathways a Learner must learn to complete the Qualification
<b>Continuity of Operations</b>	Capability to continue essential B-TIC functions and to preserve essential processes and functions, positions, lines of succession, applications and records, communications, and facilities across a broad range of potential emergencies/disasters.
<b>Conditions of Recognition</b>	All conditions to which an Awarding Organisation's recognition is subject (including other conditions imposed under section 132(3)(d) of the Act) (Ofqual, 2020).

<p><b>Conflict of Interest</b></p>	<p>A conflict of interest exists in relation to an Awarding Organisation where –</p> <ul style="list-style-type: none"> <li>a. its interests in any activity undertaken by it, on its behalf, or by a member of its Group have the potential to lead it to act contrary to its interests in the development, delivery and Award of Qualifications in a way that complies with its Conditions of Recognition,</li> <li>b. a person who is connected to the development, delivery or Award of Qualifications by the Awarding Organisation has interests in any other activity which have the potential to lead that person to act contrary to his or her interests in that development, delivery or award in a way that complies with the awarding organisation's Conditions of Recognition, or</li> <li>c. an informed and reasonable observer would conclude that either of these situations was the case (Ofqual, 2020).</li> </ul>
<p><b>Credit value</b></p>	<p>It is the measurement of notional time that a Learner, on average, will take to achieve all the learning outcomes in the unit.</p> <p>The credit value gives an indication of how long it will normally take a learner to complete a unit or qualification. One credit will usually take 10 hours of learning.</p>

**Credit Transfer**

Learners who has successfully completed the Units of study of a relevant Qualification can be transferred from one course to another based on the nature of the Qualification of the Recognised Awarding Bodies.

# D

<p><b>Data Protection Law</b></p>	<p>The following as they apply in England, and any legislation in a jurisdiction other than England which has an equivalent purpose and effect –</p> <ul style="list-style-type: none"> <li>a. Regulation (EU) 2016/679 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data.</li> <li>b. Any legislation in force from time to time in the United Kingdom relating to privacy and/or the processing of personal data, including but not limited to the Data Protection Act 2018 and the Privacy and Electronic Communications (EC Directive) Regulations 2003.</li> <li>c. Any statutory codes of practice issued by the Information Commissioner in relation to such legislation (Ofqual, 2020).</li> </ul>
<p><b>Disaster</b></p>	<p>A severe or prolonged emergency that threatens smooth operations of B-TIC.</p>
<p><b>Direct Claims Status (DCS) Certification</b></p>	<p>Obtaining DCS is an earned right for an Approved Centre; however, when DCS is awarded it allows the respective centre to: Claim certification without having to wait for an EVQA visit.</p>

<b>Distance Learning</b>	A mode of delivery and Assessment of a Qualification to Learners who are not physically present in a traditional class room setting.
<b>Diversity</b>	Embracing differences of people with due respect, dignity and value that realise their full potential to achieve their objective and goals in inclusive B-TIC culture
<b>E</b>	
<b>Emergency</b>	Any incident(s) caused by human nature, technology or some other causes that require(s) responsive action for continuity of B-TIC operations.
<b>Endorsement</b>	A reference in the title of a Qualification acknowledging that the Learner is focusing or has focused on one or more particular areas of knowledge, skills and understanding which form part of the qualification (as encompassed in the qualification title) (Ofqual, 2020).
<b>Essential Functions</b>	Functions or services provided that if interrupted or unavailable for several business days would significantly jeopardise B-TIC's ability to serve Regulators, Recognised Centres, Learners and the B-TIC community.

<p><b>Equality</b></p>	<p>Ensuring people are treated equally with due respect, dignity and value to meet specific needs in inclusive B- TIC culture.</p>
<p><b>Equalities Law</b></p>	<p>The Equality Act 2010, any Act that was a statutory predecessor to that Act, or any legislation in a jurisdiction other than England which has an equivalent purpose and effect (Ofqual, 2020).</p>
<p><b>External Verification for Quality Assurance of Internal Standardisation</b></p>	<p>Standardisation events held for Centres to verify the Internal Standardisation event.</p>
<p><b>External Standardisation</b></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><b>External Verification for Quality Assurance (EVQA)</b></p>	<p>A process carried out by B-TIC approved Quality Assurers which verify a Recognised Centres working to the required standards, sampling Assessment and Learner evidence of achievement, ensuring rigorous processes are in place for the Assessment, tracking and recording of individual Learner achievements in accordance with B-TIC requirements and recommending the Awards to Learners.</p>

# G

<p><b>Governing Body</b></p>	<p>Where the Awarding Organisation is a limited company, the board of directors of the Awarding Organisation. Where the AO is not a limited company, a person or group of people having the equivalent status within the organisational structure of the AO (Ofqual, 2020).</p>
<p><b>Guided Learning</b></p>	<p>The activity of a Learner in being taught or instructed by – or otherwise participating in education or training under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training. For these purposes the activity of ‘participating in education or training’ shall be treated as including the activity of being assessed if the assessment takes place under the Immediate Guidance or Supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training (Ofqual, 2020).</p>

# I

<p><b>Impersonation</b></p>	<p>By pretending to be someone else in order to produce the work for another or arranging for another to take one's place in an Assessment, Examination or Test. Impersonation is where someone else prepares the work which you submit for Assessment.</p>
<p><b>Immediate Guidance or Supervision</b></p>	<p>The guidance or supervision provided to a Learner by a Lecturer, Supervisor, Tutor or other appropriate provider of education or training –</p> <ul style="list-style-type: none"> <li>a. with the simultaneous physical presence of the Learner and that person, or</li> <li>b. remotely by means of simultaneous electronic communication.</li> </ul> <p>For these purposes, the activity of Invigilation is to be regarded as a form of guidance or supervision (Ofqual, 2020).</p>
<p><b>Invigilation</b></p>	<p>The supervision by an appropriate person of Learners who are participating in the activity of being assessed for a Qualification, where such supervision involves neither any teaching nor the giving of any guidance or direction beyond that which is necessary to convey instructions for the carrying out of the assessment or otherwise for the effective management of the assessment activity (Ofqual, 2020).</p>

<p><b>Independent Double Marking (Double Blind Marking)</b></p>	<p>First marker and moderator (Second marker) independently mark all Learner's work in absence of first marker's marks and feedback to the moderator, and vice versa. The first marker and moderator then discuss any discrepancies in order to agree on the final single decision.</p>
<p><b>Internal Verification for Quality Assurance (IVQA)</b></p>	<p>A process carried out by Internal Assessors of Centres to verify Assessment practices and decisions to ensure standard, consistency and fairness in Assessment.</p>
<p><b>Internal Verifier for Quality Assurance (IVQA)</b></p>	<p>An individual appointed by the Centre to carryout IVQA.</p>
<p><b>Independent External Verification for Quality Assurance (IEVQA)</b></p>	<p>A process of External Verification for Quality Assurance carried by Independent Quality Qssurers to verify B-TIC procedures.</p>
<p><b>Internal Standardisation</b></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>

# L

<b>Learner</b>	A person who is registered to take a Qualification and to be assessed as part of that Qualification (Ofqual, 2020).
<b>Level of Demand</b>	The degree of challenge that an Assessment presents for the Learner (Ofqual, 2020).
<b>Learning outcomes</b>	Learning Outcomes express the knowledge, skills and understanding Learners are expected to acquire or do at the end of learning.
<b>Level</b>	The requirements that indicate the relative demand and complexity of knowledge, skills and understanding of Learner's demonstration towards a Qualification.
<b>Life Experience Prior Learning</b>	Learning/Work activities such as self-directed study, paid employment, self-employment, voluntary work, community work and/or training programs and other learning experiences.
<b>Logo Requirements</b>	One or more documents of that title or with a title containing those words (Ofqual, 2020).

# M

<p><b>Maladministration</b></p>	<p>An activity, neglect, default or other practice that results in non-compliance of specified requirements and regulations for delivery of the Qualification set out by the contract and the Policy.</p>
<p><b>Malpractice</b></p>	<p>Compromises the integrity of the Assessment process, and/or the validity of Certificates. Malpractice may include a range of issues from the failure to maintain appropriate records or systems to the deliberate falsification of records, any deliberate activity, neglect, default or other practice that compromises the integrity of in order to claim certificates. Failure to deal with identified issues may constitute malpractice.</p>
<p><b>Manageability</b></p>	<p>Manageability relates to the feasibility of carrying out particular Assessment processes. A Manageable assessment process is one which places reasonable demands on Centres and Learners. The evaluation of the reasonableness of the demands will be based on the scale of the assessment process on the participants, balanced by the usefulness of the outcomes. As with the other requirements (Validity, Reliability, Comparability and Minimising Bias), judgements about Manageability must be balanced with considerations around the other requirements (Ofqual, 2020).</p>

<p><b>Mandatory Centre Fees</b></p>	<p>Any mandatory fee which –</p> <ul style="list-style-type: none"> <li>a.subject to negotiation, an Awarding Organisation requires a Centre to pay to it in order to undertake the delivery of an Assessment to Learners (or any other activities) on behalf of the Awarding Organisation, irrespective of the number of Learners taking the Qualification, and</li> <li>b.is not included in the Standard Qualification Fee (Ofqual, 2020).</li> </ul>
<p><b>Members</b></p>	<p>All member of Academic Staff, Non-Academic Staff, Associates, Assessors, Internal Verifiers, and External Verifiers and Freelance Consultants of B- TIC or Recognised Centres are Members.</p>
<p><b>Minimising Bias</b></p>	<p>Minimising Bias is about ensuring that an Assessment does not produce unreasonably adverse outcomes for Learners who share a common attribute. The Minimisation of Bias is related to fairness to all Learners and is also closely related to statutory equality duties (Ofqual, 2020).</p>
<p><b>Moderation</b></p>	<p>A particular form of Centre Assessment Standards Scrutiny through which the marking of Assessments by Centres is monitored to make sure it meets required standards and through which adjustments to a Centre’s marking are made, where required, to ensure that results are based on the required standard. Moderation takes place before final results are issued under Condition H6.1 (Ofqual, 2020).</p>

# O

<b>Ofqual's Logo</b>	Any logo, design or style in which Ofqual holds intellectual property rights (Ofqual, 2020).
<b>Optional unit(Elective Unit)</b>	Units available to most pathways to choose from to complete a Qualification as opposed to core Units which the Learner must take.

# P

<b>Package Fee</b>	<p>Where an Awarding Organisation only makes a Qualification available as part of a package together with other products and services, any notional fee which is -</p> <ul style="list-style-type: none"> <li>a.subject to negotiation, payable to an AO by a purchaser of the package in respect of each of those other products and services, and</li> <li>b.not included in the Standard Qualification Fee</li> <li>c.(Ofqual, 2020).</li> </ul>
<b>Personal Data</b>	Information that can be used to identify an individual. (Name, Date of Birth, Phone Number, Email Address...)

<p><b>Package Fee</b></p>	<p>Where an Awarding Organisation only makes a Qualification available as part of a package together with other products and services, any notional fee which is -</p> <p>(a) subject to negotiation, payable to an AO by a purchaser of the package in respect of each of those other products and services, and</p> <p>(b) not included in the Standard Qualification Fee (Ofqual, 2020).</p>
<p><b>People</b></p>	<p>B-TIC Staff, Centres, Learners, Consultants, Contractors, Volunteers, Casual Workers, Agency Workers, Visitors, Service Providers, Suppliers, Applicants to work or study at B-TIC Associates and any other persons associated with the functions of B- TIC and other Stakeholders.</p>
<p><b>Plagiarism</b></p>	<p>Intentionally or unintentionally presenting thoughts or ideas from another source as one's own or without appropriate attribution; intentionally or unintentionally disregarding proper scholarly procedures; and other acts generally recognised as plagiaristic.</p>
<p><b>Portfolio and Portfolio Assessment</b></p>	<p>It is a method of Assessment assessing an organised collection of documents, objects and other materials compiled by the PLAR candidate that establish achievements of work and life experiences.</p>

<b>Portal</b>	The information technology system provided by Ofqual to allow Awarding Organisations to exchange information securely with Ofqual and CCEA Regulation, as it may be varied and replaced from time to time (Ofqual, 2020).
<b>Pre Marking Standardisation Exercise</b>	An exercise by the Assessors to familiarise the standard of Learner's sample work to set the standards for marking of Units and Learning Outcomes.
<b>Prerequisite Unit</b>	Specifically mentioned Unit that Learner must complete before starting another Unit.
<b>Provisional Grade</b>	Grade agreed by the first marker IVQA at Centres which is subject to EVQA from B-TIC. Provisional Grade is subject to degrading or upgrading of EVQA.
<b>Prior Learning Assessment and Recognition (PLAR)</b>	The process of evaluating the knowledge, skills and understandings gained through formal or non-formal learning for the purpose of recognising it for Academic Credits.
<b>Professional Discussion</b>	A two way formal discussion in formal or informal settings between an Assessor and a Learner to assess the depth of competency across the knowledge, skills and understandings required for a Unit pertaining to the level of learning for a B-TIC Qualification.

# Q

<b>Qualification</b>	<p>A record of achievement awarded by B-TIC to a Learner on completion of a course of learning, Assessment and Quality Assurance against a set of specific Units, Learning Outcomes and Assessment Criteria.</p>
<b>Quality Assurance</b>	<p>Process undertaken by approved individual or group to ensure quality standards are met in designing, delivering, assessing and awarding B-TIC Qualification</p>
<b>Quality Assurers</b>	<p>Those who are approved to verify Assignment Briefs in B-TIC; verify first marker of Centres; verify IVQAs in B-TIC; exercise standardisation; exercise all the Quality Assurances.</p>

# R

## Reasonable Adjustment

An adjustment made to an Assessment for a Qualification so as to enable a disabled Learner to demonstrate his or her knowledge, skills and understanding to the levels of attainment required by the specification for that Qualification (Ofqual, 2020).

## Recognition of Prior Learning

The,

- a. identification by an Awarding Organisation of any learning undertaken, and/or attainment, by a Learner –
  - i. prior to that Learner taking a Qualification which the AO makes available or proposes to make available, and
  - ii. which is relevant to the knowledge, skills and understanding which will be assessed as part of that Qualification, and
- b. recognition by an AO of that learning and/or attainment through amendment to the requirements which a Learner must have satisfied before the Learner will be assessed or that qualification will be awarded. (Ofqual, 2020)

<b>Reliability</b>	Reliability is about consistency and so concerns the extent to which the various stages in the Assessment process generate outcomes which would be replicated were the Assessment repeated. Reliability is a necessary condition of Validity, as it is not possible to demonstrate the Validity of an Assessment process which is not Reliable. The Reliability of an Assessment is affected by a range of factors such as the sampling of Assessment tasks and inconsistency in marking by human Assessors (Ofqual, 2020).
<b>Responsible Officer</b>	An individual appointed to act as an Awarding Organisation's authoritative point of contact for Ofqual (Ofqual, 2020).
<b>Recognised Centre</b>	An organisation undertaking the delivery and Assessment of Learners towards a Qualification on behalf of an Awarding Organisation.
<b>Receiving Centre</b>	The Centre where the Learner is transferring the registration to continue learning the Qualification on reasonable grounds.
<b>Releasing Centre</b>	The Centre where the Learner originally registered to learn the Qualification.
<b>25% Residency</b>	It is the minimum percentage of credit the Learner must earn as a Registered Learner for a B-TIC Qualification to qualify for the Credit associated with the Qualification.

<b>Relatives</b>	<p>A Member of one's relatives</p> <p>(1) a spouse;</p> <p>(2) a child, grandchild, parent, grandparent, sibling, uncle, aunt, nephew, or niece, or the spouse of any such person;</p> <p>(3) a person having a step-relationship described in (2) above; (4) a parent-in-law or a brother- or sister-in-law; or (5) any other person who resides in the same household as the trustee, officer, or employee.</p>
<b>Rules of Combination</b>	<p>The law of Unit combination requirements to accumulate the credit to achieve the total Qualification credit.</p>

# S

<b>Sampled Second Marking</b>	A moderation of marking of one or more first markers decision and feedback of sample Learners Assignments
<b>Safeguarding</b>	Protecting people's health, wellbeing, and human rights; enabling them to live free from harm, abuse, and neglect.
<b>Sampling Procedures</b>	Procedure where a sample of assessed Learner work is chosen to Quality Assurance exercise.
<b>Sensitive Personal Data</b>	Information that is more highly protected by Laws due to its more vulnerable nature (medical history, data concerning a person's physical or mental health .....)
<b>Senior Officer</b>	A director or senior executive officer of the Awarding Organisation or, where the AO is not a limited company, a person holding a position of equivalent status within the organisational structure of the AO (Ofqual, 2020).
<b>Second Marking</b>	A moderation of marking of all first markers decision and feedback of all Learners Assignments.

<p><b>Specialist Unit</b></p>	<p>Compulsory Unit to a specific pathways a Learner must learn to complete the Qualification</p>
<p><b>Special Consideration</b></p>	<p>Consideration to be given to a Learner who has temporarily experienced an illness or injury, or some other event outside of his or her control, which has, or is reasonably likely to have, materially affected the Learner's ability to –</p> <ul style="list-style-type: none"> <li>(a) take an Assessment, or</li> <li>(b) demonstrate his or her level of attainment in an Assessment. (Ofqual, 2020)</li> </ul>
<p><b>Standard Qualification Fee</b></p>	<p>A fee which, subject to negotiation, is payable to an Awarding Organisation by a purchaser that represents the sum of all mandatory fees that must be paid in respect of an individual Learner for that Learner to have the opportunity to obtain one of the awarding organisation's qualifications, including a certificate in relation to it.</p> <p>This would exclude any Learner pre-requisites clearly set out in the Qualification specification, for example prior learning or membership of a professional body.</p> <p>Where an Awarding Organisation only makes a Qualification available as part of a package, together with other Products and Services, the Standard Qualification Fee will be the notional fee payable in respect of the Qualification only (Ofqual, 2020).</p>

<p><b>Stimulus Materials</b></p>	<p>Materials provided to the Learner before or at the time of the Assessment which facilitate the Learner’s demonstration of his or her knowledge, skills and understanding. Tasks in an Assessment may relate directly to the materials and a Learner may make direct reference to the materials in completing the Assessment. Such materials may include, for example, charts, diagrams, pictures, quotations or machinery. (Ofqual, 2020)</p>
<h1>T</h1>	
<p><b>Teacher</b></p>	<p>A person who prepares any Learner, or any person likely to become a Learner, for Assessment for a Qualification and who does so –</p> <ul style="list-style-type: none"> <li>a. as a Lecturer, supervisor, tutor or other appropriate provider of education or training, or</li> <li>b. in circumstances in which that preparation takes place primarily at home (Ofqual, 2020)</li> </ul>
<p><b>Total Qualification Time Criteria (or ‘TQT Criteria’)</b></p>	<p>The TQT Criteria are criteria that are set and published by Ofqual for –</p> <ul style="list-style-type: none"> <li>a. the purposes set out at section 146(1)(b) of the Act, and</li> <li>b. the purpose of determining the number of hours of Total Qualification Time that should be assigned to a qualification by an Awarding Organisation.</li> <li>c. The TQT Criteria may be set out in more than one document (Ofqual, 2020).</li> </ul>

<p><b>TQT (Total Qualification Time)</b></p>	<p>The number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required, in order for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the Award of a Qualification.</p> <p>Total Qualification Time is comprised of the following two elements –</p> <p>(a) the number of hours which an Awarding Organisation has assigned to a Qualification for Guided Learning, and</p> <p>(b) an estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including Assessment, which takes place as directed by – but not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training (Ofqual, 2020).</p>
<h1>U</h1>	
<p><b>Unique Learner Number (ULN)</b></p>	<p>A unique number assigned to each Learner for identification.</p>
<p><b>Unit Teaching Content</b></p>	<p>An indication of content which should be included when teaching a Unit or Qualification.</p>

<p><b>Users of Qualifications</b></p>	<p>Persons who have a legitimate interest in the Qualification or type of Qualification made available by the Awarding Organisation, which may include –</p> <ul style="list-style-type: none"> <li>a. Learners and Learners’ representatives,</li> <li>b. Centres,</li> <li>c. Teachers,</li> <li>d. employers and employers’ representatives,</li> <li>e. further and higher education establishments, (f) schools,</li> <li>f. government departments and agencies, and</li> <li>g. professional bodies (Ofqual, 2020).</li> </ul>
<h1>V</h1>	
<p><b>Validity</b></p>	<p>The extent to which evidence and theory support the interpretation that the Assessment outcomes meet their intended uses.</p> <p>The evaluation of Validity involves the development of a clear argument to support the proposed interpretation of the outcomes and as a consequence the intended uses of the Assessment.</p> <p>The Validity argument should be built on statements of the proposed interpretation and supporting evidence collected from all stages of the Assessment process (Ofqual, 2020).</p>

# W

**Workforce**

Persons available for work (including employees, workers and contractors) (Ofqual, 2020).



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