



# **PHILIPS HIGH SCHOOL**

## **POLICY ON**

### **BTEC QUALITY NOMINEE**

Policy Reviewed: July 2023

## **BTEC QUALITY NOMINEE POLICY**

### **Main Duties and Responsibilities**

1. To ensure that all programmes are approved and registrations are accurate and up-to-date.
2. To ensure approval conditions and policy requirements are being implemented consistently and effectively.
3. To ensure teaching staff skills and qualifications meet expected requirements and they are aware of support and guidance available and understand requirements.
4. To ensure internally assessed components are marked using the descriptors in the Pearson marking grid.
5. To ensure learner marks are submitted to Pearson for moderation at the dates specified by Pearson.
6. To maintain and update relevant information on the staff intranet and ensure easy access to information and resources as part of awarding body requirements.
7. To support improvements to practice by attending team meetings, disseminating updates and key guidance and providing guidance and support as appropriate.
8. To identify and lead on essential internal/external training and development opportunities, including awarding body events and ensure appropriate and relevant attendance to ensure up-to-date knowledge and skills in the relevant subject area.
9. To liaise with the Quality Nominee to ensure effective and successful delivery of qualifications.

Signed .....	Ms T Owen – Head of Centre
Signed .....	Mrs J Potts – Quality Nominee
Signed .....	Mr M Coldwell – Subject Leader
Signed .....	Miss McCrone – Subject Leader
Signed .....	Miss Scofield – Subject Leader
Signed .....	Mr Simms – Subject Leader
Signed .....	Mr Carinci – Subject Leader
Signed .....	Miss Craig – Subject Leader
Signed .....	Mrs Dodd – Subject Leader
Signed .....	Mrs L Waring - Examinations Officer