



Sir Christopher Hatton Academy

A Member of Hatton Academies Trust



Unsuccessful Lead IV Accreditation/a Lead IV Leaving the Centre Procedure



Unsuccessful Lead IV Accreditation/a Lead IV Leaving the Centre Procedure

In the event of an assessor being unsuccessful re Lead IV accreditation, or an accredited Lead IV leaving the centre, the aims of this procedure are:

- to provide continuity of effective, reliable and valid internal verification
- to provide continued support for assessors and internal verifiers
- for students not to be disadvantaged

In order to achieve those aims where an assessor is unsuccessful in achieving Lead IV status through the online standardisation exercise, the following will apply:

- Internally assessed and verified student work shall be subject to standards verification from an external standards verifier allocated by BTEC
- The person who undertook the standardisation exercise shall remain as Lead IV for this part of the process
- Existing assessment and internal verification procedures still apply
- The sample shall be discussed between the Lead Internal Verifier and Standards Verifiers, but the Quality Nominee shall also check the sample before posting using the Internal Audit of Work Sampled proforma
- Where standards verification is successful, Lead IV status shall be awarded to the Lead IV in school

In order to achieve the above aims where an accredited Lead IV leaves the centre, the following will apply:

- In Sir Christopher Hatton School the expectation is that typically the lead IV is the Head of Department. As such the new head of department will become the new Lead IV for that subject
- That head of department will have to undergo Lead IV training through the online standardisation window when the first opportunity arises



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- Where new to BTEC qualifications that new Lead IV will have to undergo existing induction arrangements

This policy shall be reviewed every twelve months.

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LIV Business	coej@hattonacademy.org.uk	10/2016
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LIV Information Technology	coej@hattonacademy.org.uk	10/2016
LIV Music	jeffsc@hattonacademy.org.uk	10/2016
LIV Sport	hughesj@hattonacademy.org.uk	10/2016