T Level Technical Qualifications Comparison of monitoring reviews across Awarding Organisations (AOs)

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 take place between September to November. The provisional date for your AMR will be discussed with your Quality Reviewer (QR) once you are approved to offer the T Level. Most AMRs will take place remotely, using our secure file sharing system OneDrive.

During the AMR a QR will quality assure your management systems and administration processes where your policies and procedures, resources and arrangements for delivery, assessment and internal quality assurance processes will be reviewed. Following the review, you will receive a risk rating of high, medium or low. Providers with a high-risk rating will receive an interim review within the session. 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 the T Level Technical Qualifications approved, Pearson will conduct termly **monitoring reviews** with providers. This process is different to NCFE and City and Guilds 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 Provider Quality Managers.

During the termly monitoring reviews the Provider 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 T Level Technical Qualification, in line with the expectations and requirements and

.

your terms and conditions of qualification approval. In addition, the Provider 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 Provider Quality Manager at the following monitoring activity.

If you are delivering various Pearson T Level Technical Qualifications, you will receive separate monitoring reports, although the reviews may be conducted at the same meeting.

City & Guilds

Following approval, City & Guilds will carry out an annual self-assessment with each provider. These will take place at the start of the academic year (usually around October) and are mapped to the provide approval criteria. City & Guilds will use a risk-based model to determine the monitoring activities that are required for each provider. These activities will predominantly be carried out by City & Guilds specialist Technical Qualification Associates (TQAs) and could either be a visit, or desk-based activity. The volume and type of activities will be dependent on the review of the annual self-assessment and the outcome of the previous years' assessments.

Dependent on which TQ a provider is delivering, City & Guilds will monitor the outcomes of core component pass rates (core exams and the ESP) and the result of moderation / external marking of Occupational Specialisms (OS).

During any monitoring activity, City & Guilds TQA will review against their provider approval criteria A – G, as set out in the original approval application and 'provider approval and quality assurance information' document. These criteria must continue to be met to ensure confidence in provider delivery and to confirm they can continue to deliver the T Level Technical Qualifications.

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 or similar evidence. We recommend that you start to prepare for your AO's review as soon as delivery commences, to demonstrate the systems you have in place and be ready to share information about your policies and procedures and processes for:
• Communications between teams and departments (including placements and staff who work remotely)
• Staff induction
• Internal and external assessment (including work placement)
• Delivery (including lesson plans, schemes of work, course files, student tracking records, individual learning plans, initial assessment and diagnostic results, assessment feedback, course evaluation, student evaluation, review of resources and teaching and learning environment)
• Internal quality assurance (including standardisation, course team meetings and feedback and support to Assessors.
• Student registration, assessment entry and withdrawals
• Securing live assessment
• Remaining up to date with awarding organisations
• Checking and monitoring Assessors and IQAs occupational competence

Document information

Copyright in this document belongs to, and is used under licence from, the Institute for Apprenticeships and Technical Education, © 2021-2023

'T-LEVELS' is a registered trade mark of the Department for Education.

'T Level' is a registered trade mark of the Institute for Apprenticeships and Technical Education.

The T Level Technical Qualification is a qualification approved and managed by the Institute for Apprenticeships and Technical Education.

'Institute for Apprenticeships & Technical Education' and logo are registered trade marks of the Institute for Apprenticeships and Technical Education.

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
1.2	C&G section included	January 2022
2.0	Title of document changed from Comparison of monitoring reviews across Awarding Organisations (AOs) to T Level Technical Qualifications Comparison of monitoring reviews across Awarding Organisations (AOs). City & Guilds section amended so it does not read in the 1st person. All occurrences of provider amended to Provider. Reference to EPA removed from the Management and information systems section. Copyright information updated and assigned to the Institute. Text removed from copyright information - *NCFE is currently authorised by the Institute to develop and deliver the qualifications referred to in this document.*	25 July 2023