

# YEAR PLANNER JULY 2021 TO AUGUST 2022

## For Pearson BTEC Higher Nationals Business RQF Programme

| WK No | Start Date (Monday) | Teaching wk for Units | Date            | Calendar Events and activities                                      |  |
|-------|---------------------|-----------------------|-----------------|---|--|
| 0     | 28 June 2021        |                       | Sun 4 Jul 2021  | Staff Day   | Staff induction and Training                                     |
|       |                     |                       |                 |   | Standardisation of Teaching and assessment resources             |
|       |                     |                       |                 |   | Academic Management Team meeting (Academic Planning)             |
| 1     | 5 Jul 2021          | Wk 1 Unit 1 & 2       | Mon 5 Jul 2021  | Internal Verification of Assessment Briefs Units 1 & 2              |  |
|       |                     |                       |                 | Academic Year starts  |  |
| 2     | 12 Jul 2021         | Wk 2 Unit 1 & 2       | Mon 12 Jul 2021 | Staff to release Unit 1 & 2 assessments to students                 |  |
|       |                     |                       | Tue 13 Jul 2021 |   |  |
| 3     | 19 Jul 2021         | Wk 3 Unit 1 & 2       |                 |   |  |
| 4     | 26 Jul 2021         | Wk4 Units 1 & 2       |                 | AMT meeting   |  |
| 5     | 2 Aug 2021          | Wk 5 Units 1 & 2      | Mon 3 Aug 2021  | Peer Observations   |  |
|       |                     |                       | Tue 3 Aug 2021  |   |  |
| 6     | 9 Aug 2021          | Wk 6 Units 1 & 2      | Mon 9 Aug 2021  | Staff Observations  |  |
|       |                     |                       | Tue 10 Aug 2021 | Students to complete Survey on information and admissions           |  |
|       |                     |                       | Fri 13 Aug 2021 | First QA sampling: Student files, Teaching and assessment resources |  |
|       |                     |                       |                 | SMG Meeting   |  |
| 7     | 16 Aug 21           |                       | Mon 16 Aug 2021 | Break   |  |
| 8     | 23 Aug 21           |                       |                 |   |  |
| 9     | 30 Aug 21           |                       | Fri 3 Sep 2021  | Break ends  |  |
| 10    | 6 Sep 2021          | Wk 7 Units 1 & 2      | Mon 6 Sep 2021  | Teaching Resumes for units 1 & 2                                    |  |
|       |                     |                       |                 | Staff/Student Liaison meetings                                      |  |
|       |                     |                       | Tue 7 Sep 2021  |   |  |
|       |                     |                       | Fri 10 Sep 2021 | Final Assignment Submission Link Open: Unit 1 & 2                   |  |
|       |                     |                       |                 | SMG Meeting   |  |
| 11    | 13 Sep 2021         | Wk 8 Units 1 & 2      | Fri 17 Sep 2021 | SMG Meeting   |  |
| 12    | 20 Sep 2021         | Wk 9 Units 1 & 2      | Mon 20 Sep 2021 | Marking of assessments starts Units 1 & 2                           |  |
|       |                     |                       |                 | Teaching ends: Units 1 & 2  |  |
|       |                     |                       |                 | Students complete Survey on units 1 & 2                             |  |
|       |                     |                       | Tue 21 Sep 2021 |   |  |
|       |                     |                       | Fri 24 Sep 2021 | Staff Day   | Staff induction and Training                                     |
|       |                     |                       |                 |   | Standardisation of Marking: Units 1 & 2                          |
|       |                     |                       |                 |   | Standardisation of Teaching and assessment resources units 3 & 4 |
|       |                     |                       |                 |   | AMT Meeting  |
|       |                     |                       |                 | Final Assignment Submission Link Closes: Unit 1 & 2                 |  |
| 13    | 27 Sep 2021         | Wk 1 Units 3 & 4      | Mon 27 Sep 2021 | Internal Verification of Assessment Briefs for Units 3 & 4          |  |
|       |                     |                       |                 | Teaching starts: Unit 3 & 4   |  |
|       |                     |                       | Tue 28 Sep 2021 | Marking of assessments Ends: Unit 1 & 2                             |  |
|       |                     |                       |                 | Internal Verification Starts: Unit 1 & 2                            |  |
|       |                     |                       | Sat 2 Oct 2021  | Internal Verification ends: Unit 1 & 2                              |  |
| 14    | 4 Oct 2021          | Wk 2 Units 3 & 4      |                 | Staff to release Unit 3 & 4 assessment briefs to students           |  |
|       |                     |                       | Wed 6 Oct 2021  | Assessment Boards Unit 1 & 2  |  |
|       |                     |                       | Fri 8 Oct 2021  | Results Published Unit 1 & 2  |  |

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| 15    | 11 Oct 2021         | Wk 3 Units 3 & 4      | Mon 11 Oct 2021 | Re-submission Link Opens Unit 1 & 2  |
|-------|---------------------|-----------------------|-----------------|--|
| 16    | 18 Oct 2021         | Wk 4 Units 3 & 4      | Mon 18 Oct 2021 | Re-submission Link Closes Unit 1 & 2   |
| WK No | Start Date (Monday) | Teaching wk for Units | Date            | Calendar Events and activities   |
| 17    | 25 Oct 2021         |                       | Mon 25 Oct 2021 | Break  |
|       |                     |                       |                 | Resubmission Marking Ends: Unit 1 & 2  |
|       |                     |                       |                 | Resubmission Internal Verification Start: Unit 1 & 2   |
|       |                     |                       | Fri 29 Oct 2021 | Break ends   |
|       |                     |                       |                 | AMT Meeting  |
|       |                     |                       |                 | Academic Board   |
|       |                     |                       |                 | Audit and Risk Committee Meeting   |
|       |                     |                       |                 | Finance & General Purposes   |
|       |                     |                       |                 | Employers' Forum   |
| 18    | 1 Nov 2021          | Wk 5 Units 3 & 4      | Mon 1 Nov 2021  | Teaching resumes for Units 3 & 4   |
|       |                     |                       |                 | Resubmission Internal Verification Ends unit 1 & 2   |
|       |                     |                       | Thur 4 Nov 2021 | Re-submission Assessment Boards Unit 1 & 2   |
|       |                     |                       | Fri 5 Nov 2021  | Re-submission Results Published Unit 1 & 2   |
| 19    | 8 Nov 2021          | Wk 6 Units 3 & 4      | Mon 9 Nov 2021  | Peer Observations  |
|       |                     |                       | Tue 10 Nov 2021 | Students complete survey on Units 3 & 4  |
| 20    | 15 Nov 21           | Wk 7 Units 3 & 4      | Mon 15 Nov 2021 | Staff Observations   |
|       |                     |                       | Tue 16 Nov 2021 | Student-Staff Liaison Meetings   |
|       |                     |                       | Fri 19 Nov 2021 | Second QA sampling: Assessment process for Units 3 & 4 and Teaching and assessment resources for units 5 & 6 |
| 21    | 22 Nov 21           | Wk 8 Units 3 & 4      | Mon 22 Nov 2021 |  |
| 22    | 29 Nov 21           | Wk 9 Units 3 & 4      | Tue 30 Nov 2021 | Final Assignment Submission Link Open Unit 3 & 4   |
|       |                     |                       | Fri 3 Dec 2021  | Staff induction and Training   |
|       |                     |                       |                 | Standardisation of marking for unit 3 & 4  |
|       |                     |                       |                 | Standardisation of Teaching and assessment resources units 5 & 6   |
| 23    | 6 December 2021     | Wk 1 Units 5 & 6      | Mon 6 Dec 2021  | Internal Verification of Assessment Briefs unit 5 & 6  |
|       |                     |                       |                 | Teaching Starts Unit 5 & 6   |
|       |                     |                       |                 | Marking Starts: unit 3 & 4   |
|       |                     |                       | Fri 10 Dec 2021 | Final Assignment Submission Link Close Unit 3 & 4  |
| 24    | 13 Dec 21           | Wk2 Units 5 & 6       | Mon 13 Dec 2021 | Marking Ends: Unit 3 & 4   |
|       |                     |                       |                 | Internal Verification Starts: Unit 3 & 4   |
|       |                     |                       |                 | Staff to release Unit 5 & 6 assessment briefs to students  |
|       |                     |                       | Tue 14 Dec 2021 |  |
| 25    | 20 Dec 21           |                       | Mon 20 Dec 2021 | Christmas Holiday Break Begins   |
|       |                     |                       |                 | Internal Verification Ends: Unit 3 & 4   |
|       |                     |                       | Wed 22 Dec 2021 | Academic Assessment Boards Unit 3 & 4 (AAB)  |
|       |                     |                       | Fri 24 Dec 2021 | Results Published Unit 3 & 4   |
| 26    | 27 Dec 21           |                       | Tue 28 Dec 2021 | Re-submission Link opens: Unit 3 & 4   |
| 27    | 3 Jan 2022          | Wk3 Units 5 & 6       | Mon 3 Jan 2022  | Teaching resumes: Units 5 & 6  |
|       |                     |                       |                 | Re-submission Link Closes: Unit 3 & 4  |
|       |                     |                       |                 | Resubmission Marking Starts: Unit 3 & 4  |
|       |                     |                       | Fri 7 Jan 2022  | AMT Meeting  |

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|    |             |                 |               |  |
|----|-------------|-----------------|---------------|--|
| 28 | 10 Jan 2022 | Wk4 Units 5 & 6 | Mon 10 Jan 22 | Resubmission Marking Ends: Unit 3 & 4                |
|    |             |                 |               | Resubmission Internal Verification Start: Unit 3 & 4 |

| W<br>K<br>No | Start Date<br>(Monday) | Teaching wk for<br>Units | Date             | Calendar Events and activities  |
|--------------|------------------------|--------------------------|------------------|---|
| 29           | 17 January<br>2022     | Wk 5 Units 5 & 6         | Mon 17 Jan 2022  | Resubmission Internal Verification Ends: Unit 3 & 4   |
|              |                        |                          |                  | Peer Observations   |
|              |                        |                          | Tue 18 Jan 2022  | Peer Observations   |
|              |                        |                          | Wed 19 Jan 2022  | Resubmission Assessment Boards Unit 3 & 4   |
|              |                        |                          | Fri 21 Jan 2022  | Re-submission Results Published Unit 3 & 4  |
|              |                        |                          |                  | SMG Meeting   |
| 30           | 24 January<br>2022     | Wk 6 Units 5 & 6         | Mon 24 Jan 2022  | Observation of Teaching   |
|              |                        |                          | Tue 25 Jan 2022  | Pearson EE Visit  |
|              |                        |                          | Fri 28 Jan 2022  | Third QA sampling: Assessment process for Units 3 & 4 and Teaching and assessment resources for units 5 & 6 |
| 31           | 31 Jan 2022            | Wk 7 Units 5 & 6         | Fri 4 Feb 2022   | Audit and Risk Committee Meeting  |
|              |                        |                          |                  | Finance & General Purposes  |
|              |                        |                          |                  | Employers' Forum  |
| 32           | 7 Feb 22               | Wk 8 Units 5 & 6         |                  | College Oversight Board   |
| 33           | 14 Feb 22              |                          | Mon 14 Feb 2022  | Half Term Break starts  |
|              |                        |                          | Thur 17 Feb 2022 | Staff Day   |
|              |                        |                          |                  | Staff induction and Training  |
|              |                        |                          |                  | Standardisation of Teaching and assessment resources units 7 & 8  |
|              |                        |                          |                  | AMT Meeting   |
|              |                        |                          | Fri 18 Feb 2022  | Half Term Break ends  |
| 34           | 21 Feb 22              | Wk 9 Units 5 & 6         | Mon 21 Feb 2022  | Teaching resumes for Unit 5 & 6   |
|              |                        |                          | Tue 22 Feb 2022  | Teaching Ends Unit 5 & 6  |
|              |                        |                          | Fri 25 Feb 2022  | Final Assignment Submission Link Open Unit 5 & 6  |
|              |                        |                          |                  | Academic Board  |
| 35           | 28 Feb 22              | Wk 1 Units 8 & 9         | Mon 28 Feb 2022  | Internal Verification of Assessment Briefs Unit 8 & 9   |
|              |                        |                          |                  | Standardisation of Marking for Units 5 & 6  |
|              |                        |                          | Wed 2 Mar 2022   | Marking Starts: Units 5 & 6   |
|              |                        |                          | Fri 4 Mar 2022   | Final Assignment Submission Link Close Unit 5 & 6   |
|              |                        |                          |                  | SMG Meeting   |
| 36           | 7 Mar 22               | Wk 2 Units 8 & 9         | Mon 8 Mar 2022   | Students Complete Unit 5 & 6 Surveys  |
|              |                        |                          | Tue 9 Mar 2022   | Students Convene Staff-Student Liaison Meetings   |
|              |                        |                          | Fri 11 Mar 2022  | Marking Ends: Units 5 & 6   |
|              |                        |                          |                  | Internal Verification Starts; Unit 5 & 6  |
| 37           | 14 Mar 22              | Wk 3 Units 8 & 9         | Fri 18 Mar 2022  | Internal Verification Ends: Unit 5 & 6  |
| 38           | 21 Mar 2022            | Wk 4 Units 8 & 9         | Mon 21 Mar 2022  | Observation of Teaching   |
|              |                        |                          | Tue 22 Mar 2022  |   |
|              |                        |                          | Wed 23 Mar 2022  | Academic Assessment Boards Unit 5 & 6   |
|              |                        |                          | Fri 25 Mar 2022  | Results Published Unit 5 & 6  |

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|                       |                                |                                  |                          |  |
|-----------------------|--------------------------------|----------------------------------|--------------------------|--|
|                       |                                |                                  |                          | Fourth QA sampling: Assessment process for Units 5 & 6 and Teaching and assessment resources for units 8 & 9 |
|                       |                                |                                  |                          | AMT Meeting  |
| 39                    | 28 Mar 22                      | Wk 5 Units 8 & 9                 | Mon 28 Mar 2022          | Re-submission Link Open Unit 5 & 6   |
|                       |                                |                                  | Fri 4 Apr 2022           | SMG Meeting  |
|                       |                                |                                  | Sun 5 April 2022         | Re-submission Link Close Unit 5 & 6  |
| 40                    | 4 April 2022                   | Wk 6 Units 8 & 9                 | Mon 4 April 2022         | Marking Starts: Unit 5 & 6   |
|                       | 11 Apr 2022                    | Wk 7 Units 8 & 9                 | Mon 11 Apr 2022          | Marking Ends: Unit 5 & 6   |
| <b>W<br/>K<br/>No</b> | <b>Start Date<br/>(Monday)</b> | <b>Teaching wk for<br/>Units</b> | <b>Date</b>              | <b>Calendar Events and activities</b>  |
| 41                    | 18 Apr 2022                    |                                  | Mon 18 Apr 2022          | Easter Break starts  |
|                       |                                |                                  |                          | Internal Verification ends: Unit 5 & 6   |
|                       |                                |                                  | Wed 20 Apr 2022          | Resubmission Assessment Boards Unit 5 & 6  |
|                       |                                |                                  | Fri 22 Apr 2022          | Re-submission Results Published Unit 5 & 6   |
| 42                    | 25 Apr 2022                    |                                  |                          |  |
| 43                    | 2 May 2022                     |                                  | Fri 6 May 2022           | Easter Break ends  |
| 44                    | 9 May 2022                     | Wk 8 Units 8 & 9                 |                          | Teaching resumes for Unit 8 & 9  |
| 45                    | 16 May 22                      | Wk 9 Units 8 & 9                 | Mon 16 May 2022          | AMT Meeting  |
|                       |                                |                                  | Tue 17 May 2022          | Final Assignment Submission Link Open: Unit 8 & 9  |
|                       |                                |                                  | Fri 20 May 2022          | Standardisation of Marking Unit 8 & 9  |
| 46                    | 23 May 22                      |                                  | Wed 25 May 2022          | Marking begins Unit 8 & 9  |
|                       |                                |                                  | Fri 27 May 2022          | SMG Meeting  |
| 47                    | 30 May 22                      |                                  | Wed 1 Jun 2022           | Marking Ends Unit 8 & 9  |
|                       |                                |                                  |                          | Internal Verification Starts Unit 8 & 9  |
| 48                    | 6 June 2022                    |                                  | Tue 7 Jun 2022           | Internal Verification Ends Unit 8 & 9  |
|                       |                                |                                  | Fri 10 Jun 2022          | Academic Assessment Boards Unit 8 & 9  |
| 49                    | 13 Jun 2022                    |                                  | Mon 13 Jun 2022          | Results Published Unit 8 & 9   |
|                       |                                |                                  | Wed 15 Jun 2022          | Re-submission Link Open Unit 8 & 9   |
| 50                    | 20 Jun 22                      |                                  | Wed 22 Jun 2022          | Re-submission Link Closes Unit 8 & 9   |
|                       |                                |                                  | Thur 23 Jun 2022         | Marking begins on re submission for 8 & 9  |
| 51                    | 27 Jun 22                      |                                  | Wed 29 Jun 2022          | Marking Ends: re submission for 8 & 9  |
|                       |                                |                                  |                          | Internal Verification Starts re submission for 8 & 9   |
| 52                    | 4 Jul 2022                     |                                  | Mon 4 Jul 2022           | Internal Verification Ends   |
|                       |                                |                                  | Wed 6 Jul 2022           | Resubmission Assessment Boards Unit 8 & 9  |
|                       |                                |                                  | Fri 8 Jul 2022           | Resubmission Results Published Unit 8 & 9  |
| Review of the year    | 11 Jul 2022                    |                                  | Mon 11 Jul 2022          | Pearson EE Visit   |
|                       |                                |                                  | Tues 12 Jul 2022 onwards | Progression Boards   |
|                       | 18 Jul 2022                    |                                  |                          | End of Cycle Quality Monitoring: Preparation of Annual Monitoring Reports                                    |
|                       | 25 Jul 2022                    |                                  | Fri 29 Jul 2022          | Finalisation of Annual Monitoring Reports  |
|                       | 1 Aug 2022                     |                                  | Mon 1 Aug 2022           | Final Academic Board for the deliberation of Annual Monitoring Review Reports                                |
|                       |                                |                                  | Wed 3 Aug 2022           | Final Finance and General Purposes Meeting   |
|                       |                                |                                  | Fri 5 Aug 2022           | Final Audit and Risk Committee Meeting   |
|                       | 8 Aug 2022                     |                                  | Fri 12 Aug 2022          | Final College Oversight Board  |

Note: Cohort 9 2<sup>nd</sup> Year Planner Starts from September 2022 to August 2023