



STANDARDISATION POLICY

Policy Owner	Compliance Manager
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1.Introduction

B-TIC is highly responsible to maintain and improve the quality of the Qualifications delivery as per the standard and recommend of the Awarding Bodies.

We are fully committed to every compliance of all the agencies who regulate us thus we are highly dedicated in setting Policies with timely revisions to meet the regulatory requirements, assure the standards, guide and support Awarding Bodies and the Learners to achieve a world class learning experience.

2. Scope

This document is applicable for the following products:

B-TIC Campus



3. Audience

This document is for use by the following:

- a.B-TIC Staff
- b.Learners

Relevant Policies to be used in conjunction with,

- 1.B-TIC Glossary of Terms
- 2.Relevant Policies that is in Compliance with

4. Definitions

B-TIC Internal Standardisation

Standardisation of our own practice and procedures to ensure that all those providing External Quality Assurance for B-TIC are working to the same standard.

5. Policy Statement

5.1 General

This document sets out B-TIC approach to standardisation to maintain the fairness, transparency, rigours, quality, reliability, validity, objectivity and consistency of the Qualifications.

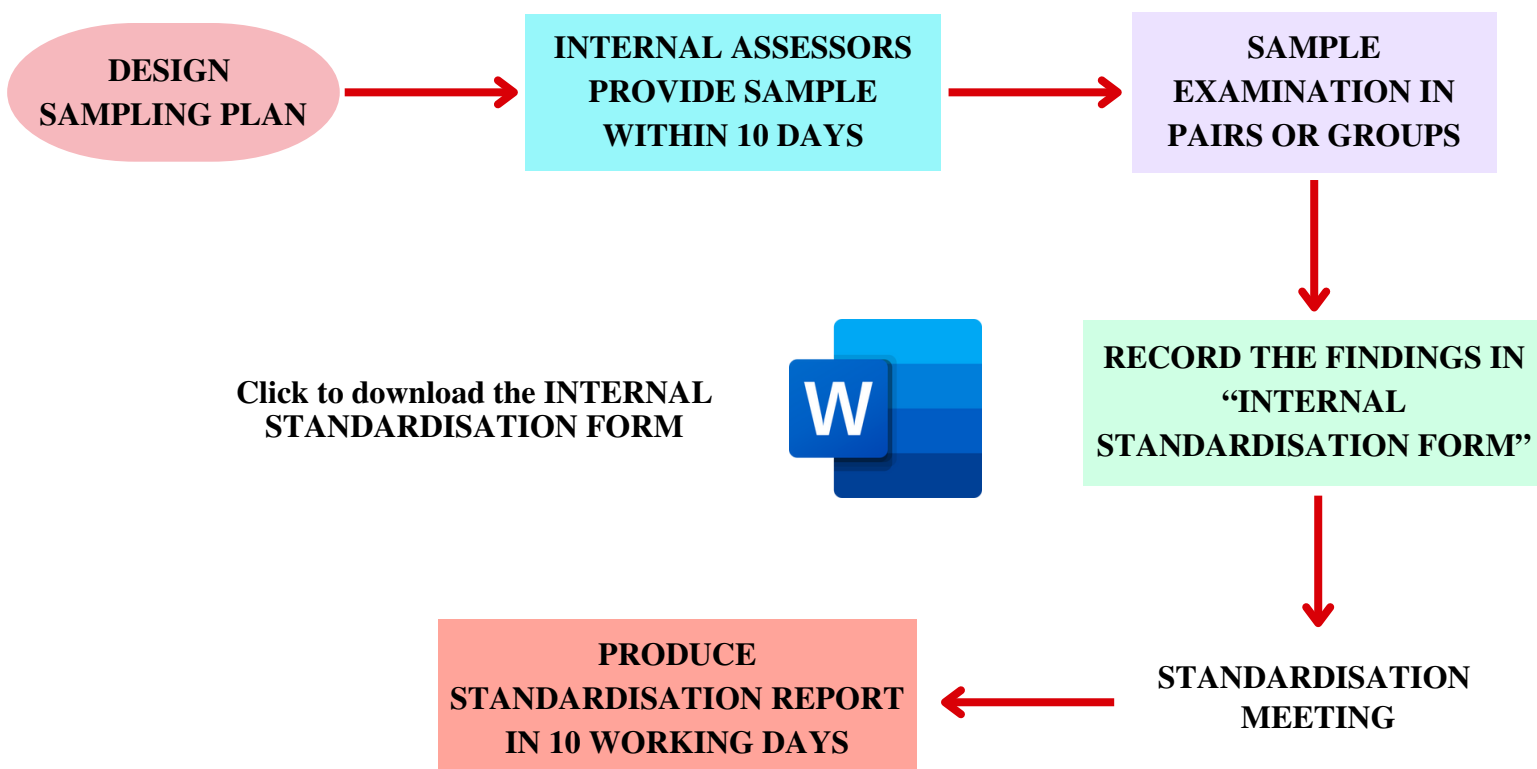
B-TIC standardisation practice shall ensure that standards are comparable across different Qualifications and different Units of different delivery modes (e.g. classroom, blended, distance learning).

5.2 Internal Standardisation

Internal Verifiers of the B-TIC shall be responsible for Internal Standardisation at B-TIC.

Internal Standardisation shall include all Assessors, Internal Verifiers with a number of dispersed, part-time, contracted or inexperienced Assessors and appropriate team members.

IVQA shall make the “Internal Standardisation Report” (Internal Standardisation Form) within 10 working days.



5.3 B-TIC Internal Standardisation

B-TIC shall standardise its practice up to the industry and employment standards this shall adopt the following practices,

- a. Strictly follow standard procedures
- b. Internal Verification
- c. Regular staff training
- d. Internal Standardisation events to review External Quality Assurance decisions

End of Policy

B-TIC has taken all effort to ensure that the Policy and information contained in this version of publication are true and accurate to the best of knowledge when published.

Disclaimer: However, Policies, Products and Services of B-TIC are subject to continuous learning and improvement frequently. Thus we reserve the right to improve the Policies, Products and Services accordingly. We cannot accept any responsibility for loss or damage of any nature upon the usage of this document.



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