

## Diploma Frequently Asked Questions

### 1. How do I book onto a Diploma training event?

Details of the next training events are posted on the VTCT website in both the Diploma and Events areas. Instructions on how to book onto these events will be given when further dates are added. For bespoke training sessions within your consortium please contact [diplomasupport@vtct.org.uk](mailto:diplomasupport@vtct.org.uk). Please mark e-mails 'Bespoke Diploma Events'.

### 2. Do VTCT provide schemes of work, lesson plans and assignments?

We provide sample internal and external assessment exemplars and guidance so that centres feel confident to devise their own or contextualise ours. Lesson plans and schemes of work are the responsibility of consortia, although we have published an Assessment and Delivery Resource in partnership with Pearson. This resource is available to purchase from Pearson and includes sample schemes of work, lesson plans and delivery ideas.

### 3. Do I have to be part of a consortium to offer the Diploma?

Yes. You will have been an identified centre within the consortia that applied through the Gateway process for that line of learning. Passing through the Gateway for one line does not mean that you can offer other lines of learning.

### 4. Do we have to apply for centre approval to offer the Diploma?

Consortia that have passed through the Gateway have undergone a rigorous process of approval with the DCSF and other partners. VTCT ask you to complete our *Expression of Intention to Offer* form which is downloadable from our website. If you then intend to offer the Diploma with VTCT, we will require a *Centre Recognition* form to be completed. This asks for information to identify home and assessment centres and confirm that you have the sufficient facilities within the consortium. Completed forms should be e-mailed to [qualityassurance@vtct.org.uk](mailto:qualityassurance@vtct.org.uk)

### 5. We don't know who the centres are in the consortium or the named people.

VTCT is working at communicating with as many people as we can to establish the key personnel in a consortium. VTCT welcomes updates of this data.

### 6. Do assessors need to have the A1 award to be able to deliver and assess on the Diploma programme?

No. Within the guidance in each unit we state:

*In order to ensure that learners get the most out of this unit, it is recommended that the teaching by a suitably qualified and experienced teacher/lecturer be complemented by instruction by other personnel, such as:*

- tutor/assessor combined with relevant industrial experience and knowledge of health and safety.*
- tutor/assessor combined with either an industry specialist with relevant industrial experience. Practising hair and/or beauty tutor/assessor with sufficient CPD, or practising hair and/or beauty work-based tutor/assessor with sufficient current practical experience and relevant CPD*
- practising hair and/or beauty tutor/assessor with sufficient CPD/practising hair and/or beauty work-based tutor/assessor with sufficient current practical experience and relevant CPD.*

We would expect the Domain Assessor to lead and carry out a skills audit of current teaching and assessing skills and match the appropriate personnel to the delivery and assessment activity.

**7. Registrations: The requirement to enter the learner's addresses is a breach of the Data Protection Act.**

The electronic registration file has been designed to follow the DAS information as some consortium management information/record system 'dumps' all the information. The mandatory fields are:

- Learner first name
- Learner family name
- Date of birth
- ULN
- The qualification the learner is registering for

All other fields are optional.

**8. We are concerned that we are being asked to e-mail the registrations and entries to VTCT. This is not secure.**

Centres can post their registrations and entries in the secure LInx2 zone of the VTCT website at [www.vtct.org.uk](http://www.vtct.org.uk). This is in the explanatory notes sent with the files. If you require a password or any coaching please e-mail [Linx2Help@vtct.org.uk](mailto:Linx2Help@vtct.org.uk).

**9. What do we do about Reasonable Adjustments?**

Reasonable adjustments should be informed to VTCT in the same way as all other reasonable adjustments. That is notification of those that centres can allocate and application for those listed.

Reasonable adjustments must come to VTCT as QCDA has not approved using the general qualifications (GCSE and A level) central portal. VTCT is pressing for this to be made available.

**10. When should I set internal assessments?**

This should be based on both your schemes of work, how prepared your learners are and the examination series that you are planning on entering your learners for.

**11. When will we know who the moderator is and what will they do?**

We will notify the consortium of their named moderator as soon as the centre recognition process has been completed.

Moderators will be making 2 visits in the first year to consortium to ensure that they are secure in their understanding and responsibilities and to establish that the internally set assessment material meets the standards.

Moderators will arrange their visit with the Domain Assessor and the consortium lead.

**12. Can I run an NVQ in beauty or hair alongside the Diploma?**

Not as part of the Diploma programme. The standards setting body do not support the delivery of NVQ's alongside a Diploma programme. The Diploma is a comprehensive qualification in its own right and therefore would put excess demands on learners.

**13. What is VTCT offering for Additional and Specialist Learning?**

There is a range of additional learning on the Diploma Catalogue and we expect further additional learning to be developed.

Specialist learning – A range of specialist learning has been approved by Habia and is awaiting QCDA approval. We expect this to be approved in time for it to be added to the January 2010 Diploma Catalogue.

The Diploma catalogue is available at [www.accreditedqualifications.org.uk](http://www.accreditedqualifications.org.uk)

**14. What is the Diploma catalogue?**

The Diploma catalogue details the accredited qualifications that are available for Additional and Specialist learning.

**15. Can learners transfer between levels and lines of learning?**

This would need to be very early in the programme as the content is quite different. However there may be opportunity for co-teaching of aspects of Foundation and

Higher level. The common content is detailed in the document VTCT Diploma newsletter that can be downloaded from the Diploma section of the VTCT website.

## **16. Which team does what within VTCT?**

### *Quality Assurance*

- Consortium set up including centres;
- Relationships within consortium;
- Attaching qualifications to consortium and centres.

### *Centre Administration*

- Registration
- Exam entries

### *ICT*

- Passwords to secure Linx2 area of VTCT website
- Supporting consortium/centres in relation to the completion of registration/exam entries and the uploading of these to the Linx2 secure portal

### *Customer Service*

- General enquiries;
- Ensuring the centre gets to talk to the correct people;