

Charging for Record of Assessment Books

Why does VTCT charge for record of assessment books?

VTCT is now offers more choices to our customers on ways to deliver our qualifications.

1. **Linx2Record (e-portfolio)**

VTCT feels that the e-portfolio is an effective assessment record that engages learners and simplifies assessing and verifying processes. It is also a more environmentally friendly than paper records. Linx2Record will continue to be offered free to VTCT customers.

2. **E-copies of Record of Assessment books**

VTCT includes downloadable versions of record of assessment books on our website, which enables centres to download and print them if they wish. Centres can also request free print-ready versions (including bleed etc.) if they wish to outsource printing locally.

What is the charging model?

VTCT charges by the number of pages in a book. Charges are per book ordered – no discount for bulk is currently available. No additional postage or carriage costs will be added at this time.

VTCT can arrange to offer a package price to centres where they can purchase their mandatory and optional unit record of assessment books with the qualification at one price. Please contact VTCT customer support for more information.

Pricing will apply to all products, including unit books when ordered as optional units. Some example book costs are provided:-

VTCT Level 2 NVQ Diploma in Hairdressing (QCF)

Mandatory unit book	= £9.25
Optional unit 'Attach hair to enhance a style'	= £1.75
Optional unit 'Fulfil salon reception duties'	= £1.50
Cost	= £12.50
Qualification cost	= £85.00
Total cost of qualification with book	= £97.50

VTCT Level 3 Diploma in Beauty Therapy Treatments (QCF)

Mandatory unit book	= £7.75
Optional Unit 'Contribute to the effective running of the business'	= £1.25
Optional unit 'Provide Indian head massage'	= £1.50
Optional unit 'Apply stone therapy massage'	= £1.75
Cost	= £12.25
Qualification cost	= £97.00
Total cost of qualification with book	= £109.25

VTCT Level 3 Diploma in Sports Massage Therapy (QCF)

<i>Mandatory unit book</i>	<i>= £6.75</i>
<i>No optional units</i>	<i>= £0.00</i>
<i>Qualification cost</i>	<i>= £94.00</i>
<i>Total cost of qualification with book</i>	<i>= £100.75</i>

Centres may choose to order the mandatory unit book but then download the optional units if they wish.

VTCT aims to keep costs to centres down and is confident that we are comparable to other awarding organisations.

How do centres order books?

Ordering is done through the VTCT website, using the Linx2Product system. Prices for individual items will be shown on the portal prior to ordering. All mandatory RoA book prices are also included in the VTCT Qualifications Catalogue.

How will centres be charged?

Centres will be invoiced by VTCT under the usual 30 day payment terms. No refunds or returns will be available unless VTCT is found to be at fault. Centres will need to ensure that only authorised personnel use the system to order books. VTCT will maintain our service standard of five working days for delivery.

Credit card payments can be made over the telephone using the current system by calling +44 (0)23 8068 4500.

How is a book differentiated from a qualification?

For use on the Linx2Product system there is a coding convention of adding a 'B' prefix to the VTCT qualification code (e.g. BSP3D6, BAT20352). This will also appear on invoices so centres can differentiate between qualification and book costs.

Who should I contact if I have any questions?

If you wish to discuss the changes or if you experience any problems once the system is in place, you should contact VTCT Customer Support on +44 (0) 23 8068 4500.