



ITEC



VTCT

Exceptional Arrangements for Performance Table Qualifications in 2020

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Aims

- Importance of deadlines
- Journey to grade estimation
- Identifying PTQs
- Mitigation
- Process
- Data collection
- Principles for grade estimation
- Trusted sources of evidence
- Next steps and deadlines

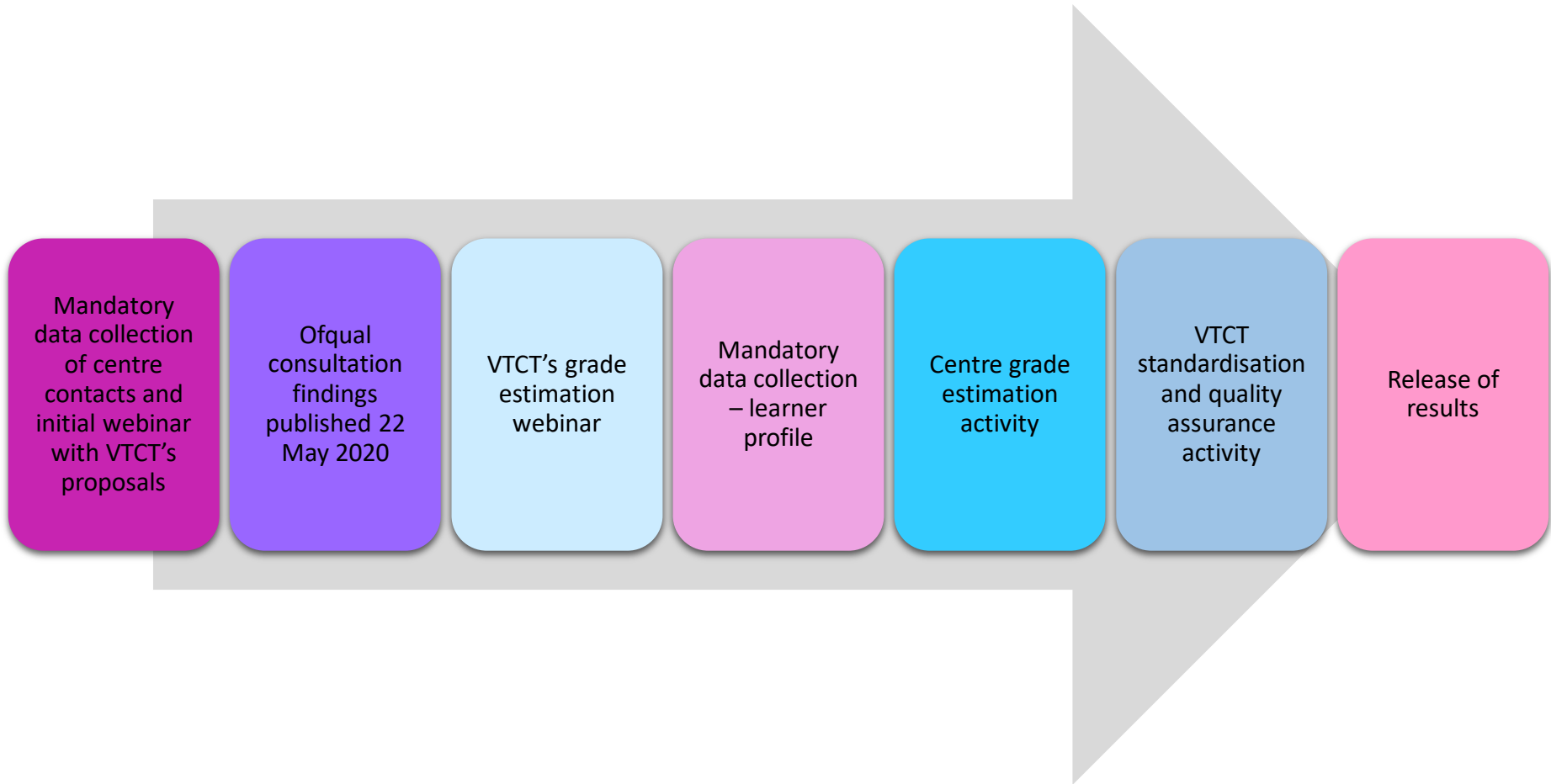


Importance of deadlines

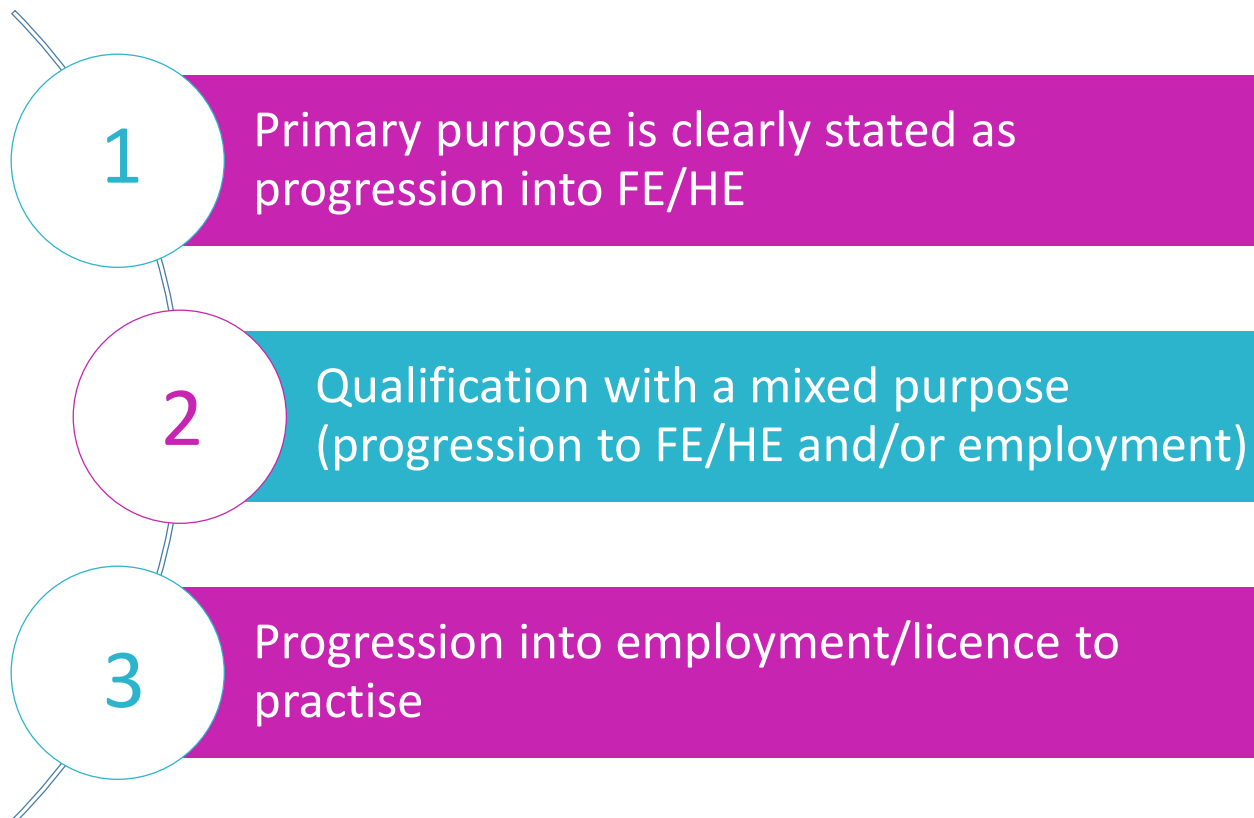
- VTCT is committed to releasing learner results on the dates published in the key dates calendar for the Summer 2020 series
- Collaboration is essential during this intense period of activity
- It is critical that you meet the deadline dates that have been set to enable your learners to receive results and be certificated
- It is important to ensure that accurate information is submitted as this may delay the process
- It may be necessary for us to contact you during this process, please be alert and responsive
- We will be working to support you through each stage of the process



Journey to grade estimation



Ofqual's approach to qualifications



Identifying PTQs

Technical Award

Product code	Qualification title
AM20530	VTCT Level 2 Certificate in Hairdressing and Beauty Therapy (VRQ)



Identifying PTQs

Applied General

Product code	Qualification title
SP3D17	VTCT Level 3 Introductory Diploma in Sports Studies
SP3D18	VTCT Level 3 Subsidiary Diploma in Sports Studies
SP3D19	VTCT Level 3 Diploma in Sports Studies
SP3D20	VTCT Level 3 Extended Diploma in Sports Studies
SP3C16	VTCT Level 3 National Certificate in Sport and Exercise Sciences
SP3EC1	VTCT Level 3 National Extended Certificate in Sport and Exercise Sciences
SP3D26	VTCT Level 3 National Foundation Diploma in Sport and Exercise Sciences
SP3D27	VTCT Level 3 National Diploma in Sport and Exercise Sciences
SP3ED25	VTCT Level 3 National Extended Diploma in Sport and Exercise Sciences



Identifying PTQs

Technical Certificate and Technical Level – Beauty Therapy

Product code	Qualification title
BT2D1.ED1	VTCT Level 2 Diploma/Extended Diploma in Beauty Therapy
BT2D2	VTCT Level 2 Diploma in Beauty Counter Consultancy
BT2D3	VTCT Level 2 Diploma in Nail Technology (Gel)
BT2D4	VTCT Level 2 Diploma in Nail Technology (Liquid and Powder)
BT2D5	VTCT Level 2 Diploma in Hair and Make-up Artistry
BT2D6	VTCT Level 2 Diploma for Beauticians
BT3D1.ED1	VTCT Level 3 Diploma/Extended Diploma in Massage Therapies
BT3D2.ED2	VTCT Level 3 Diploma/Extended Diploma in Spa Therapy



What is a PTQ?

Technical Certificate and Technical Level – Beauty Therapy

Product code	Qualification title
BT3D3.ED3	VTCT Level 3 Diploma/Extended Diploma in Beauty Make-up Techniques
BT3D4.ED4	VTCT Level 3 Diploma/Extended Diploma in Beauty Therapy
BT3D5.ED5	VTCT Level 3 Diploma/Extended Diploma in Nail Technologies
BT3D6.ED6	VTCT Level 3 Diploma/Extended Diploma in Theatrical and Media Make-up
BT3D7	VTCT Level 3 Combined Diploma in Beauty Therapy
CT3D1	VTCT Level 3 Diploma in Complementary Therapies



Identifying PTQs

Technical Certificate and Technical Level – Hairdressing and Barbering

Product code	Qualification title
HB2D1.ED1	VTCT Level 2 Diploma/Extended Diploma in Ladies Hairdressing
HB2D2.ED2	VTCT Level 2 Diploma/Extended Diploma in Barbering
HB3D1.ED1	VTCT Level 3 Diploma/Extended Diploma in Hairdressing
HB3D2.ED2	VTCT Level 3 Diploma/Extended Diploma in Barbering
HB3D6	VTCT Level 3 Combined Diploma in Hairdressing

Identifying PTQs

Technical Certificate and Technical Level – Hospitality

Product code	Qualification title
HC2D6	VTCT Level 2 Diploma in Professional Cookery
HC2D7	VTCT Level 2 Diploma in Bakery and Patisserie
HC2D8	VTCT Level 2 Diploma in Food and Beverage Service
HC2D9	VTCT Level 2 Diploma in General Catering Skills
HC3D2.ED2	VTCT Level 3 Diploma/Extended Diploma in Advanced Professional Cookery
HC3D3	VTCT Level 3 Diploma in Professional Patisserie and Confectionery



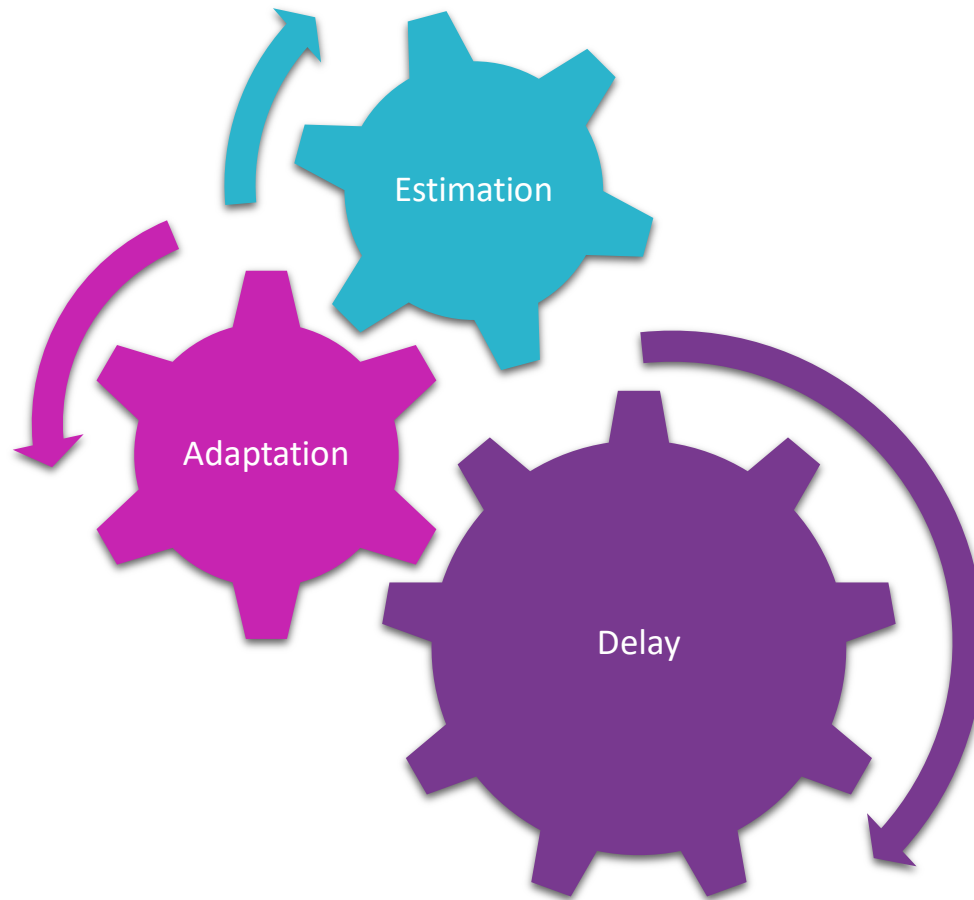
Identifying PTQs

Technical Level – Sport

Product code	Qualification title
SP3D16	VTCT Level 3 Diploma in Personal Training
SP3D21	VTCT Level 3 Diploma in Massage and Therapies for Sport



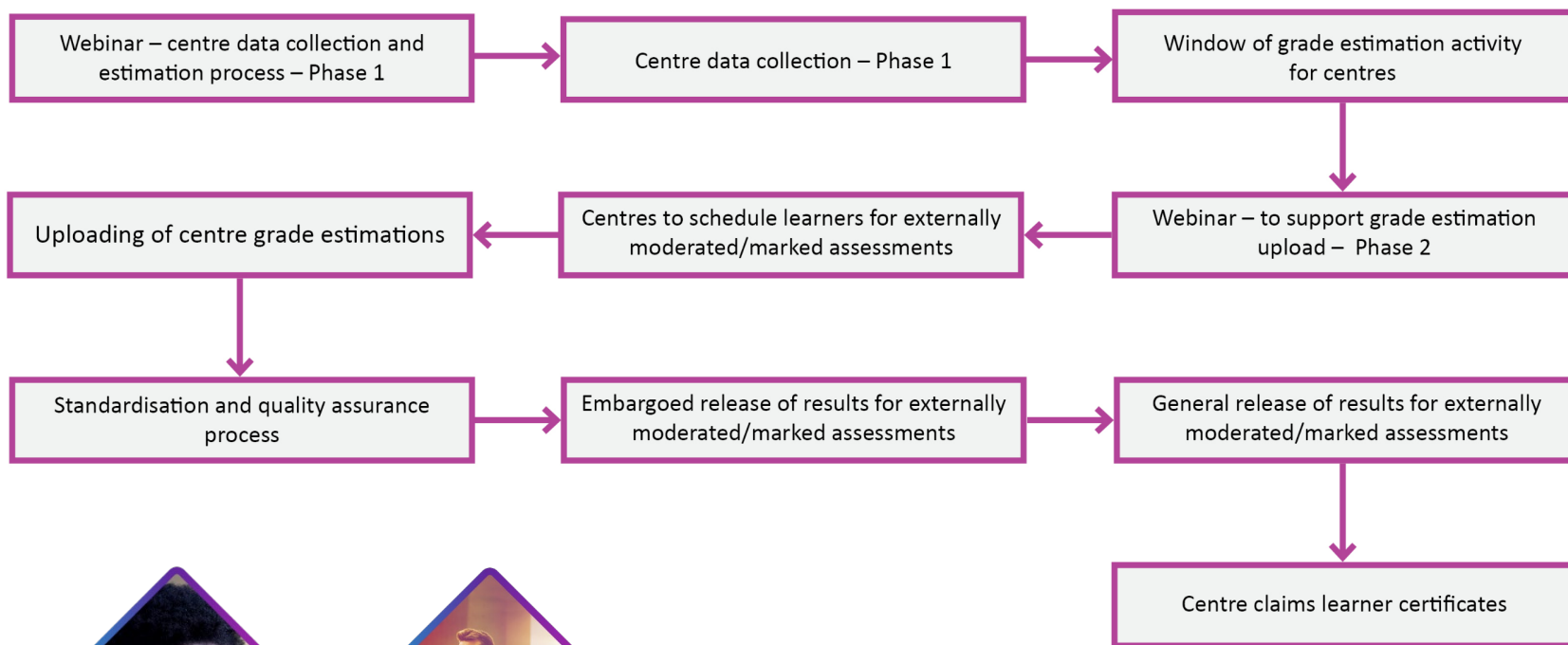
Mitigation approaches



Estimation

- Also referred to as calculating grades
- Same approach that has been implemented for General Qualifications (GCSEs and A Levels)
- Centre staff would estimate learners' grades based on a range of evidence
- Estimated grades are then submitted to the awarding organisation
- Standardisation process by awarding organisations to ensure fairness and reliability of results
- Primarily for qualifications which progress to further or higher education





Data collection

- New **mandatory** data collection
- Exams Officer to input data
- Centres to categorise the learners who are currently on-programme
- Identify learners who fall into the following categories:
 - Withdraw
 - Estimate – in-flight learners
 - Estimate – completing learners
 - Delay
 - Complete
- Learners not yet registered
- Deadline for submission 28.05.2020



Contingency window

- For learners who do not meet the minimum threshold for estimation, the mitigation approach will be 'Delay'
- VTCT has contingency assessment windows planned for Autumn to support completion of delayed learners
- Please see the 'Key Dates' document on the qualifications page of the website for the most up to date timeframes



Data collection process

- Communication with web link will be sent to the Exams Officer
- Exams Officer log-in required due to security and GDPR
- PTQ registered learners auto-populated on form
- Drag and drop functionality
- Prompts and declaration
- Step by step instructions will be provided and guidance on web browser



Web form

PTQ Phase 1

Submit Form



Center Name	VTCT	VTCT/ITEC Center Number	0577/000		
Site Name	VTCT Training Academy	VTCT/ITEC Site Number	0577/001		
Name	Keith Scott	Telephone	07775702957	Email	keithmpscott@hotmail.com

VTCT Level 2 Certificate in Hairdressing and Beauty Therapy (VRQ) (AM20530)

UNALLOCATED	Withdraw	Delay	Estimate - In Flight	Estimate - Completing	Complete
Lucy Strand	Jon Snow	Keith Scott	Captain Marvel	Steve Rogers	Lindsey Smith
Sarah Salter			Tony Stark		



Principles for grade estimation

Technical Award and Applied General

1. Basing estimation on most trusted sources of evidence
2. Maintain standards, as far as possible, within the same qualification in line with previous years
3. Maintain integrity of performance table qualifications
4. Learner has demonstrated commitment to the course and has had sufficient attendance
5. Learner has core knowledge that will support progression



Principles for grade estimation

Technical Certificate and Technical Level

1. Safe to practise to go into industry
2. Basing estimation on most trusted sources of evidence
3. Maintain standards, as far as possible, with the same qualification in line with previous years
4. Maintain integrity of performance table qualifications
5. Learner has demonstrated commitment to the course and has had sufficient attendance
6. Learner demonstrates skills and behaviours that are highly valued by employers



Minimum threshold

- Maximise most trusted forms of evidence
- Align with the principles of grade estimation
- The principles are a framework for decision making and represent critically important requirements
- Give priority to meeting the principles in accordance with the order in which they are set out
- Where there is a conflict between two or more principles, the centre must consider the principles in the order in which they are set out
- Hard choices might have to be made and it is likely that some compromises will become unavoidable
- Centres should be consistent in how they make those compromises
- Decision-making delegated to centres, which involves making professional judgements



Minimum threshold

Technical Certificate Example

Learner A

- Completed treatment portfolios and unit graded assessments for 80% of qualification
- Incomplete units are waxing and make-up
- No formative evidence for waxing as the delivery of waxing started one week before the college closed
- Learner had 100% attendance before the college closed
- Lecturer judges the learner would not be safe to practise waxing in industry
- Learner will be delayed until Autumn



Minimum threshold

Technical Award (AM20530) Example

Learner B

- Two internally assessed assignment units are not fully complete
- One internally assessed assignment unit was awarded a Pass in the Winter 2020 assessment series
- The learner received a Fail grade for the external exam in the Winter 2020 assessment series, the resit was planned for Summer 2020
- The centre has delivered the programme for two years and has previous cohort achievement
- The learner has demonstrated a good understanding of the core knowledge within the qualification during classroom activities
- Learner will be estimated due to the trusted sources of evidence available



Teacher judgement

- You are best placed to make these decisions
- Estimations must be carried out by the person/s delivering the qualification to the learners
- VTCT trusts your professional integrity
- Use your historic achievement data to benchmark your decisions
- Make your decision based on all reasonable adjustments being in place, where applicable for your learners
- There will need to be a rationale and evidence behind your decision making as you may be required to submit this
- Centre declaration completed including a sign off by key members of staff and Head of Centre



Protected characteristics and equality

- Judgements about learners are to be made in an unbiased, impartial and balanced way
- Centres are to ensure that learners with protected characteristics are not systematically advantaged or disadvantaged
- Grade profiles of learners with protected characteristics are to have increased internal quality assurance
- VTCT may request evidence from centres to ensure the process has been fair to all learners
- Ofqual will incorporate this as part of their monitoring work for the qualifications awarded in Summer 2020



Trusted sources of evidence

Technical Award and Applied General

Theory examination and assignment units

- Banked assessment components
- Historic achievement data for previous cohorts
- Learners performance on completed mock papers and past papers
- Learners performance on internally set/assessed work books
- Learners performance on internally assessed assignments
- Learner profile (attendance, reasonable adjustments, progress reviews, etc.)



Trusted sources of evidence

Technical Certificate and Technical Level

Theory examination

- Banked assessment components - Paper 1 or Paper 2
- Historic achievement data for previous cohorts
- Learners performance on completed mock papers and past papers
- Learners performance on internally set/assessed work books
- Learners performance on internally assessed assignments
- Learner profile (attendance, reasonable adjustments, progress reviews, etc.)

Trusted sources of evidence

Technical Certificate and Technical Level

Unit graded and Synoptic assessment

- Banked assessment components
- Historic achievement data for previous cohorts
- Completed assessment component (pre EQA activity)
- Partially completed assessment component/s
- Completed treatment/service portfolio evidence
- Learners performance on oral questioning/professional discussions
- Learners performance on formative/peer assessment activities
- Work placement witness testimonies
- Learner profile (attendance, reasonable adjustments, progress reviews, etc.)



Technical Award Estimation

- A banked component (completed exams or assignment) is the grade that the learner has already achieved and has been issued and quality checked by VTCT
- You will be estimating for the assessment components that you had planned on scheduling for the Summer 2020 window:
 - External examination
 - Assignments
- This will apply to completing learners, in-flight learners and also includes learners resitting assessments
- Use the usual tools to calculate the overall qualification grade as part of grade estimation process



Applied General Estimation

- A banked component (completed exams or assignment) is the grade that the learner has already achieved and has been issued and quality checked by VTCT
- You will be estimating for the assessment components that you had planned on completing in Summer 2020:
 - External examinations
 - Assignments
- This will apply to completing learners, in-flight learners and also includes learners resitting assessments
- Use the usual tools to calculate the overall qualification grade as part of grade estimation process



Technical Certificate and Technical Level Estimation

- A banked component (completed exams or unit graded assessments) is the grade that the learner has already achieved and has been issued and quality checked by VTCT
- You will be estimating for the assessment components that you had planned on completing in Summer 2020:
 - External examinations (Paper 1 and Paper 2)
 - Unit graded assessments
 - Synoptic assessment
- This will apply to completing learners, in-flight learners and also includes learners resitting assessments
- Use the usual tools to calculate the overall qualification grade as part of grade estimation process



Rank order

- Centres are to submit a rank order for learners within each grade for each assessment component
- VTCT will not change the rank order of learners within your centre. This information will be used if final grades are adjusted as part of the standardisation process
- Rank order will be used to support the standardisation and quality assurance process where more granular scales are needed than grades alone



Quality Assurance

- Centres are required to demonstrate a robust internal quality assurance process
- Centres are required to record a rationale for their grade estimation decisions
- Centre should review overall qualification grade profile as an extra layer of quality assurance as part of this process
- Additional documentation will be produced to record internal and external quality assurance activity
- Internal and external quality assurance activity will be based on risk
- Some centres may experience more intense scrutiny as part of the quality assurance process than others, for example centres in their first year of delivery



Analysis of data

- VTCT will review and analyse the assessment component data submitted for each centre
- We are looking for unusual patterns within the data and variations from what we have typically seen in previous series
- We will review it against:
 - Historic centre achievement for unit/s and qualification
 - Historic VTCT held cohort achievement for unit/s and qualification
 - Volume of entries for summer assessment series compared to historic data
 - Volume of entries for internally assessed components compared to historic data



Sharing data with learners, parents and carers

- Learners, parents and carers will want to know that the process of generating centre assessment grades is rigorous, objective and fair
- Centres must not, under any circumstances, share the centre assessment grades nor the rank order of learners with learners, or their parents/carers or any other individuals outside the centre, before final results have been issued
- Once centre assessment grades have been submitted to VTCT, the process to produce the final grades will start



Appeals

- There will be a special appeals process for learners once results have been released
- The Exceptional Regulatory Framework sets out a right to appeal based if the relevant process was not followed correctly by the Awarding Organisation
- Learners will not be able to appeal against the centre estimations
- Centres should make sure that the information submitted to VTCT is correct
- Learners who feel that their grades from the summer do not reflect their ability will have the opportunity to retake their exams in the contingency windows or in the next academic year



Resources

- VTCT will issue centres with a guidance pack for each type of PTQ grade estimation
- VTCT will issue centres with instructions for completing web form for data collection
- A further webinar to support centres in scheduling learners and submitting estimated grades to VTCT
- Please do not try to submit data until VTCT has issued specific instructions
- Webinar to take place week commencing 1st June 2020 (TBC)
- All webinars will be uploaded to the VTCT website (centre log-in required)
- FAQs following the webinar will be published with the webinar slides
- customersupport@vtct.org.uk



Next steps and deadlines

Date	Action
28.05.20	Complete data collection phase 1
20.05.20 to 12.06.20	Window of grade estimation activity for centres
w/c 01.06.20	Mandatory engagement webinar for phase 2 grade estimation upload
05.06.20	Schedule learners for externally moderated/marked assessments
12.06.20	Deadline for uploading of centre grade estimations
23.06.20 to 06.07.20	Standardisation and Quality Assurance process of externally moderated/marked assessments
June - August	EQA activity for Technical Certificate and Technical Level Qualifications



Questions



Summary

- Webinar available on website (centre log-in required)
- Mandatory data collection on learner profile
- Centre guidance packs to be disseminated
- Further guidance and support webinars to follow

