Business Services & Training

Qualifications & Fees

UK 2021-22 (GBP)

iTEC VTCT

Business Services & Training

Welcome to our 2021-2022 world-class iTEC & VTCT Qualifications portfolio.

Combined, iTEC & VTCT have been Awarding Organisations for over 120 years and offer high-quality, regulated qualifications and assessments in over 40 countries.

You will find included in this book our career pathway, which clearly illustrates the number of career options available. You can use this tool as you assist your learners in planning their dream career. Free copies are available to download through these links: itecworld.co.uk/pathways or vtct.org.uk/pathways

This book also includes the minimum expenditure requirements, services fees, unit fees and price lists, for your information.

Following each price list is a brief description of the qualifications available from 1 August 2021. More in-depth information on these qualifications can be found on our websites through these links: itecworld.co.uk/find-a-qualification or vtct.org.uk/find-a-qualification

We want you to have the most up-to-date information; therefore we will always include the latest version of every important document behind the centre login sections of the websites. We encourage you to refer to this section for updates and to access the latest copy of the price list.

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Minimum Spend Requirements

To ensure we can continue to provide a high level of service to all of our centres through our External Quality Assurance, Examinations, Customer Support and ICT services, we have created the service fee structure presented on the following page.

iTEC Centres

For all iTEC centres, we have a minimum cohort fee of £700. The fee for iTEC qualifications is based on the requirement for a practical examination. Your centre will be invoiced for the difference between your booking and the minimum cohort fee of £700.

VTCT Centres

For all VTCT centres located in the United Kingdom, the amount of the minimum expenditure is £700. If on 31st July your Annual Expenditure remains below £700, you will receive an invoice for the difference e.g. if as a centre you have only been invoiced a total of £500, you will then be invoiced for the £200 shortfall. The invoice will be dated the 31st July and VTCT's usual 30 day payment terms will apply.

Dual Branded Centres

VTCT has in place a minimum expenditure requirement for each financial year (1st August – 31st July). Any centre that wants to offer both iTEC & VTCT qualifications within the UK will be required to meet a minimum expenditure of £700.

Only spend which results in an invoice directly to your VTCT provision can contribute to your minimum expenditure requirement. All iTEC qualifications will be invoiced as per the iTEC minimum cohort fee (see above). Please note: Invoices relating to practical bookings will not contribute towards VTCT minimum expenditure due to their different quality assurance arrangements.

Exceptions

There is a minimum cohort fee of £500 for centres offering Level 4 & 5 Non-medical Aesthetic qualifications. If the minimum fee is not met by the number of students being examined, the difference will be invoiced to meet the £500 value.

For centres only delivering the Technical Award qualification (AM20530), the minimum expenditure requirement is £500.

For centres only delivering the new Apprenticeship Standards qualifications, there is no minimum expenditure requirement. These qualifications are assessed through separately chargeable End-point Assessments.

UK Service Fees

Service Fees	iTEC 2021-22	VTCT 2021-22
Centre Approval Fees		
Initial approval visit / Registration Fee	£900.00	£900.00
Additional site / centre / venue fee	£750.00	£750.00
Re-approval / Re-Inspection Fee	£900.00	£900.00
Visit for approval of a further qualification sector	£300.00	£300.00
Additional advisory visit as a result of risks picked up within verification	£450.00	£450.00
Additional centre requested training/support visit (subject to requirements)	From £300.00	From £300.00
Cancellation of an agreed and planned visit	£450.00	£450.00
VTCT / iTEC Approved Centre Certificate (issued after completion of approval process)	FREE	FREE
Replacement or duplicate copy of Approved Centre Certificate	£5.00	£5.00
Qualification Category Fee	£200.00	£200.00
Practical Examination Fees		
Minimum Fee for Practical Examination held at a college	£700.00	
Late Fee (includes late additions) per learner	£15.00	
Marking of re-submitted Case Studies/Late Case Study Submission	£25.00	
Administration Fee	£10.00	
Learner Fees		
Learner withdrawn within 30 days of registration – Non-practical qualification **NB:** This does not apply to Functional Skills qualifications. No credit will be issued upon learner withdrawal from Functional Skills qualifications.		Credit note issued less £5.50 administration fee
Transfer between qualifications within 30 days of registration - Non-practical qualification		Credit note issued for original registration fee less £5.50 administration fee New invoice raised
Amendment to learner personal details	£15.00	£15.00
Amendment to learner registration details after certificate has been issued (replacement certificate issued)	£50.00	£50.00
Transfer of registered learner to qualification with lower/higher registration fee after 30 days from registration		£15.00 (difference in costs non-refundable/invoiced) *
Transfer between Functional Skills/Core Skills (level or subject)		£15.00
Registered learner moving to a new approved centre (provided registration is valid)	Applicable qualification fee invoiced to new centre	Applicable qualification fee invoiced to new centre

UK Service Fees

Service Fees	iTEC 2021-22	VTCT 2021-22
Examination and moderation fees		
Theory examination and moderation entries later than published deadlines (no entries are permitted beyond a critical point)	£35.00 (per assessment, per candidate)	£35.00 (per assessment, per candidate)
Enquiry About Results (EARs) fee – (Refunded should EAR be successful)	£15.00 (per assessment)	£15.00 (per assessment)
Paper test entries (requiring dispatch and / or marking)		£3.50 (per test entry)
Appeal about results – (Refunded should appeal be successful)	£150.00	£150.00
Application for Recognition of Prior Learning (RPL)	£25.00	
Re-sit for all non-automated and practical examinations (excludes NVQ or VRQ) due to referral or non- attendance or re-submission of coursework	£15.00 (per assessment)	£15.00 (per assessment)
Re-sit for examinations for NVQ or VRQs due to referral or non-attendance or re- submission of coursework	£5.00 (per assessment)	£15.00 (per assessment)
Certification and transcript fees		
Certification	Included in registration fees	Included in registration fees
Replacement of correctly issued certificate	£35.00	£35.00
Provision of a letter of confirmation of qualification awarded	£60.00	£60.00
Resit and Re-enrolment fees (per qualification)		
Theory & Practical: per candidate per examination within the same booking	1 exam = £20.00	1 exam = £15.00
	2 exams = £25.00	
	3 exams = £30.00	
	4 exams = £35.00	
	5 exams = £40.00	

Unit Fees (VTCT)

In addition to our complete portfolio of world-class qualifications, VTCT offers the opportunity to purchase individual units from certain qualifications. The purpose of our individual units is to allow learners to supplement knowledge or demonstrate achievement of specific skills. These units can be added on to other qualifications.

Credit value is used to determine the prices for individual units. If a unit has no credit value assigned to it, Guided Learning Hours (GLH) are used to determine price.

VTCT unit books can be purchased through our Digital Store Front and a link to this site can be found through Linx2Product.

Number of Units	Price
Units priced by Credit Values	
01-09	£37.00
10-12	£56.35
13-29	£65.50
30-36	£89.25
37-69	£106.60
70-129	£123.40
130+	£130.00
Units priced by GLH	
<21 GLH	£35.20
21-50	£56.35
51-100	£65.50
101-150	£89.25
>150	£106.60

If you have any queries or cannot find the information you require, please email our customer support team on customersupport@vtct.org.uk

VTCT (ITEC) Mental Health Suite

Throughout these qualifications, learners will develop their knowledge and understanding of a range of mental health conditions, their causes, signs and symptoms and ways in which these conditions will be managed. The qualification will also aim to raise awareness of the issues surrounding mental health and dispel some of the myths and misconceptions often linked to mental health.

QN	Product Code	Qualification Title	2021-22 Price
603/6456/7	MH1A1	VTCT (ITEC) Level 1 Award in Mental Health Awareness	**£20.00**
603/7105/5	MH2C1	VTCT (ITEC) Level 2 Certificate in Mental Health Awareness	**£35.00**

- **VTCT (ITEC) Level 1 Award in Mental Health Awareness**

  This qualification is a VRQ aimed at learners aged 14+ who are either in a full-time education programme, a part time programme at a college or with a private training provider, and wish to develop an understanding of a range of issues which may affect the mental health of people, how to identify common mental health conditions and offer support for people with mental health conditions.

  TQT **10** GLH **6**

- **VTCT (ITEC) Level 2 Certificate in Mental Health Awareness**

  This qualification is a VRQ aimed at learners aged 16+ who are either in a full-time education programme, a part time programme at a college or with a private training provider. The purpose of the qualification is to provide learners with an understanding of mental health and mental ill-health. Learners will develop knowledge of a range of mental health conditions, the issues surrounding mental health and the legal frameworks that impact on the quality of care provided.

  TQT **132** GLH **120**

VTCT (ITEC) Level 2 Awards in Infection Prevention (COVID-19)

In response to the Coronavirus pandemic, we have developed a number of sector-specific, Government regulated COVID-19 Infection Prevention qualifications for different industries. These Level 2 awards are now prerequisites for a number of qualifications; you can see which qualifications these apply to by looking for this symbol (●) in the tables throughout this book. They will have a corresponding symbol to the qualifications on this page.

With each of these qualifications, learners will develop knowledge on the importance of social responsibility, the causes, transmission and effects of COVID-19, and the methods used to control transmission, such as correct hand hygiene and the use of Personal Protective Equipment (PPE). They will also gain an understanding of the safe working practices required in order to protect themselves and their clients.

QN	Product Code	Qualification Title	2021-22 Price
603/5912/2	1 IP2A1	VTCT (ITEC) Level 2 Award in Infection Prevention (COVID-19) **for Hairdressing and Barbering Services**	**£20.00**
603/6159/1	2 IP2A2	VTCT (ITEC) Level 2 Award in Infection Prevention (COVID-19) **for Beauty Therapy and Nail Services**	**£20.00**
603/6160/8	3 IP2A3	VTCT (ITEC) Level 2 Award in Infection Prevention (COVID-19) **for Make-up Services**	**£20.00**
603/6161/X	4 IP2A4	VTCT (ITEC) Level 2 Award in Infection Prevention (COVID-19) **for Complementary Therapies and Sports Massage**	**£20.00**
603/6162/1	5 IP2A5	VTCT (ITEC) Level 2 Award in Infection Prevention (COVID-19) **for Sport and Fitness Sessions**	**£20.00**
603/6163/3	6 IP2A6	VTCT (ITEC) Level 2 Award in Infection Prevention (COVID-19) **for Beauty Retail Services**	**£20.00**
603/6164/5	7 IP2A7	VTCT (ITEC) Level 2 Award in Infection Prevention (COVID-19) **for Clinical Aesthetics**	**£20.00**

- **VTCT (ITEC) Level 2 Award in Infection Prevention (COVID-19) for Beauty Retail Services**

  The VTCT (ITEC) Level 2 Award in Infection Prevention (COVID-19) for Beauty Retail Services is a knowledge-based qualification aimed at personnel working in the beauty retail sector, who need to understand the COVID-19 infection prevention methods required in order to maintain high levels of health and safety in the provision of their services to customers.

  GLH **4** Units **1**

Business & Retail

Business

QN	Product Code	Qualification Title (See below for qualification details)	2021-22 Price
Entry Level			
601/4863/9	SKEA1	VTCT Entry Level Award in Employability Skills (Entry 3)	**£24.50**
Level 1			
600/5225/9	AG10439	VTCT Level 1 Award in Equality and Diversity	**£19.00**
600/7686/0	AG10476	VTCT Level 1 Award in Volunteering	**£19.00**
600/8750/X	AG10478	VTCT Level 1 Award in Developing Employability Skills	**£38.00**
600/8783/3	AG10518	VTCT Level 1 Award in Work Experience	**£19.00**
601/4862/7	SK1A3	VTCT Level 1 Award in Employability Skills	**£24.50**
603/0142/9	SK1A4	VTCT Level 1 Introductory Award in Employability Skills	**£24.50**
600/8751/1	AG10479	VTCT Level 1 Certificate in Developing Employability Skills	**£61.00**
Level 2			
600/0219/0	AG20226	VTCT Level 2 Award in Employment Rights and Responsibilities	**£21.00**
600/5213/2	AG20440	VTCT Level 2 Award in Equality and Diversity	**£21.00**
600/5598/4	AG20445	VTCT Level 2 Award in Employee Rights and Responsibilities	**£21.00**
600/6740/8	AG20424	VTCT Level 2 Award in Features of Preparing to Set up a New Business	**£41.00**
600/5513/3	AG20430	VTCT Level 2 Award in Building Rapport in Work with Challenging Behaviour	**£21.00**
600/7018/3	AG20461	VTCT Level 2 Award in Understanding Personal Finance	**£21.00**
600/8752/3	AG20480	VTCT Level 2 Award in Developing Employability Skills	**£41.00**
600/8782/1	AG20519	VTCT Level 2 Award in Work Experience	**£21.00**
600/8753/5	AG20481	VTCT Level 2 Certificate in Developing Employability Skills	**£67.50**
603/3489/7	BU2C1	VTCT Level 2 Certificate in Financial Trading	**£67.50**
601/5976/5	BU2D1	VTCT Level 2 Diploma in Business Administration	**£105.00**
Level 3			
600/6743/3	AG30427	VTCT Level 3 Certificate in Preparing to Set up a New Business	**£72.50**
600/7926/5	AG30474	VTCT Level 3 Certificate in Management and Leadership	**£67.50**
603/0696/8	BU3D1	VTCT Level 3 Diploma in Financial Trading	**£116.50**
603/1250/6	BU3D2	VTCT Level 3 Diploma in Business Studies	**£115.00**
Level 5			
601/8650/1	BU5D1	VTCT Level 5 Advanced Diploma in Financial Trading	**£195.00**
603/3490/3	BU5D2	VTCT Level 5 Advanced Diploma in Options Trading	**£195.00**

Entry Level

- **VTCT Entry Level Award in Employability Skills (Entry 3)** – SKEA1

  This is a qualification that will support learners to overcome barriers to entering work. This qualification is designed for learners aged 14 years or over who wish to improve their chances of gaining employment.

  Credits **10** TQT **100** GLH **83**

Level 1

- **VTCT Level 1 Award in Equality and Diversity** – AG10439

  Throughout this qualification learners will develop knowledge of diversity, stereotyping and equal opportunities. The different approaches to supporting equality and diversity will also be explored.

  Credits **1** TQT **10** GLH **8**

- **VTCT Level 1 Award in Volunteering** – AG10476

  This qualification is primarily designed to equip learners with the skills, knowledge and experience needed to volunteer within an organisation.

  Credits **4** TQT **40** GLH **24**

- **VTCT Level 1 Award in Developing Employability Skills** – AG10478

  This qualification will help to build self-esteem and confidence for employment and develop the transferable skills required by employers such as team working, communication and time management. It will also allow learners to gain vocational skills and experience through participation in practical activities, work-related activities, work simulations and work experience.

  Credits **7** TQT **70** GLH **49**

- **VTCT Level 1 Award in Work Experience** – AG10518

  This is a preparation for work qualification which will develop the knowledge, understanding and skills required to enable learners to make informed vocational career and progression choices.

  Credits **3** TQT **30** GLH **24**

- **VTCT Level 1 Award in Employability Skills** – SK1A3

  This qualification will support personal development and improve chances of employment through overcoming some of the barriers preventing entry to work. The employability skills developed in this qualification will prepare learners to successfully gain employment in any sector including the service industries, engineering, and healthcare, to name but a few.

  Credits **11** TQT **110** GLH **77**

- **VTCT Level 1 Introductory Award in Employability Skills** – SK1A4

  This qualification has been developed to improve prospects of gaining employment, progressing within employment or seeking to change employment.

  Credits **8** TQT **80** GLH **59**

- **VTCT Level 1 Certificate in Developing Employability Skills** – AG10479

  This qualifications aim is around preparation for work. This qualification will develop knowledge, understanding and skills that will enable learners to make informed vocational career and progression choices.

  Credits **13** TQT **130** GLH **91**

Level 2

- **VTCT Level 2 Award in Employment Rights and Responsibilities** – AG20226

  This qualification will prepare learners for the world of work. It will develop their knowledge and understanding of their rights and responsibilities, as well as those of their employer. They will also explore contracts of employment, job descriptions, personnel records and employment procedures.

  Credits **2** TQT **20** GLH **15**

- **VTCT Level 2 Award in Equality and Diversity** – AG20440

  Throughout this qualification learners will develop an understanding of diversity, stereotyping and equal opportunities. The different approaches to supporting equality and diversity will also be explored.

  Credits **1** TQT **10** GLH **6**

- **VTCT Level 2 Award in Employee Rights and Responsibilities** – AG20445

  This qualification will develop knowledge and understanding of employment rights and responsibilities, health safety and security procedures, and how to communicate effectively with others in a business environment.

  Credits **4** TQT **40** GLH **32**

- **VTCT Level 2 Award in Features of Preparing to Set up a New Business** – AG20424

  This is a qualification that has been specifically designed for all vocational areas of study including hairdressing and barbering, beauty therapy, complementary therapies, sport and active leisure and hospitality and catering.

  Credits **8** TQT **80** GLH **64**

- **VTCT Level 2 Award in Building Rapport in Work with Challenging Behaviour** – AG20430

  This qualification can be applied to all sectors and delivered in a variety of contexts including, induction programmes, enrichment and CPD. This qualification will specifically develop learners' knowledge and understanding of how to build rapport in developing relationships and the benefits of doing so to improve effective communication.

  Credits **1** TQT **10** GLH **8**

- **VTCT Level 2 Award in Understanding Personal Finance** – AG20461

  This qualification will equip learners with a sound understanding of the factors related to managing their own finances. Within it they will learn about the key terms on bank statements and payslips, and be able to explain the relevant deductions. They will develop their knowledge of financial products and services, and the pros and cons of saving and borrowing money.

  Credits **3** TQT **30** GLH **26**

- **VTCT Level 2 Award in Developing Employability Skills** – AG20480

  This qualification will help to build a learners self-esteem and confidence for employment and develop the transferable skills required by employers such as team working, communication and time management. It will also allow them to gain vocational skills and experience through participation in practical activities, work-related activities, work simulations and work experience.

  Credits **7** TQT **70** GLH **48**

- **VTCT Level 2 Award in Work Experience** – AG20519

  This qualification will help to build self-esteem and confidence for employment and develop the transferable skills required by employers such as team working, communication and time management.

  Credits **3** TQT **30** GLH **24**

- **VTCT Level 2 Certificate in Developing Employability Skills** – AG20481

  This qualification will help to build self-esteem and confidence for employment and develop the transferable skills required by employers such as team working, communication and time management. It will also allow learners to gain vocational skills and experience through participation in practical activities, work-related activities, work simulations and work experience.

  Credits **13** TQT **130** GLH **95**

- **VTCT Level 2 Certificate in Financial Trading** – BU2C1

  This qualification is based on attaining a good grounding and solid foundation in understanding the financial markets, and includes the required elements to progress on to further qualifications or work effectively on junior supporting roles to financial traders.

  TQT **50** GLH **34**

- **VTCT Level 2 Diploma in Business Administration** – BU2D1

  This qualification will provide learners with the knowledge and skills that will assist them in their day-to-day work. It will give them the opportunity to demonstrate the skills and knowledge of customer handling, administration, communication and IT.

  Credits **45** TQT **450** GLH **229**

Level 3

- **VTCT Level 3 Certificate in Preparing to Set up a New Business** – AG30427

  This qualification is made up of seven mandatory units that would be relevant to learners when starting up a new business. They include an understanding of the type of challenges and risks that they may face, personal qualities and abilities, planning, building relationships, marketing and selling, negotiating deals and the all important business finance.

  Credits **21** TQT **210** GLH **168**

- **VTCT Level 3 Certificate in Management and Leadership** – AG30474

  This is a qualification that will help to support a learners progress within their current role or to align their knowledge and skills required to meet future personal or organisational goals and objectives. They will be provided with an understanding of the fundamental management and leadership knowledge and skills that may be required for employment in a range of public, private and voluntary sectors.

  Credits **16** TQT **160** GLH **160**

- **VTCT Level 3 Diploma in Financial Trading** – BU3D1

  This is a financial qualification aimed at 16+ learners, who wish to pursue a career in financial services in a supporting role, such as back office functions, trade support, and investment administration. Learners will gain foundation knowledge of trading to support front office or to progress to the professional Level 5 Advanced Diploma in Financial Trading.

  Credits **18** TQT **176** GLH **122**

- **VTCT Level 3 Diploma in Business Studies** – BU3D2

  This qualification is designed to provide learners with an understanding of the workings of business to enable them to embark on a career in specialist areas of business and management, either directly through work-based learning or through progression to Higher Education. It will appeal to those not yet working who wish to pursue a career within business and management disciplines but will also appeal to those within work seeking to both improve their understanding of the business world and to access progression opportunities.

  TQT **600** GLH **500**

Level 5

- **VTCT Level 5 Advanced Diploma in Financial Trading** – BU5D1

  Throughout this qualification learners will develop their knowledge and understanding of trading in financial markets. They will also develop the ability to apply practically the knowledge, understanding and skills to actively trade in financial markets through the use of a professional trading platform. In parallel, learners will develop their communication skills, professional conduct skills and time management skills, all of which are valued highly by employers. Research skills will also be highly developed.

  Credits **32** TQT **316** GLH **270**

- **VTCT Level 5 Advanced Diploma in Options Trading** – BU5D2

  Throughout this qualification, learners will develop their knowledge and understanding of trading, management and supervision of options within financial markets. They will also develop the ability to apply practically the knowledge, understanding and required skills to trade options actively within the financial markets through the use of a professional conduct skills and time management skills, all of which are valued highly by employers. Research skills will also be highly developed.

  TQT **300** GLH **270**

Business & Retail

Customer Service

QN	Product Code	Qualification Title (See below for qualification details)	2021-22 Price
Level 1			
601/4881/0	CS1C1	VTCT Level 1 Certificate in Customer Service	**£66.50**
Level 2			
601/4882/2	CS2D1	VTCT Level 2 Diploma in Customer Service	**£105.00**
Level 3			
601/4883/4	CS3D1	VTCT Level 3 Diploma in Customer Service	**£108.00**

Level 1

- **VTCT Level 1 Certificate in Customer Service** – CS1C1

  This qualification will develop learners' skills to pursue a career that involves working with customers. The qualification introduces them to customer service and provides them with the necessary foundations to kickstart a career in customer focused industries. This qualification is suitable if learners have little or no experience in this sector, whether they are a school leaver or returning to work.

  Credits **23** TQT **230** GLH **143**

Level 2

- **VTCT Level 2 Diploma in Customer Service** – CS2D1

  This qualification will develop learners' skills to pursue a career that involves working with customers. The qualification introduces them to customer service and provides them with the necessary foundations to kickstart a career in customer focused industries. This qualification is suitable if learners have little or no experience in this sector, whether they are a school leaver or returning to work.

  Credits **45** TQT **450** GLH **245**

Business & Retail

Retail

QN	Product Code	Qualification Title (See below for qualification details)	2021-22 Price
Level 1			
500/6901/9	AG10022	VTCT Level 1 Award in Retail Knowledge	**£38.00**
500/6822/2	AG10023	VTCT Level 1 Certificate in Retail Knowledge	**£61.00**
Level 2			
500/6943/3	● AG20025	VTCT Level 2 Certificate in Retail Knowledge	**£67.50**
600/5076/7	● AG20417	VTCT Level 2 Certificate in Retail Skills	**£72.50**

Level 1

- **VTCT Level 1 Award in Retail Knowledge** – AG10022

  In this qualification learners will develop knowledge and understanding of retail, the control, replenishment and handling of stock, maintaining health, safety and security, customer service, the retail selling process and how to work individually and in a team to improve the effectiveness of a retail business.

  Credits **7** TQT **70** GLH **47**

- **VTCT Level 1 Certificate in Retail Knowledge** – AG10023

  In this qualification learners will develop knowledge and understanding of retail, the control, replenishment and handling of stock; maintaining health, safety and security, customer service, the retail selling process and how to work individually and in a team to improve the effectiveness of a retail business. There is the option to develop learners' knowledge and understanding of retail consumer law, managing other people's money and handling customer payments, and planning and running an enterprise activity.

  Credits **13** TQT **130** GLH **89**

● Requires a prerequisite COVID-19 course.

Level 2

- **VTCT Level 2 Certificate in Retail Knowledge** – AG20025 ●

  In this qualification learners will develop an understanding of the business of retail, the retail selling process, maintaining health, safety and security, customer service, visual merchandising, retail consumer law, security and loss prevention, and how to work individually and in a team to improve the effectiveness of a retail business. There is the option to develop an understanding of the retail sale of skin care products, beauty products, perfumery products, nail care products and cosmetics. Options also include fashion trends and forecasting and personal shopping and styling.

  Credits **14** TQT **140** GLH **93**

- **VTCT Level 2 Certificate in Retail Skills** – AG20417 ●

  Throughout this qualification learners will learn how to work effectively within a team. They may cover the skills required to work within a wide range of retail areas, including bakery, delicatessen, beauty counter, a garden centre and clothing. They will be able to deal with retail goods including stock levels, customer orders and returns. Other skills may include dealing with money and loyalty schemes, and assisting customers when required.

  Credits **24** TQT **240** GLH **73**

● Requires a prerequisite COVID-19 course.

Education & Training

Additional Skills

QN	Product Code	Qualification Title (See below for qualification details)	2021-22 Price
Level 1			
600/5227/2	AG10443	VTCT Level 1 Award in Internet Safety	**£19.00**
Level 3			
603/2381/4	FA3A1	VTCT Level 3 Award in First Aid at Work	**£21.00**
603/3754/0	FA3A2	VTCT Level 3 Award in Emergency First Aid at Work	**£21.00**

Level 1

- **VTCT Level 1 Award in Internet Safety** – AG10443

  This qualification has been designed to complement vocational programmes of study and will provide learners with a sound introduction to internet safety.

  Credits **2** TQT **20** GLH **20**

Level 3

- **VTCT Level 3 Award in First Aid at Work** – FA3A1

  This qualification is aimed at learners aged 16+ who wish to learn the roles, responsibilities and skills expected of an emergency first aid worker.

  TQT **21** GLH **18**

- **VTCT Level 3 Award in Emergency First Aid at Work** – FA3A2

  This qualification is aimed at learners who wish to attain the knowledge and practical competency required to deal with a range of workplace first aid situations.

  TQT **7** GLH **6**

Education & Training

Assessing

QN	Product Code	Qualification Title (See below for qualification details)	2021-22 Price
Level 3			
500/9755/6	AG30199	VTCT Level 3 Award in Understanding the Principles and Practices of Assessment	**£21.00**
500/9756/8	AG30200	VTCT Level 3 Award in Assessing Competence in the Work Environment	**£41.00**
500/9757/X	AG30201	VTCT Level 3 Award in Assessing Vocationally Related Achievement	**£41.00**
500/9758/1	AG30202	VTCT Level 3 Certificate in Assessing Vocational Achievement	**£67.50**

Level 3

- **VTCT Level 3 Award in Understanding the Principles and Practices of Assessment** – AG30199

  This is a theoretical qualification intended for those who wish to gain an understanding of the principles and practices of assessment without any requirement to practice as assessors.

  Credits **3** TQT **30** GLH **24**

- **VTCT Level 3 Award in Assessing Competence in the Work Environment** – AG30200

  This is a practical-based qualification intended for assessors who assess occupational competence in an individual's work environment.

  Credits **9** TQT **90** GLH **54**

- **VTCT Level 3 Award in Assessing Vocationally Related Achievement** – AG30201

  This is a practical-based qualification intended for those who assess vocational skills, knowledge and understanding in environments other than the work environment (i.e. workshop, classroom or other training environment).

  Credits **9** TQT **90** GLH **54**

- **VTCT Level 3 Certificate in Assessing Vocational Achievement** – AG30202

  This is a practical-based qualification intended for those who assess both occupational competence in the work environment, and vocational skills, knowledge and understanding in environments other than the workplace (i.e. workshop, classroom or other training environment).

  Credits **15** TQT **150** GLH **84**

Education & Training

Computing Skills

QN	Product Code	Qualification Title (See below for qualification details)	2021-22 Price
Level 3			
603/0328/1	SK3C1	VTCT Level 3 Certificate in Computing for Teachers	**£67.50**

Level 3

- **VTCT Level 3 Certificate in Computing for Teachers** – SK3C1

  This qualification has been developed in conjunction with employers. The level 3 knowledge based qualification aims to develop the knowledge and skills of teachers in schools to help them teach computing that can be applied during their daily work.

  Credits **16** TQT **160** GLH **120**

Education & Training

Education and Training

QN	Product Code	Qualification Title (See below for qualification details)	2021-22 Price
Level 3			
601/2758/2	ET3A1	VTCT Level 3 Award in Education and Training	**£56.00**
Level 4			
601/2764/8	ET4C1	VTCT Level 4 Certificate in Education and Training	**£105.00**
Level 5			
601/5350/7	ET5D1	VTCT Level 5 Diploma in Education and Training	**£167.00**

Level 3

- **VTCT Level 3 Award in Education and Training** – ET3A1

  This qualification has been specifically designed for the 19+ age group to equip a wide range of teachers/trainers and facilitators with the requisite skills and knowledge required to fulfil a teaching role. This course covers preparation, planning and basic course design.

  Credits **12** TQT **120** GLH **48**

Level 4

- **VTCT Level 4 Certificate in Education and Training** – ET4C1

  This qualification has been specifically designed for the 19+ age group to equip a wide range of teachers/trainers and facilitators with the requisite skills and knowledge required to fulfil a teaching role. The course content covers planning, delivery, assessment and the use of resources.

  Credits **33** TQT **330** GLH **128**

Level 5

- **VTCT Level 5 Diploma in Education and Training** – ET5D1

  This qualification will provide learners with the knowledge, understanding and skills to teach and develop a range of personal qualities and attributes required for teaching, assessing and supporting learners.

  Credits **120** TQT **1200** GLH **390**

Education & Training

Internal Quality Assurance

QN	Product Code	Qualification Title (See below for qualification details)	2021-22 Price
Level 4			
500/9759/3	AG40203	VTCT Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice	**£47.50**
501/0515/2	AG40220	VTCT Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice	**£62.00**
501/0462/7	AG40221	VTCT Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	**£75.50**

Level 4

- **VTCT Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice** – AG40203

  This is a theoretical qualification intended for those who wish to gain an understanding of the principles and practices of internal quality assurance without any requirement to practice.

  Credits **6** TQT **60** GLH **45**

- **VTCT Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice** – AG40220

  This is a practical-based qualification intended for those who maintain the quality of assessment from within an organisation or assessment centre.

  Credits **12** TQT **120** GLH **90**

- **VTCT Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice** – AG40221

  This is a practical-based qualification intended for those leading a team of internal quality assurance staff.

  Credits **17** TQT **170** GLH **115**

Education & Training

Personal Learning and Development

QN	Product Code	Qualification Title (See below for qualification details)	2021-22 Price
Level 1			
600/0387/X	AG10224	VTCT Level 1 Award in Personal and Social Development	**£19.00**
600/4606/5	AG10396	VTCT Level 1 Award in Personal Learning and Thinking Skills	**£38.00**
600/0384/4	AG10225	VTCT Level 1 Certificate in Personal and Social Development	**£60.00**
Level 2			
600/4602/8	AG20397	VTCT Level 2 Award in Personal Learning and Thinking Skills	**£41.00**
600/6500/X	AM20450	VTCT Level 2 Certificate in Personal Development	**£72.50**

Level 1

- **VTCT Level 1 Award in Personal and Social Development** – AG10224

  The above qualification will improve personal and social skills and build confidence and self-esteem to prepare learners for the world of work. Units cover a range of topics including developing their own skills and setting goals, healthy living, budgeting, community action and preparing for work.

  Credits **4** TQT **40** GLH **40**

- **VTCT Level 1 Award in Personal Learning and Thinking Skills** – AG10396

  This qualification will develop a learner's ability to think creatively about problems and understand ways to tackle them, and how to take informed and well-reasoned decisions.

  Credits **6** TQT **60** GLH **52**

- **VTCT Level 1 Certificate in Personal and Social Development** – AG10225

  This qualification will improve learners' personal and social skills, and build confidence and self-esteem to prepare them for the world of work. Units cover a range of topics including developing own skills and setting goals, healthy living, budgeting, community action and preparing for work.

  Credits **13** TQT **130** GLH **130**

Level 2

- **VTCT Level 2 Award in Personal Learning and Thinking Skills** – AG20397

  This qualification will develop a learner's ability to think creatively about problems and understand ways to tackle them, and how to take informed and well-reasoned decisions. They will also learn to work as part of a team, manage themselves effectively and to evaluate their own performance and set personal goals.

  Credits **6** TQT **60** GLH **48**

- **VTCT Level 2 Certificate in Personal Development** – AM20450

  This qualification will improve a learner's personal and work-based skills to prepare them for employment. Within this qualification, a learner will develop the skills to research vocational areas that are of interest and learn about methods for improving their own performance within a job role.

  Credits **23** TQT **230** GLH **192**

Apprenticeship Packages (Wales)

Packages comprising the necessary elements to complete an Apprenticeship.

A VTCT Apprenticeship package in Wales includes a competence qualification, a knowledge qualification and employment rights and responsibilities (ERR) (where applicable).

Product Code	Qualification Title (See below for qualification details)	2021-22 Price
Foundation Apprenticeship Packages (Wales)		
AI20108	Foundation Apprenticeship in Business Administration (Wales)	**£80.00**

Functional Skills

Qualifications which teach post-16 and adult learners in England how to apply practical Maths, English and ICT skills to real-life and vocational contexts.

QN	Product Code	Qualification Title (See below for qualification details)	2021–22 Price
Functional Skills Level 1			
603/4608/5	RFSE1	Skillsfirst Level 1 Functional Skills Qualification in English	**£16.00**
603/4807/0	RFSM1	Skillsfirst Level 1 Functional Skills Qualification in Mathematics	**£16.00**
Functional Skills Level 2			
603/4606/1	RFSE2	Skillsfirst Level 2 Functional Skills Qualification in English	**£16.00**
603/4808/2	RFSM2	Skillsfirst Level 2 Functional Skills Qualification in Mathematics	**£16.00**

Glossary of Terms

The following terms are used throughout this book. Please see below for clarification on any of these terms. If you find you still have additional questions about any of our qualification listings, please contact Customer Support directly

Award: This describes the size of a qualification in terms of Total Qualification Time (TQT) (comprising both supervised and unsupervised study) required by an average learner. An Award has a TQT of 120 hours or less.

Certificate: This describes the size of a qualification in terms of Total Qualification Time (TQT) (comprising both supervised and un-supervised study) required by an average learner. A Certificate has a TQT of 121-369 hours.

Credits: This is the number of credits awarded upon successful achievement of all unit outcomes. Credit is a numerical value that represents a means of recognising, measuring, valuing and comparing achievement.

Diploma: This describes the size of a qualification in terms of Total Qualification Time (TQT) (comprising both supervised and un-supervised study) required by an average learner. A Diploma has a TQT of 370 hours or more.

GLH: This refers to Guided Learning Hours. These are defined as all times when a member of staff is present to give specific guidance towards the learning aim being studied on a programme. It includes any activity of a learner in being taught or instructed by – or otherwise participating in education or training under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training. No learner is required to take a certain amount of time; some may take less and some may take more time. Qualifications can sit at different levels, but require similar or different amounts of study and assessment time.

Product Code: This is a unique, identifying code which is assigned to every qualification. The code identifies the sector, level and qualification type. You can learn more about product codes here: itecworld.co.uk/qualification-product-codes.

QN: This is the unique number assigned to a qualification upon successful submission to Ofqual's Register of Regulated Qualifications.

Qualification Title: Some qualifications have had title amendments to ensure they are most representative of the qualification's content.

TQT: This is the Total Qualification Time, a term used within qualifications regulated by Ofqual as part of the Regulated Qualification Framework (RQF). It aims to provide an indication of the minimum length of time it would take the average learner to complete their qualification. This includes the number of hours an awarding organisation has assigned to a qualification for Guided Learning and an estimate of the number of hours a learner will reasonably be likely to spend in preparation, study, or any other form of participation in education or training. This includes assessment, which takes place as directed – but, unlike Guided Learning, not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

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