

## **Quality Assurance Notification form FAQs**

### **Q: Are VTCT expecting a specific staff member(s) to complete the form?**

A: No. This form should be completed by the most appropriate person within each centre. This person should have the appropriate knowledge of the progress of learners through their qualifications.

### **Q: To inform us who is best placed to complete the form within our centre, can you tell us what information the form is actually asking for?**

A: This form is asking for approximate information regarding how far through their qualifications your learner cohorts are. This includes:

- the start date,
- the planned end date,
- the percentage of theory and practical content already delivered to your learners (as at the time of submitting the form),
- the approximate number of VTCT exam papers taken (either online or paper based),
- the names of the assessor and IQA for each cohort
- the number of learners in each cohort.

### **Q: Which qualifications does this form apply to?**

A: This form applies to NVQs, VRQs and SVQs which are eligible for adaptations to assessment methods. This does not include performance table qualifications.

### **Q: Can we submit multiple forms?**

A: Yes; each form must be for one or more qualifications, but only one form can be completed for any given qualification, for any given site.

### **Q: We are being asked to enter details for learners who are on-programme but not due to complete this academic year, why is this?**

A: This is to assist VTCT in resource allocation, and to allow us to develop plans to support you moving forward.

**Q: We understand that the qualifications available for selection are based on which qualifications we have learners registered on with VTCT; whilst a learner may be registered with VTCT, they may not necessarily be on programme at the centre (withdrawn for example); do we need to complete the form for any learner that falls in to this category?**

A: No. The form should only be completed for learners on programme and expected to complete. If there are learners registered with VTCT who have withdrawn from the qualification please email [registration@vtct.org.uk](mailto:registration@vtct.org.uk) to request that these learners be withdrawn in our records.

**Q: We are being asked to enter a completion date for specific cohorts; until the possible mitigation actions are implemented we do not know when completion dates will be; can we enter an expected completion date?**

A: Yes.

**Q: We are being asked to enter the total timetabled hours for cohorts; what does this mean exactly?**

A: Please provide the approximate number of hours that your centre had allocated for delivery of the qualification to each cohort.

**Q: We are being asked to enter the approximate percentage of theory completed, to date, for cohorts.**

Do we need to be concerned by the fact that some learners may be continuing to progress with their theory over the coming weeks, and therefore at the point mitigating measures are applied the theory completed percentage will be higher than the percentage input at this point?

A: No. This information is being requested to provide a starting point, it is fully expected that this may vary between the point of submitting the form and the point at which mitigations are applied.

**Q: We are being asked to enter the maximum number of end of unit tests completed for cohorts; what does this mean exactly?**

A: This relates to the number of VTCT issued exam papers already completed (either online or paper based) as required by the qualification.

**Q: We are being asked to select from a range of suggested adaptation measures; we will be bound by the measures we select?**

A: No. This selection is to provide a starting point for discussions between your centre and a member of our quality assurance team, adaptation measures can then be mutually agreed.

**Q: I started a form but had to close it; can I return to it?**

A: Yes;

- >log in to the form again (using the same credentials as you used initially)
- >after logging in, at the bottom of the page, you will see the 'In Progress' tab
- >select the 'In Progress' tab which will reveal any unfinished forms you have started
- >select either the site code or site name link to re-enter the form

**Q: I have started the questionnaire but realised that a qualification(s) had been selected in error; can I delete a qualification from the questionnaire page?**

A: Yes;

- >select the **red X** located underneath the relevant qualification