

Covid-19 Head of Centre Declaration

The following declaration will be submitted by centres to VTCT to support the application for adaptation for Performance Table Qualifications.

I can confirm that:

- the adaptations requested are necessary to support learners to progress and achieve their qualification
- the implementation of adaptations will neither advantage or disadvantage learners
- the centre has the capacity and equipment for all learners identified in the application to facilitate the adaptations requested
- the arrangements the centre has in place to facilitate the adaptations have taken into account provision to support any reasonable adjustment or access arrangements, where applicable
- the centre will ensure that appropriate controls and processes are in place to ensure the authenticity of learner/s' work

I understand that:

- the Head of Centre declaration form has to be submitted to VTCT in order for my Centre's application for adaptation to be processed
- my centre will be required to demonstrate a robust quality assurance process to support the adaptations requested
- the remote supervision or remote invigilation activity may be subject to centre monitoring activities by VTCT

Centre name:	
Head of Centre name:	
Job title:	
Head of Centre signature:	
Date completed:	

Submission for approval

Centres are required to send the completed form to PTQadaptation@vtct.org.uk

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Document Review

Role	Review Status
Head of Technical Development	Reviewed

Document Owner

Document Owner	Document shared with
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Document Sign-off

Role	Sign-off Date
Head of Assessment	09.11.2020