VTCT

Smarter support for brighter futures

VRQ Centre Adaptation Guidance VTQ Contingency Regulatory Framework (VCRF)

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VCRF Hospitality VRQ Centre Adaptation Guidance
Book v1

Contents

Introduction

Due to the ongoing impact of the coronavirus (Covid-19) pandemic and the subsequent disruption to education, VTCT recognises this has been a challenging period where learners have suffered from continuous disruption. VTCT published Adaptation Guidance in October 2020, outlining mitigation approaches for Vocational Related Qualifications (VRQ). In March 2021, regulators agreed a new contingency framework for awarding organisations and it is likely that these arrangements will be in place until 2022 at the very least. This is a permissive framework, which gives awarding organisations greater flexibilities across a range of qualification types.

For certain categories of qualifications, the VTQ Contingency Regulatory Framework (VCRF) directs awarding organisations to issue results on the basis of Teacher Assessed Grades (TAGs), when assessments do not take place and/or when learners cannot complete all internal assessment as a result of the disruption caused by the pandemic. This arrangement will only apply to specific qualifications, for example, where they align to GSCE or similar and as identified by the Department for Education (DfE). **Please see the VTCT guidance document for Performance Table Qualifications (PTQs) for further information.**

For all other VTCT qualifications, the VCRF provides awarding organisations with a flexible and agile framework that will continue into 2022, without the need for additional consultations. **For clarity and the avoidance of doubt, the VCRF overrides the previous Extraordinary Regulatory Framework (ERF) and Extended Extraordinary Regulatory Frameworks (EERF)**. VTCT is committed to supporting our centres and learners through a flexible and connective approach through a range of workshops, webinars and one-to-one sessions.

Please contact VTCT if you need additional support or have questions about the alternative arrangements and additional flexibilities: **eqacustomerqueries@vtct.org.uk**

Occupational and Mixed Purpose Qualifications

In 2021 and 2022, VTCT Vocationally Related Qualifications (VRQs) can be awarded using a range of assessment adaptations to compensate for disruption caused by the pandemic. VTCT will carry forward the previous adaptations already published in the October 2020 guidance and in 2021 we have now made further adaptations. These can be applied without undermining the validity and reliability of the qualifications, to enable as many learners as possible to achieve their qualifications. However, within the hospitality sector, due to public safety concerns, we recognise that in some cases, even with the permitted adaptations, delays may be inevitable.

Adaptation Principles and Approach

VTCT recognises that the Covid-19 pandemic has had an impact on the educational sector including the loss of teaching time, therefore it may be necessary to adapt assessment arrangements.

Adaptations applied to VTCT vocationally related qualifications must:

- maintain the qualification's rigour, validity and reliability;

- ensure learners are competent and safe to practise;

- meet the health and safety requirements of the qualification;

- ensure learners adhere to Covid-19 government guidelines and have taken the appropriate prerequisite qualification;

- neither advantage nor disadvantage the learner;

- consider learner attendance and duration of learning completed whilst making provision to address any gaps in learning;

- cover all of the qualification requirements including knowledge, observation and range

VTCT centres must have in place an ongoing approach to Internal Quality Assurance (IQA). It is very important for centres to capture IQA processes, learner adaptations and the rationale for adaptations made. Centres must also have in place a robust sampling strategy to ensure the integrity of VTCT's qualifications. The IQA must sample across the range of assessment methods and ensure adaptations applied by the centre meets VTCT requirements. Where an assessor is in training, a qualified assessor must countersign assessment decisions. Where IQA has taken place remotely via live stream or has been recorded with appropriate consent and authentication of the learner and assessor, these should be retained and be available for External Quality Assurance (EQA) by VTCT. It is the responsibility of the Head of Centre to ensure adaptations have been carried out in accordance with VTCT requirements, and to sign and date VTCT's Head of Centre Declaration Form. This document must be available for sampling upon request.

Ensuring equalities for learners

When implementing adaptations, VTCT centres should consider the fairness of arrangements, to ensure that all learners have equal access to learning and assessment opportunities.

Adaptation Guidance

This section outlines adaptation methods which are recommended to mitigate any disruption to teaching, learning and assessment and how these may help learners to maximise the opportunity for achievement.

Knowledge Outcomes

VTCT's approach to assessing learners' theoretical knowledge is mainly through mandatory external examinations. Nevertheless, where it is not possible to assess learner knowledge through the usual methods centres can use the following approaches:

- remote invigilation of external examinations;

- evidence generated through other methods

Remote Invigilation

Learners will be able to sit external theory examinations remotely. Centres wishing to explore remote invigilation as a solution to support learners to take their examinations should contact **eqacustomerqueries@vtct.org.uk.** A member of VTCT's Quality Assurance Department will discuss the requirements and complete the initial EQA screening.

The initial screening assures VTCT that the centres have the capacity, capability and facilities to offer remote examinations. Centres will also be required to describe additional procedures and processes that will put in place to ensure all equality considerations have been addressed, for example access to technology.

Centres are required to make an application to VTCT for each assessment where remote invigilation of the external theory examination is required. The Exams Officer will use their Linx2 login details to access the remote invigilation application form. The application will be completed in parallel with creating a schedule for the examination in the e-testing system.

The Head of Assessment and the Quality Assurance Department will review all applications and the outcome of the application will be confirmed to the centre. The centre will be required to submit a link to the Zoom/Teams/Skype session and relevant meeting ID or password. VTCT will use this link to join the remote examination session.

For additional guidance, please refer to the following documents: Instructions for Conducting Examination and Remote Invigilation Procedures.

Examination knowledge evidenced through other methods

Where it is not possible to use learners' knowledge under formal examination conditions, VTCT permits knowledge to be assessed through other forms of evidence including but not restricted to:

- holistic assessment, evidence achieved by learners can be cross referenced between units;

- assignment/written/project evidence can be cross referenced to the knowledge outcomes;

- written questions;

- oral questions/professional discussions/interview;

- case studies

Good Practice

- Holistic assessment may be beneficial when implementing adaptations as this can enable breadth of content coverage and supports a reduction in assessment time by facilitating combined assessment of multiple assessment criteria and/or units. Centres should optimise all opportunities to cross-reference evidence collection across units, where criteria or range has already been achieved and evidenced

- Oral questioning can provide evidence of unit/qualification coverage that learners may not be able to evidence through other assessment methods at the time of assessment, and may be conducted remotely

- Professional discussion is not oral questioning; it is a planned, in-depth, two-way conversation between the assessor and the learner. It is an effective way of assessing complex understanding and knowledge

Observations

VTCT's VRQ qualifications require learners to cover 100% of the performance criteria and range. VTCT's technical panel of experts have reviewed all VTCT's VRQ qualifications to provide assurance to the public and employers that the assessment of learning is robust, valid and sufficient.

Centre onsite practical observation

Where there are no Government restrictions or localised lockdowns, centres are able to carry out treatments and services within the centre, centres should consider the following;

- social distancing;

- staggering of services;

- number of learners in the Realistic Working Environment (RWE);

- risk assessment;

- appropriate byelaws, legislation or local authority requirements

An additional 20% discretionary time allowance can be applied for learners to implement additional PPE, screens/guards and social distancing requirements following Government guidelines.

Remote Observations

Where all options to carry out face-to-face observation have been exhausted by the centre and opportunities to reschedule face-to-face observations until a later date are restricted, remote live assessment via technology may be permitted.

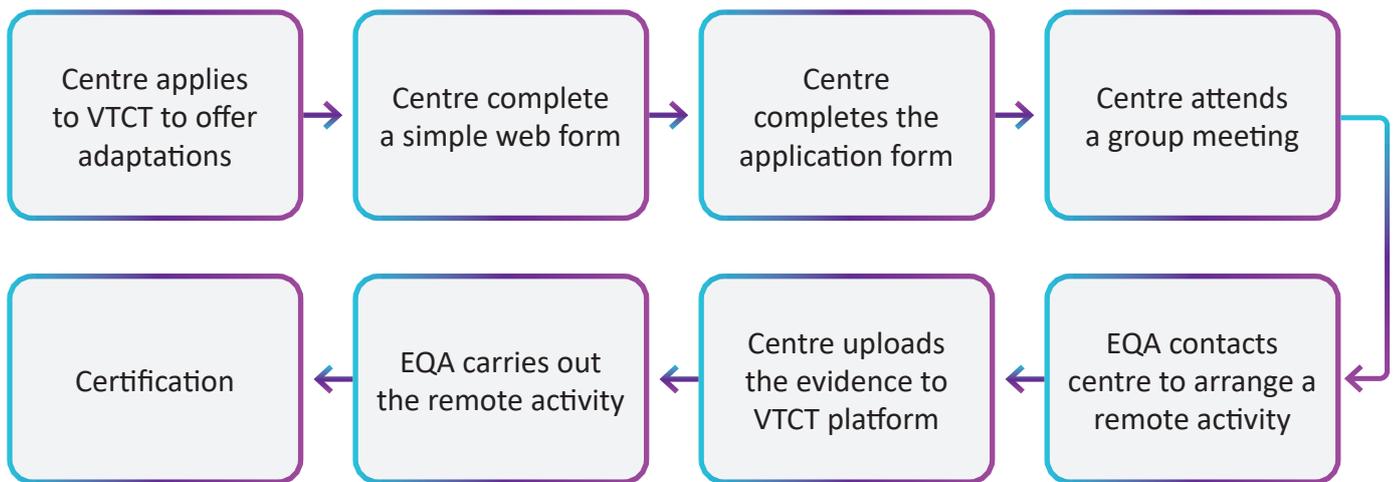Where a centre uses this method, the following should be considered:

- risk of the treatment and assessment of risk;
- health and safety implications of the treatment/service;
- accessibility to the necessary tools, equipment and materials including accessibility to technology;
- government guidelines;
- technology failure;
- how the method will validate reliability and authenticity of the assessment;
- internal quality assurance processes

Simulation

The use of simulation based on the following activities is acceptable and may include:

- dealing with fire and other emergencies;
- dealing with health and safety activities outside or peripheral to normal practices;
- reception and retail facilities, to be managed in line with Covid-19 risk assessment for the safe distancing of learners and assessors

Applying for Adaptations

Centre applies to VTCT to offer adaptations	→ Centre complete a simple web form	→ Centre completes the application form	→ Centre attends a group meeting

Certification	← EQA carries out the remote activity	← Centre uploads the evidence to VTCT platform	← EQA contacts centre to arrange a remote activity

The table below provides an overview of the range of adaptations that a centre can implement:

Area/Type of Adaptation	Approval	Additional Guidance
Remote delivery	No approval required	
Remote invigilation	Apply to VTCT for approval	Apply to VTCT for approval by contacting EQA Customer Queries: **eqacustomerqueries@vtct.org.uk**
Reduction of the number of practical observations required within the Record of Assessment book	No approval required	• VTCT Centre must apply for adaptations see above
Client requirements	No approval required	• VTCT Centre's must have in place an ongoing approach to Internal Quality Assurance (IQA). It is critical the centre captures, through their IQA process, the rationale and learner adaptations
Holistic assessment	No approval required	
Reception and retail flexibilities	No approval required	• VTCT centre must have in place a robust sampling strategy to ensure the integrity of VTCT's qualifications. The IQA must sample across the range of assessment methods and ensure adaptations applied by the centre meet VTCT requirements
Case study requirements	No approval required	
Remote internal quality assurance	No approval required	

Qualifications

This section outlines qualifications available for adaptation methods to mitigate any disruption to teaching, learning and assessment and may help learners to maximise the opportunity for achievement.

Entry Level – VRQ

QN	Code	Qualification title	Observation – Adaptations
600/4980/7	AT30336	VTCT Entry Level Award in Introduction to the Hospitality Industry (Entry 3)	• Deliver the introduction to the hospitality industry qualification in line with industry standards. Ensure delivery, teaching, assessment and IQA conform, as much as is practically possible, to the standard laid down by the SSC (People 1st). Due to the introductory (and entry level) nature of this qualification, it is acceptable to simulate or demonstrate realistic working conditions for learners. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification. Adaptations are permitted following prior and written agreement with the EQA. It is strongly recommended, as much as possible, for centres to accurately portray industry based conditions. Video evidence is acceptable upon agreement with the EQA.
600/4907/8	AT30338	VTCT Entry Level Certificate in Introduction to the Hospitality Industry (Entry 3)	• Deliver the introduction to hospitality qualification in line with industry standards. Ensure delivery, teaching, assessment and IQA conform, as much as is practically possible, to the standard laid down by the SSC (People 1st). Due to the introductory (entry 3) nature of this qualification, it is acceptable to simulate or demonstrate realistic working conditions for learners. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification. Adaptations are permitted following prior and written agreement with the EQA. It is strongly recommended, as much as possible, for centres to accurately portray industry based conditions. Video evidence is acceptable upon agreement with the EQA.
600/5019/6	AT30339	VTCT Entry Level Certificate in Vocational Studies- Hospitality and Catering (Entry 3)	• Deliver the vocational studies hospitality qualification in line with industry standards. Ensure delivery, teaching, assessment and IQA conform, as much as is practically possible, to the standard laid down by the SSC (People 1st). Due to the introductory (entry level) nature of this qualification, it is acceptable to simulate or demonstrate realistic working conditions for learners. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification. Adaptations are permitted following prior and written agreement with the EQA. It is strongly recommended, as much as possible, for centres to accurately portray industry based conditions. Video evidence is acceptable upon agreement with the EQA.

Entry Level – VRQ (continued)

QN	Code	Qualification title	Observation – Adaptations
600/5084/6	AT30340	VTCT Entry Level Diploma in Vocational Studies- Hospitality and Catering (Entry 3)	• Deliver the vocational studies hospitality qualification in line with industry standards. Ensure delivery, teaching, assessment and IQA conform, as much as is practically possible, to the standard laid down by the SSC (People 1st). Due to the introductory (entry level) nature of this qualification, it is acceptable to simulate or demonstrate realistic working conditions for learners. Centres must ensure knowledge-based standards are in line with the record of achievement specification. Adaptations are permitted following prior and written agreement with the EQA. It is strongly recommended, as much as possible, for centres to accurately portray industry based conditions. Video evidence is acceptable upon agreement with the EQA.

Level 1 – VRQ

QN	Code	Qualification title	Observation – Adaptations
600/5018/4	AT10345	VTCT Level 1 Award in Vocational Studies - Hospitality and Catering	• Deliver the introduction to hospitality qualification in line with industry standards. Ensure delivery, teaching, assessment and IQA conform, as much as is practically possible, to the standard laid down by the SSC (People 1st). Due to the level of this qualification, it is acceptable to simulate or demonstrate realistic working conditions for learners. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification. Adaptations are permitted following prior and written agreement with the EQA. It is strongly recommended, as much as possible, for centres to accurately portray industry based conditions. Video evidence is acceptable upon agreement with the EQA.
600/4801/3	AT10346	VTCT Level 1 Certificate in General Cookery	• Deliver the general cookery qualification in line with industry standards. Ensure delivery, teaching, assessment and IQA conform, as much as is practically possible, to the standard laid down by the SSC (People 1st). Due to the level of this qualification, it is acceptable to simulate or demonstrate realistic working conditons for learners. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification. Adaptations are permitted following prior and written agreement with the EQA. It is strongly recommended, as much as possible, for centres to accurately portray industry based conditions. Video evidence is acceptable upon agreement with the EQA.

Level 1 – VRQ (continued)

QN	Code	Qualification title	Observation – Adaptations
600/4832/3	AT10347	VTCT Level 1 Certificate in General Food and Beverage Service	• Deliver the general food and beverage service qualification in line with industry standards. Ensure delivery, teaching, assessment and IQA conform, as much as is practically possible, to the standard laid down by the SSC (People 1st). Due to the level of this qualification, it is acceptable to simulate or demonstrate realistic working conditons for learners. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification. Adaptations are permitted following prior and written agreement with the EQA. It is strongly recommended, as much as possible, for centres to accurately portray industry based conditions. Video evidence is acceptable upon agreement with the EQA.
600/4485/8	AT10348	VTCT Level 1 Certificate in Introduction to the Hospitality Industry	• Deliver the introduction to hospitality qualification in line with industry standards. Ensure delivery, teaching, assessment and IQA conform, as much as is practically possible, to the standard laid down by the SSC (People 1st). Due to the introductory nature of this qualification, it is acceptable to simulate or demonstrate realistic working conditons for learners. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification. Adaptations are permitted following prior and written agreement with the EQA. It is strongly recommended, as much as possible, for centres to accurately portray industry based conditions if carrying out practical-based observations. Centres must ensure knowledge-based standards are in line with industry requirements. Video evidence is acceptable upon agreement with the EQA.
600/4906/6	AT10351	VTCT Level 1 Diploma in Vocational Studies - Hospitality and Catering	• Deliver the vocational studies hospitality qualification in line with industry standards (consider acceptance of simulations and roleplays). Ensure delivery, teaching, assessment and IQA conform, as much as is practically possible, to the standard laid down by the SSC (People 1st). Due to the level of this qualification, it is acceptable to simulate or demonstrate realistic working conditions for learners. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification. Adaptations are permitted following prior and written agreement with the EQA. It is strongly recommended, as much as possible, for centres to accurately portray industry-based conditions. Video evidence is acceptable upon agreement with the EQA.

Level 1 – VRQ (continued)

QN	Code	Qualification title	Observation – Adaptations
600/4307/6	AT10350	VTCT Level 1 Diploma in Introduction to Professional Cookery	• Deliver the introductory professional cookery qualification in line with industry standards. Wherever possible, practical assessments should be used to ensure the learner has exposure to industry-based requirements. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification and industry requirements. The centre should ensure delivery, teaching, assessment and IQA conform to the standard laid down by the SSC (People 1st) or other recognised sector advisory bodies. Ensure standards are in line with the record of achievement specification and other prescribed documentation (where applicable). Adaptations: Learners must have been formatively assessed utilising relevant and suitable equipment as prescribed by NOS and/or professional standards. Summative practical assessments should take place, wherever possible. Adaptations are permitted following prior and written agreement with the EQA. Centres should try and ensure practical delivery is carried out with due regard to appropriate industry settings. The delivery of the assessed session must be in line with a pre-agreed plan. Video evidence is acceptable upon agreement with the EQA.
601/0278/0	AT10508	VTCT Level 1 Diploma in Introduction to Professional Cookery Studies	• Deliver the introduction to professional cookery studies qualification in line with industry standards. Ensure delivery, teaching, assessment and IQA conform, as much as is practically possible, to the standard laid down by the SSC (People 1st). Due to the level of this qualification, it is acceptable to simulate or demonstrate realistic working conditions for learners. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification. Adaptations are permitted following prior and written agreement with the EQA. It is strongly recommended, as much as possible, for centres to accurately portray industry-based conditions. Video evidence is acceptable upon agreement with the EQA.

Level 2 – VRQ

QN	Code	Qualification title	Observation – Adaptations
600/4486/X	AT20352	VTCT Level 2 Award in Barista Skills	• Deliver the barista skills qualification in line with industry standards. Ensure delivery, teaching, assessment and IQA conform, as much as is practically possible, to the standard laid down by the SSC (People 1st). It is acceptable to simulate or demonstrate realistic working conditions for learners, however, due to the practical nature of performing the skills and requirements of a barista, centres must ensure learners have access to the ingredients, tools and equipment to meet the demand as stated in the record of achievement. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification. Adaptations are permitted following prior and written agreement with the EQA. It is strongly recommended, as much as possible, for centres to accurately portray industry-based conditions. Video evidence is acceptable upon agreement with the EQA.
600/4678/8	AT20353	VTCT Level 2 Award in Food Safety in Catering	
603/6455/5	HC2A2	VTCT Level 2 Award in Food Safety in Catering	
600/4488/3	AT20358	VTCT Level 2 Certificate in Hospitality and Catering Principles (Food and Beverage Service)	
600/4489/5	AT20359	VTCT Level 2 Certificate in Hospitality and Catering Principles (Food Production and Cooking)	

Level 2 – VRQ (continued)

QN	Code	Qualification title	Adaptations
600/4494/9	AT20361	VTCT Level 2 Certificate in Hospitality and Catering Principles (Hospitality Services)	
600/4528/0	AT20362	VTCT Level 2 Certificate in Hospitality and Catering Principles (Professional Cookery - Food Preparation and Cooking)	
600/4529/2	AT20363	VTCT Level 2 Certificate in Hospitality and Catering Principles (Professional Cookery)	
600/4850/5	AT20364	VTCT Level 2 Diploma in Professional Cookery	• Deliver the requirements across the professional cookery qualification in line with industry standards. It is strongly recommended for centres to maximise the availability of clustering assessment opportunities. Ensure delivery, teaching, assessment and IQA conform to the standard laid down by the SSC (People 1st). Ensure standards are in line with the record of achievement specification. Centres must ensure knowledge-based standards are in line with industry requirements. Adaptations: Learners must have been formatively assessed, within the relevant and realistic setting which is able to deliver at this level. It is acceptable to maximise the availability of internal or external customers where deemed appropriate to meet learning outcomes. Relevant and suitable equipment must be used in line with the requirements laid out in the record of achievement. Summative practical assessments must take place. Adaptations are permitted following prior and written agreement with the EQA. Practical delivery must (as far as is professionally possible) be in line with appropriate industry settings. The delivery of the assessed session must be in line with a pre-agreed plan. Video evidence is acceptable upon agreement with the EQA.

Level 2 – VRQ (continued)

QN	Code	Qualification title	Adaptations
600/4851/7	AT20366	VTCT Level 2 Diploma in Professional Food and Beverage Service	• Deliver the requirements across the professional food and beverage service qualification in line with industry standards. It is strongly recommended for centres to maximise the availability of clustering assessment opportunities across departments. Ensure delivery, teaching, assessment and IQA conform to the standard laid down by the SSC (People 1st). Ensure standards are in line with the record of achievement specification. Adaptations: Learners must have been formatively assessed, within the relevant and realistic setting which is able to deliver at this level. It is acceptable to maximise the availability of internal or external customers where deemed appropriate to meet learning outcomes and range statements. Relevant and suitable equipment must be used in line with the requirements laid out in the record of achievement. Summative practical assessments must take place. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification. Adaptations are permitted following a prior and written agreement with the EQA. Practical delivery must (as far as is professionally possible) be in line with appropriate industry settings. The delivery of the assessed session must be in line with a pre-agreed plan. Video evidence is acceptable upon agreement with the EQA.
601/4910/3	AT20383	VTCT Level 2 Certificate in Hospitality and Catering Principles (Housekeeping)	

Level 2 – VRQ (continued)

QN	Code	Qualification title	Adaptations
600/6956/9	AT20464	VTCT Level 2 Certificate in Hospitality Industry Skills - Food Service	• Deliver the requirements across the hospitality industry skills qualification in line with industry standards. It is strongly recommended for centres to maximise the availability of clustering assessment opportunities across the food service department. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification. Ensure delivery, teaching, assessment and IQA conform to the standard laid down by the SSC (People 1st). Ensure standards are in line with the record of achievement specification. Adaptations: Learners must have been formatively assessed, within the relevant and realistic setting which is able to deliver at this level. It is acceptable to maximise the availability of internal or external customers where deemed appropriate in order to meet learning outcomes. Relevant and suitable equipment must be used in line with the requirements laid out in the record of achievement. Summative practical assessments must take place. Adaptations are permitted following a prior and written agreement with the EQA. Practical delivery must (as far as is professionaly possible) be in line with appropriate industry settings. The delivery of the assessed session must be in line with a pre-agreed plan. Video evidence is acceptable upon agreement with the EQA.
600/7230/1	AT20467	VTCT Level 2 Certificate in Hospitality Industry Skills - Bar Service	• Deliver the requirements across the hospitality industry skills qualification in line with industry standards. It is strongly recommended for centres to maximise the availability of clustering assessment opportunities across the bar service. Ensure delivery, teaching, assessment and IQA conform to the standard laid down by the SSC (People 1st). Ensure standards are in line with the record of achievement specification. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification. Adaptations: Learners must have been formatively assessed, within the relevant and realistic setting which is able to deliver at this level. It is acceptable to maximise the availability of internal or external customers where deemed appropriate in order to meet learning outcomes. Relevant and suitable equipment must be used in line with the requirements laid out in the record of achievement. Summative practical assessments must take place. Adaptations are permitted following a prior and written agreement with the EQA. Practical delivery must (as far as is professionaly possible) be in line with the appropriate industry bar setting. The delivery of the assessed session must be in line with a pre-agreed plan. Video evidence is acceptable upon agreement with the EQA.

Level 2 – VRQ (continued)

QN	Code	Qualification title	Adaptations
601/2105/1	AT20502	VTCT Level 2 Diploma in Food, Beverage and Professional Cookery Studies	• Deliver the requirements across the food, beverage and professional cookery studies qualification in line with industry standards. It is strongly recommended for centres to maximise the availability of clustering assessment opportunities across departments. Ensure delivery, teaching, assessment and IQA conform to the standard laid down by the SSC (People 1st). Ensure assessment standards are in line with the record of achievement specification. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification. Adaptations: Learners must have been formatively assessed, within the relevant and realistic setting which is able to deliver at this level. It is acceptable to maximise the availability of internal or external customers where deemed appropriate in order to meet learning outcomes. Relevant and suitable equipment must be used in line with the requirements laid out in the record of achievement. Summative practical assessments must take place. Adaptations are permitted following a prior and written agreement with the EQA. Practical delivery must (as far as is professionaly possible) be in line with appropriate industry settings (which must include cross-departmental objectives). The delivery of the assessed session must be in line with a pre-agreed plan. Video evidence is acceptable upon agreement with the EQA.
600/9263/4	AT20510	VTCT Level 2 Diploma in Professional Cookery Studies	• Deliver the requirements across the professional cookery qualification in line with industry standards. It is strongly recommended for centres to maximise the availability of clustering assessment opportunities across departments. Ensure delivery, teaching, assessment and IQA conform to the standard laid down by the SSC (People 1st). Ensure standards are in line with the record of achievement specification. Adaptations: Learners must have been formatively assessed, within the relevant and realistic setting which is able to deliver at this level. It is acceptable to maximise the availablility of internal or external customers where deemed appropriate in order to meet learning outcomes. Relevant and suitable equipment must be used in line with the requirements laid out in the record of achievement. Summative practical assessments must take place. Adaptations are permitted following a prior and written agreement with the EQA. Practical delivery must (as far as is professionaly possible) be in line with appropriate industry settings. The delivery of the assessed session must be in line with a pre-agreed plan. Video evidence is acceptable upon agreement with the EQA.

Level 3 – VRQ

QN	Code	Qualification title	Adaptations
600/4530/9	AT30373	VTCT Level 3 Award in Hospitality Supervision and Leadership Principles	• Deliver the requirements across the hospitality supervision and leadership qualification in line with industry standards. It is strongly recommended for centres to maximise the availability of clustering assessment opportunities. Evidence from the workplace must be considered primary source material and every opportunity should be made to capitalise on this evidence. Ensure delivery, teaching, assessment and IQA conform to the standard laid down by the SSC (People 1st). Ensure standards are in line with the record of achievement specification. Centres must ensure knowledge-based standards are in line with industry requirements. Adaptations: Learners must have been formatively assessed, within the relevant and realistic setting which is able to deliver at this level. It is acceptable to maximise the availablility of internal or external customers where deemed appropriate in order to meet learning outcomes. Relevant and suitable equipment must be used in line with the requirements laid out in the record of achievement. Summative practical assessments must take place. Adaptations are permitted following a prior and written agreement with the EQA. Practical delivery must (as far as is professionaly possible) be in line with appropriate industry settings. The delivery of the assessed session must be in line with a pre-agreed plan. Video evidence is acceptable upon agreement with the EQA.
600/4531/0	AT30376	VTCT Level 3 Certificate in Hospitality and Catering Principles (Professional Cookery)	• Deliver the hospitality and catering principles- professional cookery based qualification in line with industry standards. Ensure delivery, teaching, assessment and IQA conform to the standard laid down by the SSC (People 1st). Ensure standards are in line with the record of achievement specification and applicable industry standards. As this is a professional cookery based qualification, centres must have due regard to the depth and breadth of unit availability. Centres must ensure knowledge-based standards are in line with industry requirements. Adaptations: Learners must have been formatively assessed as prescribed by NOS and/or professional standards. Summative evidence-based assessments should take place. Adaptations are permitted following a prior and written agreement with the EQA. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification. However, as this is a principles-based qualification, portfolio evidence collection is an acceptable means by which to demonstrate knowledge and understanding. Video evidence (to record Q&A sessions, capture knowledge and/or group discussions or to record visual/audio professional discussions) is acceptable upon agreement with the EQA.

Level 3 – VRQ (continued)

QN	Code	Qualification title	Adaptations
600/4803/7	AT30377	VTCT Level 3 Diploma in Advanced Professional Cookery	• Deliver the requirements across the professional cookery studies qualification in line with industry standards. Due to the advanced nature of this qualification, centres must have due regard for the instructions provided in this document. Ensure delivery, teaching, assessment and IQA conform to the standard laid down by the SSC (People 1st). Ensure standards are in line with the record of achievement specification. Centres must ensure knowledge-based standards are in line with industry requirements Adaptations: Learners must have been formatively assessed across each craft based unit. It is acceptable to maximise clustering assessment opportunities in order to adequately meet the provision of the learning outcomes and range items. Relevant and suitable tools and equipment as prescribed by NOS and/or professional standards must be used. Summative practical assessments must take place. Adaptations are permitted following a prior and written agreement with the EQA. Practical delivery must (as far as is professionally possible) be in line with appropriate industry setting within establishments. The delivery of the assessed session must be in line with a pre-agreed plan. Video evidence is acceptable upon agreement with the EQA.
600/4806/2	AT30378	VTCT Level 3 Diploma in Food and Beverage Service Supervision	• Deliver the requirements across the food and beverage service supervision qualification in line with industry standards. Due to the advanced nature of this qualification, centres must have due regard for the instructions provided in this document. Ensure delivery, teaching, assessment and IQA conform to the standard laid down by the SSC (People 1st). Ensure standards are in line with the record of achievement specification. Adaptations: Learners must have been formatively assessed across each craft based unit. It is acceptable to maximise clustering assessment opportunities in order to adequately meet the provision of the learning outcomes and range items. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification. Clustering can also be applied with regard to working across departments. Relevant and suitable tools and equipment as prescribed by NOS and/or professional standards must be used. Summative practical assessments must take place. Adaptations are permitted following a prior and written agreement with the EQA. Practical delivery must (as far as is professionally possible) be in line with appropriate industry setting within establishments. The delivery of the assessed session must be in line with a pre-agreed plan. Video evidence is acceptable upon agreement with the EQA.

Level 3 – VRQ (continued)

QN	Code	Qualification title	Adaptations
600/4805/0	AT30399	VTCT Level 3 Diploma in Professional Patisserie and Confectionery	• Deliver the requirements across the patisserie and confectionery qualification in line with industry standards. Due to the advanced and technical nature of this qualification, centres must have due regard for the instructions provided in this document. Ensure delivery, teaching, assessment and IQA conform to the standard laid down by the SSC (People 1st). Ensure standards are in line with the record of achievement specification and industry standards. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification. Adaptations: Learners must have been formatively assessed. It is acceptable to maximise clustering assessment opportunities in order to adequately meet the provision of the learning outcomes and range items. Relevant and suitable tools and equipment as prescribed by NOS and/or professional standards must be used. Summative practical assessments must take place. Adaptations are permitted following a prior and written agreement with the EQA. Practical delivery must (as far as is professionally possible) be in line with appropriate industry setting within establishments. The delivery of the assessed session must be in line with a pre-agreed plan. Video evidence is acceptable upon agreement with the EQA.
600/9005/4	AT30511	VTCT Level 3 Diploma in Professional Cookery Studies	• Deliver the requirements across the professional cookery studies (at the required advanced level) qualification in line with industry standards. Due to the advanced nature of this qualification, centres must have due regard for the instructions provided in this document. Ensure delivery, teaching, assessment and IQA conform to the standard laid down by the SSC (People 1st). Ensure standards are in line with the record of achievement specification. Centres must ensure practical and knowledge-based standards are in line with the record of achievement specification. Adaptations: Learners must have been formatively assessed across each craft-based unit. It is acceptable to maximise clustering assessment opportunities in order to adequately meet the provision of the learning outcomes and range items. Relevant and suitable tools and equipment as prescribed by NOS and/or professional standards must be used. Summative practical assessments must take place. Adaptations are permitted following a prior and written agreement with the EQA. Practical delivery must (as far as is professionally possible) be in line with appropriate industry setting within establishments. The delivery of the assessed session must be in line with a pre-agreed plan. Video evidence is acceptable upon agreement with the EQA.