



# User guide: Learner status data collection for Teacher Assessed Grades (TAGs)

April 2021

Version 1.0



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## 1. Purpose

The initial stage of the Teacher Assessed Grade (TAG) process is a mandatory data collection that all centres delivering PTQs are required to complete. You will be required to categorise your registered learners, for each PTQ that you offer, into one of the following categories:

- Certifying
- Non-certifying
- Withdraw

Once you have categorised your learners, you will be required to indicate if you intend to submit TAGs for both certifying and non-certifying learners. This will identify whether VTCT should expect a submission of a TAG for your learner by the 21 May 2021.

- TAG
- No TAG

Teacher/s delivering the qualification are responsible for deciding on the correct categorisation of each learner. This information will then need to be passed to the Exams Officer to enable them to process the data collection.

**The deadline for submission for the mandatory data collection is 7 May 2021.**

The information submitted on this form will inform later stages in the TAG process. Therefore, if the status of the learner changes, you are required to inform VTCT and update the form.

This guide explains how to complete the mandatory TAG data collection form.

**NB: Completion of the mandatory TAG data collection form IS NOT a submission of a TAG.**

It is recommended that this guide is read in conjunction with the relevant Performance Table Qualification guide which can be located here: <https://www.vtct.org.uk/coronavirus-latest/>



## 2. Logging in

1. Using internet browser Google Chrome, go to <https://forms.vtct.org.uk/PTQ-TAG/>

2. From the login page enter:

- >Your secure Linx2 (usually Exam Officer) username and password
- >VTCT Centre or Site number (for example **577/000** or **577/001**)
- >Then select 'Login'

If you have any trouble logging in please call our Customer Support team on +44 (0) 2380684500.

### PTQ TAG Form

*Please ensure you use **Google Chrome** to complete this form.  
Other browsers may not allow you to save your results.*

To access the PTQ TAG form, please login using your standard **Linx2Exchange** username and password.

For added security, please also enter the first part of your VTCT Centre or Site number... this is the number that has the format XXXX/XXX.

**Login**

Username:

Password:

VTCT Centre/Site Number:

3. Read the important notification and then select the 'PTQ TAG Forms' button – **NB: do not select the 'PTQ TAG Evidence Upload' button unless you have been instructed to do so by VTCT.**

### IMPORTANT NOTIFICATION.

Only complete the PTQ TAG form if you are authorised to do so on behalf of your centre.

Failure to complete this form with the correct authority may lead to regulatory sanctions being applied to the centre and the learner's certification reverted.

As part of VTCT's external quality assurance activity, you may be asked to submit evidence and IQA records to underpin the TAG judgements. **Please do not upload evidence unless you have received a request for evidence.**

Centres will submit evidence using the PTQ TAG Evidence Upload page. Please include all relevant evidence in a single ZIP file and upload the ZIP file. **Please do not upload files individually.**

PTQ TAG Forms

PTQ TAG Evidence Upload



## 2.1. Generating TAG forms

1. After selecting the 'PTQ TAG Forms' button your details will be displayed. Within your details you are only able to amend your Position/Job Role and Telephone number. If your name and/or email address is incorrect please contact VTCT before proceeding.

If the Head of Centre's name is different to that of the person completing the TAG form then enter it in the 'Head of Centre' field.

<b>Name</b>	Joe Bloggs
<b>Position/Job Role</b>	Exam Officer
<b>Telephone</b>	02380684500
<b>Email</b>	jbloggs@here.com
<b>Head of Centre</b> <i>(if different from above)</i>	

2. From the Site dropdown, select the site for which you want to complete TAG forms for.

<b>Site</b>	Please select a site <span>▼</span>
<b>Qualification</b>	<i>Qualifications will be displayed when a site is selected</i>



3. Once the applicable site has been selected, all PTQ qualifications that the site has in progress learners registered will be displayed.

<b>Site</b>	0577/003 - an approved VTCT centre
<b>Qualification</b>	<ul style="list-style-type: none"><li>AM20530 - VTCT Level 2 Certificate in Hairdressing a</li><li>BT2D1 - VTCT Level 2 Diploma in Beauty Therapy (60</li><li>BT2D2 - VTCT Level 2 Diploma in Beauty Counter Cor</li><li>BT2D4 - VTCT Level 2 Diploma in Nail Technology (Lic</li><li>BT2D5 - VTCT Level 2 Diploma in Hair and Make-up A</li></ul>

*Hold down CTRL to select or de-select individual qualifications*

4. You now need to generate a TAG form for each qualification. To do this, click on the desired qualification to highlight it and then select the 'Continue' button.

<b>Site</b>	0577/003 - an approved VTCT centre	<b>Name</b>
<b>Qualification</b>	<ul style="list-style-type: none"><li>AM20530 - VTCT Level 2 Certificate in Hairdressing a</li><li>BT2D1 - VTCT Level 2 Diploma in Beauty Therapy (60</li><li>BT2D2 - VTCT Level 2 Diploma in Beauty Counter Cor</li><li>BT2D4 - VTCT Level 2 Diploma in Nail Technology (Lic</li><li>BT2D5 - VTCT Level 2 Diploma in Hair and Make-up A</li></ul>	<b>Position</b>
		<b>Telephone</b>
		<b>Email</b>
		<b>Head o (if diffe above)</b>

*Hold down CTRL to select or de-select individual qualifications*

Continue



5. If you wish, you can generate TAG forms for all available qualifications in one go. To do this, hold down the CTRL key, select each qualification in turn (whilst continuing to hold down the CTRL key) and then select the 'Continue' button.

**Site** 0577/003 - an approved VTCT centre ▼

**Qualification** AM20530 - VTCT Level 2 Certificate in Hairdressing a  
BT2D1 - VTCT Level 2 Diploma in Beauty Therapy (60  
BT2D2 - VTCT Level 2 Diploma in Beauty Counter Cor  
BT2D4 - VTCT Level 2 Diploma in Nail Technology (Lic  
BT2D5 - VTCT Level 2 Diploma in Hair and Make-up A

*Hold down CTRL to select or de-select individual qualifications*

**Name**

---

**Position**

---

**Telephc**

---

**Email**

---

**Head of**  
*(if differ above)*

Continue

### Completing TAG forms

1. A TAG form for each qualification selected will now be displayed under the 'In Progress' tab; click on either the site code or site name to start completing a form (you can only complete one form at a time).

In Progress (5)

Submitted (0)

VTCT/ITEC number	Site Name	Qualification Code	Name	Position/Job Role	✖
0577/003	an approved VTCT centre	AM20530	Joe Bloggs	Exam Officer	✖
0577/003	an approved VTCT centre	BT2D1	Joe Bloggs	Exam Officer	✖
0577/003	an approved VTCT centre	BT2D2	Joe Bloggs	Exam Officer	✖
0577/003	an approved VTCT centre	BT2D4	Joe Bloggs	Exam Officer	✖
0577/003	an approved VTCT centre	BT2D5	Joe Bloggs	Exam Officer	✖





2. The in progress learners for the form/qualification selected will be displayed in the ‘UNALLOCATED’ category.

UNALLOCATED	Withdraw	Certificating	Non-Certificating
Bruce Banner			
Carole Danvers			
Clint Barton			
Keith Scott			
Natasha Romanov			
Steve Rogers			
Tony Stark			
Wanda Maximoff			

You are required to place each ‘UNALLOCATED’ learner in to one of the following categories:

- **Certificating**

Certificating learners refers to learners who are due to complete their qualification in summer 2021. For example, this may be Year 11 learners in the second year of the Technical Award, who are due to complete the qualification in summer 2021.

- **Non-certificating**

Non-certificating learners refers to learners who were due to undertake assessments in summer 2021, however, they were not due to complete their qualification at that time. For example, this may be a Year 10 learner in year one of a two year programme, who are not due to complete their qualification until summer 2022.

- **Withdraw**

Teachers go through a formal process to withdraw learners from their programme of study at centre level but this information may not have been passed to VTCT. If there are any learners on the pre-populated web form that have not been formally withdrawn with VTCT, they will need to be placed into the ‘withdraw’ category.

Additionally, there may be some learners pre-populated on the web form from previous years who were not formally withdrawn from the qualification; in this instance you will need to place these learners in the ‘withdraw’ category.

You are encouraged to complete the withdrawal process with VTCT.



3. To categorise a learner, click on the learner and drag and drop them in to the appropriate category.

UNALLOCATED	Withdraw	Certificating	Non-Certificating
Bruce Banner			
Carole Danvers			
Clint Barton	→		
Keith Scott			
Natasha Romanov	→		
Steve Rogers			
Tony Stark	→		
Wanda Maximoff			

4. Once you have placed all learners in to the appropriate category, you need to indicate whether or not a TAG is going to be submitted – **this only applies to learners in the Certificating and Non-Certificating categories.**

To do this, click on the on the learner:

>One click will turn the learner GREEN indicating that a TAG **IS** being submitted: by selecting this category, you are notifying VTCT that you intend to submit TAGs for your learners for the relevant assessment components by 21<sup>st</sup> May 2021.

>A second click will turn the learner RED indicating that a TAG **IS NOT** being submitted: by selecting this category, you are notifying VTCT that you do not intend to submit TAGs for your learners for any assessment component. Therefore, VTCT should not expect to process any TAG for your learner in summer 2021.

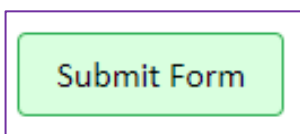
UNALLOCATED	Withdraw	Certificating	Non-Certificating
	Carole Danvers	Keith Scott	Bruce Banner
	Clint Barton	Natasha Romanov	Wanda Maximoff
		Steve Rogers	
		Tony Stark	

5. If you make a mistake you can drag and drop the learner in to a different category or continue to click on the learner until they turn the correct colour.

If a learner is placed in to the 'Withdraw' category then any selected colour will be removed automatically.

6. Once you have placed all learners in to the appropriate category and indicated whether or not a TAG is going to be submitted, select 'Submit Form'.

It is recommended that you complete a sense check before submitting the form.



If you do not want to submit the form at this stage you can come back to it later by selecting it from the 'In Progress' tab.

7. After selecting 'Submit Form' you will be presented with the following declaration which you are required to complete.

### Submit Data

Please confirm that all learners are in the correct box and have the correct TAG status, before submitting this form, by checking the box below.

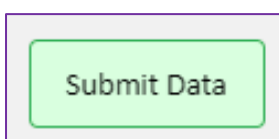
All learners are in the correct box:

Check the box below if you have learners who are still to be registered for this qualification.

There are learners that still need to be registered:  Yes  No

Submit Data

Once you have checked the box to confirm that all learners are in the correct category and have the correct TAG status, and selected Yes or No to the 'learners still to be registered' question, the 'Submit Data' button will become available; you will need to select this button to continue:



**Please note:** once you have submitted the form, you will not be able to amend the details. If you wish to change the learner status of any of the learners, you will need to contact VTCT for further support.



8. You will now receive the following message; after reading the message click 'Continue'.

x

## Form Submitted Successfully

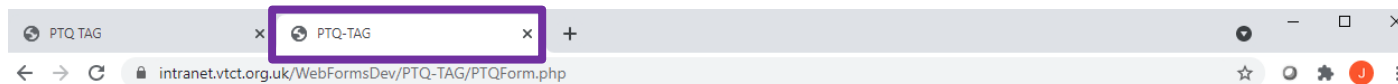
Thank you very much for completing the form.

Please contact VTCT if you have any questions about how the data collected will be used.

This form will now become read-only. When you return to the previous page, remember to refresh it (CTRL-F5) to see the most up-to-date data.

Continue

9. You will go back to the page where you categorised the learners and selected their TAG status, and the form will now indicate that it has been submitted; you can now close this internet tab if you wish.



PTQ TAG - AM20530 (submitted on 22/04/2021)



Click [here](#) for instructions on use

<b>Center Name</b>	VTCT	<b>VTCT/ITEC Center Number</b>	0577/000	
<b>Site Name</b>	an approved VTCT centre	<b>VTCT/ITEC Site Number</b>	0577/003	
<b>Name</b>	Joe Bloggs	<b>Telephone</b>	02380684500	<b>Email</b> jbloggs@here.com

UNALLOCATED	Withdraw	Certificating	Non-Certificating
	Carole Danvers Clint Barton	Keith Scott Natasha Romanov Steve Rogers Tony Stark	Bruce Banner Wanda Maximoff



10. Go back to the original screen where you generated the TAG forms and refresh the page (CTRL+F5).

The form you submitted will now have moved from the In progress tab to the Submitted tab.

VTCT/ITEC number	Site Name	Qualification Code	Name	Position/Job Role	
0577/003	an approved VTCT centre	BT2D1	Joe Bloggs	Exam Officer	✘
0577/003	an approved VTCT centre	BT2D2	Joe Bloggs	Exam Officer	✘
0577/003	an approved VTCT centre	BT2D4	Joe Bloggs	Exam Officer	✘
0577/003	an approved VTCT centre	BT2D5	Joe Bloggs	Exam Officer	✘

11. To view the form select the Submitted tab.

VTCT/ITEC number	Site Name	Qualification Code	Name	Position/Job Role	Date Submitted
0577/003	an approved VTCT centre	AM20530	Joe Bloggs	Exam Officer	22/04/2021

12. To view the form (read only), click on either the site code or site name.

VTCT/ITEC number	Site Name	Qualification Code	Name	Position/Job Role	Date Submitted
0577/003	an approved VTCT centre	AM20530	Joe Bloggs	Exam Officer	22/04/2021

Repeat the above steps as necessary to submit the learner data collection for all applicable sites and PTQ qualifications.



**2.1.1.1. Multiple users / missing qualifications**

If upon selecting a site you notice that a qualification is missing, it may be that another user at your centre has/is completing a TAG form for that qualification. In progress/Submitted forms by other users will be displayed. In the below example Pat Bloggs is logged in to the TAG form. Pat can see that Joe Bloggs has In progress/Submitted forms, and which site/qualifications the forms are for.

<b>Site</b>	0577/003 - an approved VTCT centre	<b>Name</b>	Pat Bloggs
<b>Qualification</b>	No qualifications returned. Either there are no active learners at this site, or all qualifications have been entered.	<b>Position/Job Role</b>	Exam Officer 2
		<b>Telephone</b>	02380684500
		<b>Email</b>	pbloggs@here.com
		<b>Head of Centre</b> <i>(if different from above)</i>	

Continue

In Progress (4)      Submitted (1)

VTCT/ITEC number	Site Name	Qualification Code	Name	Position/Job Role	
0577/003	an approved VTCT centre	BT2D1	Joe Bloggs	Exam Officer	✗
0577/003	an approved VTCT centre	BT2D2	Joe Bloggs	Exam Officer	✗
0577/003	an approved VTCT centre	BT2D4	Joe Bloggs	Exam Officer	✗
0577/003	an approved VTCT centre	BT2D5	Joe Bloggs	Exam Officer	✗

**2.1.1.2. Help and Support**

- +44 (0) 2380684500
  - Mon-Thurs: 08:45-17:00
  - Friday: 08:45-16:30



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