



# User guide: Adaptation status data collection for VRQ/NVQ/SVQ qualifications

May 2021

Version 2



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## 1. Purpose

Regulators require centres to inform VTCT about the adaptation status for each sector and qualification a centre is approved to offer. This data collection exercise will also enable VTCT, through a range of EQA activity, to further support those centres who are implementing adaptations.

For each sector, and qualification offered within that sector, centres will select one of the following approaches:

- **Adaptations**

The centre is applying to use a range of assessment adaptations to compensate for disruption caused by the pandemic.

Assessment adaptations may include the following:

- changing the way in which assessments are delivered, for example, by using other methods i.e. assignments
- adapting assessment methods, [as per VTCT guidance](#)
- adjusting case study requirements

- **No Adaptations**

The centre is not applying to use a range of assessment adaptations.

- **Delay**

The centre has chosen to delay or re-schedule assessments.

- **Not currently offering this Qualification**

The centre is not offering the qualification this academic year.

Upon receiving the above information, VTCT will contact the centre to arrange a date for EQA activity.



## 2. Logging in

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

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.

### VCRF Reporting Form

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

To access the VCRF Reporting 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 ‘VCRF Forms’ button – **NB: do not select the ‘VCRF Evidence Upload’ button unless you have been instructed to do so by VTCT.**

VCRF Reporting ITEC VTCT

**IMPORTANT NOTIFICATION.**

Only complete the VCRF 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.

Centres will submit evidence using the VCRF Evidence Upload page. Please include all relevant evidence in a single ZIP file and upload the ZIP file.

**Please do not upload evidence unless you have received a request for evidence.**

VCRF Forms

VCRF Evidence Upload

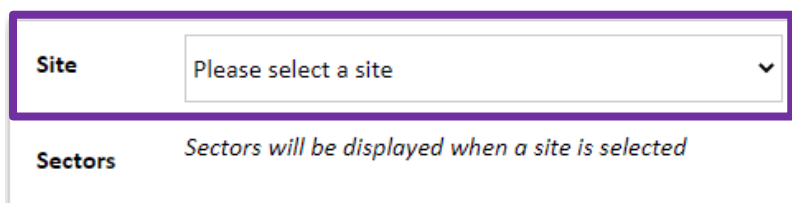
### 3. Generating sector forms

1. After selecting the ‘VCRF 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 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 generate sector forms for.

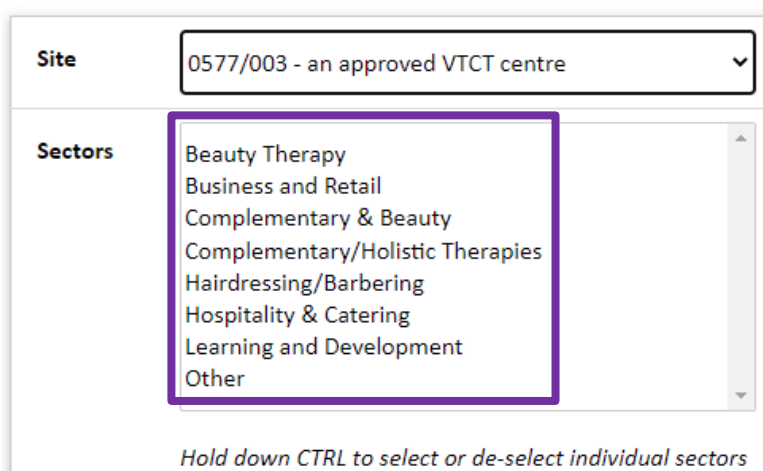


Site: Please select a site

Sectors: Sectors will be displayed when a site is selected

3. Once a site has been selected, a list of sectors will be displayed.

The sectors displayed are based on the qualifications within the sector which the centre has registered learners on to at any point, and where the certification end date for the qualification is not in the past.

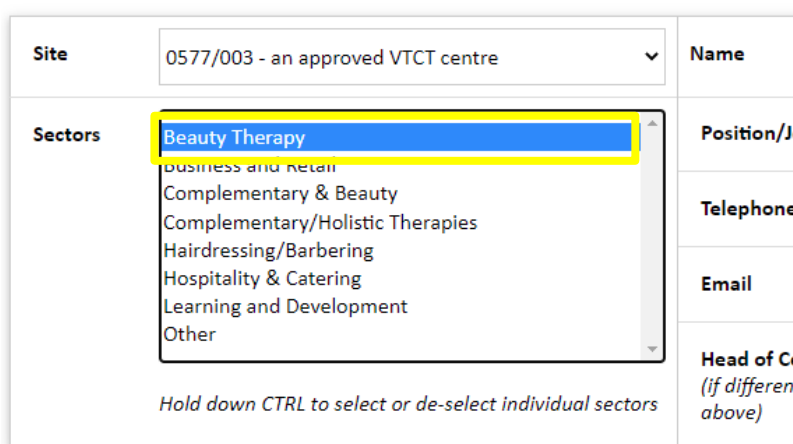


Site: 0577/003 - an approved VTCT centre

Sectors: Beauty Therapy, Business and Retail, Complementary & Beauty, Complementary/Holistic Therapies, Hairdressing/Barbering, Hospitality & Catering, Learning and Development, Other

Hold down CTRL to select or de-select individual sectors

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



Site: 0577/003 - an approved VTCT centre

Sectors: Beauty Therapy (highlighted), Business and Retail, Complementary & Beauty, Complementary/Holistic Therapies, Hairdressing/Barbering, Hospitality & Catering, Learning and Development, Other

Hold down CTRL to select or de-select individual sectors

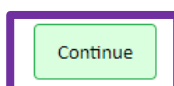
Name

Position/Job

Telephone

Email

Head of Centre (if different from above)



Continue



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

<b>Site</b>	0577/003 - an approved VTCT centre	<b>Name</b>
<b>Sectors</b>	<div style="border: 2px solid yellow; padding: 5px;">                 Beauty Therapy                  Business and Retail                  Complementary &amp; Beauty                  Complementary/Holistic Therapies                  Hairdressing/Barbering                  Hospitality &amp; Catering                  Learning and Development                  Other             </div>	<b>Position/Job</b>
		<b>Telephone</b>
		<b>Email</b>
		<b>Head of Ce (if different above)</b>

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

Continue

#### 4. Completing sector forms

1. A form for each sector selected will now be displayed under the 'In Progress' tab. To start completing a form, click on either the VTCT/ITEC number or Site Name (you can only complete one form at a time).

In Progress (8)		Submitted (0)		
VTCT/ITEC number	Site Name	Sector	Name	Position/Job Role
0577/003	an approved VTCT centre	Beauty Therapy	Joe Bloggs	Exam Officer
0577/003	an approved VTCT centre	Business and Retail	Joe Bloggs	Exam Officer
0577/003	an approved VTCT centre	Complementary & Beauty	Joe Bloggs	Exam Officer
0577/003	an approved VTCT centre	Complementary/Holistic Therapies	Joe Bloggs	Exam Officer
0577/003	an approved VTCT centre	Hairdressing/Barbering	Joe Bloggs	Exam Officer
0577/003	an approved VTCT centre	Hospitality & Catering	Joe Bloggs	Exam Officer
0577/003	an approved VTCT centre	Learning and Development	Joe Bloggs	Exam Officer
0577/003	an approved VTCT centre	Other	Joe Bloggs	Exam Officer



2. After selecting the VTCT/ITEC number or Site Name link, all qualifications which the centre has registered learners on to at any point, and where the certification end date for the qualification is not in the past, will be displayed.

For each qualification displayed, select the applicable option (you can only select one option per qualification):

Qualification	Adaptations	No Adaptations	Delay	Not currently offering this Qualification
AH20147 - VTCT Level 2 NVQ Diploma in Hairdressing	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

The four available options explained:

• **Adaptations**

The centre is applying to use a range of assessment adaptations to compensate for disruption caused by the pandemic.

Assessment adaptations may include the following:

- changing the way in which assessments are delivered, for example, by using other methods i.e. assignments
- adapting assessment methods, [as per VTCT guidance](#)
- adjusting case study requirements

• **No Adaptations**

The centre is not applying to use a range of assessment adaptations.

• **Delay**

The centre has chosen to delay or re-schedule assessments.

• **Not currently offering this Qualification**

The centre is not offering the qualification this academic year.



3. Once a selection has been made for all qualifications displayed, select the 'Submit Form' button.

Qualification	Adaptations	No Adaptations	Delay	Not currently offering this Qualification
AH20147 - VTCT Level 2 NVQ Diploma in Hairdressing	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Submit Form

4. After selecting 'Submit Form' you will be presented with the following message. Read the message and then select the 'Close this form' button.

## 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.

When you return to the previous page, remember to refresh it (CTRL-F5) to see the most up-to-date data.

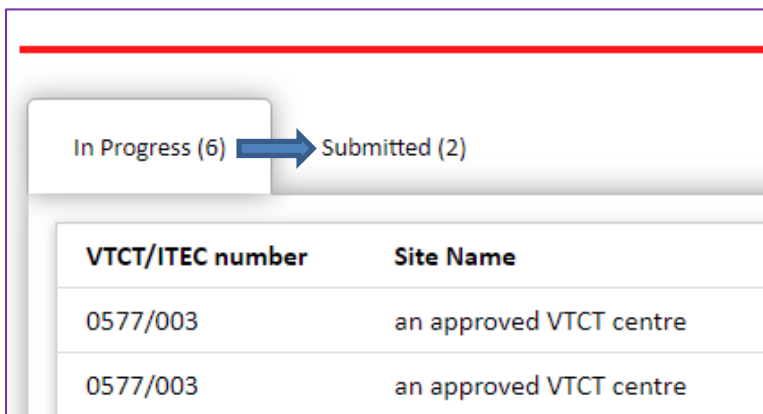
Close this form.

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

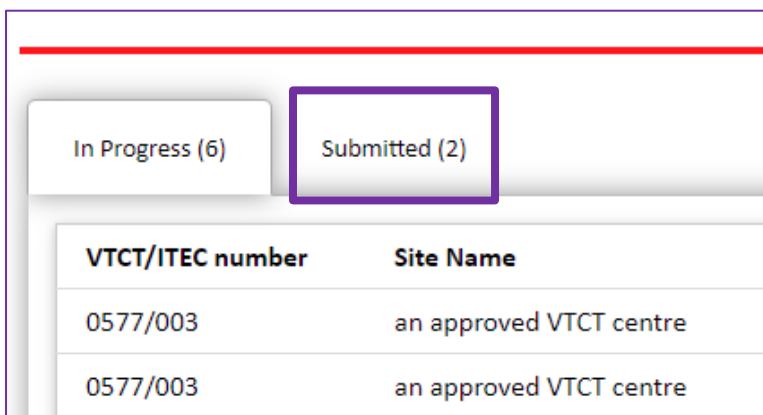


5. Upon selecting the 'Close this form' button, you will be taken back to the original screen where you generated the sector forms. Once here refresh the page (CTRL+F5).

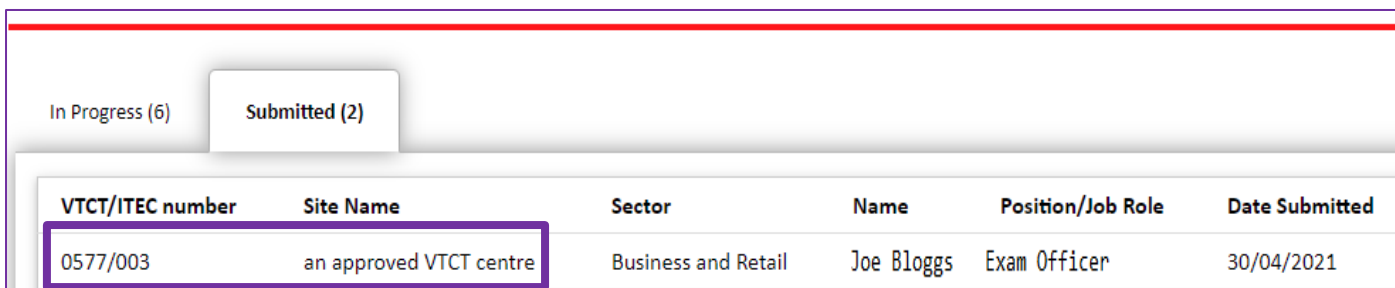
The form you just submitted will now have moved from the 'In progress' tab to the 'Submitted tab'.



6. To view the submitted form select the 'Submitted' tab.



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



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



## 5. Multiple users / missing qualifications

If upon selecting a site you notice that a sector is missing, it may be that another user at your centre has/is completing a form for that sector. In progress/Submitted forms by other users will be displayed.

In the below example Pat Bloggs is logged in to the form. Pat can see that Joe Bloggs has In progress/Submitted forms, and which site/sectors the forms are for. You can view other users' forms by selecting the VTCT/ITEC number or Site Name link but cannot amend them.

<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 (8)		Submitted (0)		
VTCT/ITEC number	Site Name	Sector	Name	Position/Job Role
0577/003	an approved VTCT centre	Beauty Therapy	Joe Bloggs	Exam Officer
0577/003	an approved VTCT centre	Business and Retail	Joe Bloggs	Exam Officer
0577/003	an approved VTCT centre	Complementary & Beauty	Joe Bloggs	Exam Officer
0577/003	an approved VTCT centre	Complementary/Holistic Therapies	Joe Bloggs	Exam Officer
0577/003	an approved VTCT centre	Hairdressing/Barbering	Joe Bloggs	Exam Officer
0577/003	an approved VTCT centre	Hospitality & Catering	Joe Bloggs	Exam Officer
0577/003	an approved VTCT centre	Learning and Development	Joe Bloggs	Exam Officer
0577/003	an approved VTCT centre	Other	Joe Bloggs	Exam Officer

## 6. Help and Support

- +44 (0) 2380684500
  - Mon-Thurs: 08:45-17:00
  - Friday: 08:45-16:30
- [customersupport@vtct.org.uk](mailto:customersupport@vtct.org.uk)



## Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
v0.1	Customer Support Manager	04/05/2021	First draft	Customer Support Manager
v0.2	Customer Support Manager	05/05/2021	Second draft	Customer Support Manager
v0.3	Customer Support Manager	05/05/2021	Third draft	Customer Support Manager
v1	Customer Support Manager	05/05/2021	Document published	Customer Support Manager
v2	Customer Support Manager	10/05/2021	Generating sector forms, point 3; Completing sector forms, point 2	Customer Support Manager

## Document Review

Role	Review Status
Head of ICT	Reviewed
Quality Lead – Technical	Reviewed

## Document Owner

Document Owner	Document shared with
Customer Support Manager	Quality Lead – Technical

## Document Sign-off

Role	Sign-off Date
Customer Support Manager	05/05/2021