



User guide: Completing Head of Centre PTQ TAG declaration

May 2021

Version 1



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1. Purpose

The Head of Centre is required to complete a mandatory Head of Centre declaration to support the TAG and confirm that the TAGs submitted are a true representation of learner performance.

The Head of Centre declaration is provided by VTCT and you will be required to submit the declaration when the TAGs are uploaded to VTCT.

The Head of Centre is typically the Principal or Head Teacher. If the Head of Centre is unavailable, the responsibility may be delegated to a deputy or someone within the senior management team of the centre. It is not appropriate for Head of Centre Declarations to be completed by a teacher/tutor of the learners.

2. How to access the declaration form

1. Using internet browser Google Chrome, the Head of Centre will go to <https://forms.vtct.org.uk/PTQ-TAG/Declaration.php>

2. Enter your email address and the three or four digits before the slash of your VTCT centre number, for example: **577**

Once the above has been entered click on the 'Validate Email Address' button.

The image is a screenshot of a web form titled "PTQ TAG Declaration". Below the title, there is a paragraph of text: "To complete the PTQ TAG Declaration Form you will first need to validate your email address." This is followed by another paragraph: "Please enter your email address, and the three or four digits before the slash in your centre number, in the boxes below, then click on the **Validate Email Address** button." At the bottom of the form, there are three elements: a text input field labeled "Email", a text input field labeled "Centre Code:", and a light blue button with the text "Validate Email Address". All three elements are highlighted with a yellow rectangular border.



3. If upon selecting the 'Validate Email Address' button you receive the below message, the centre's Exams Officer will need to email ptqtags@vtct.org.uk confirming the correct email address for the Head of Centre, or provide the full name, job title and email address of the nominated centre contact who is going to complete the Head of Centre form - please ensure that the VTCT centre number is included in the email.

Upon receipt of the Exam Officers' email, VTCT will update their systems and confirm this by email. Once this has been confirmed, the Head of Centre or nominated centre contact will be able to complete the declaration form.

Authorisation Error

This email address and centre code are not listed as a contact in our systems; please check that the details are correct.

If required please check the [PTQ TAG Head of Centre user guide](#), section 2 > step 3, for further assistance.

4. If the validation of your email address and VTCT centre number is successful you will receive the below message; select 'OK'.

intranet.vtct.org.uk says

Email sent... please check for an email at w@vtct.org.uk

You will shortly receive an email to the address entered that contains a six-digit validation code; this email may end up in your junk/spam folders so please check these. Leave the PTQ TAG Declaration form open whilst you retrieve your 6 digit code.

The email will come from customersupport@vtct.org.uk and reads as follows:

Please enter the following code into the web page: xxxxxxx


Kind regards.



5. After retrieving your 6 digit code, enter it in to the code box.

Please enter the six digit code here:

6. Next check the 'I'm not a robot' checkbox.

I'm not a robot  reCAPTCHA
Privacy - Terms

7. After checking the "I'm not a robot" checkbox, the 'Complete Declaration' button will become active; you will now need to select this button.

Complete Declaration



3. Completing the declaration form

1. After selecting the 'Complete Declaration' button, all sites within the centre and the applicable PTQ qualifications will be displayed.

Each qualification will indicate whether or not the mandatory PTQ data collection form has been completed.

Qualification	Form Status
BT2D2 - VTCT Level 2 Diploma in Beauty Counter Consultancy (603/0231/8)	NOT STARTED
BT2D4 - VTCT Level 2 Diploma in Nail Technology (Liquid and Powder) (603/0233/1)	Complete
BT2D5 - VTCT Level 2 Diploma in Hair and Make-up Artistry (603/0235/5)	Not Submitted

If any qualifications are in pink or yellow, with a form status of either 'NOT STARTED' or 'Not Submitted', the Exam Officer will need to complete the PTQ data collection form before you can proceed any further with the declaration form. Guidance on completing the PTQ data collection form can be found [here](#).

Only when all qualifications listed are green and the form status is 'Complete' will you be able to continue with the declaration form.

If it is required, after the Exam Officer has completed the PTQ data collection form, you can log back in to the Head of Centre declaration form (you will need to [validate your email address](#) again) or if you are still logged in to the form, you can refresh the page on which the qualifications are listed.

2. Once all qualifications listed are green and the form status for each one is 'Complete', click on the 'Make Declaration' button.

0577/003	an approved VTCT centre	AM20530 - VTCT Level 2 Certificate in Hairdressing and Beauty Therapy (VRQ) (601/0556/2)	Complete
		BT2D1 - VTCT Level 2 Diploma in Beauty Therapy (603/0229/X)	Complete
		BT2D2 - VTCT Level 2 Diploma in Beauty Counter Consultancy (603/0231/8)	Complete
		BT2D4 - VTCT Level 2 Diploma in Nail Technology (Liquid and Powder) (603/0233/1)	Complete
		BT2D5 - VTCT Level 2 Diploma in Hair and Make-up Artistry (603/0235/5)	Complete

Make Declaration



3. Carefully read and check each declaration.

I can confirm that:

- These grades have been checked for accuracy, reviewed by a second member of staff and are accurate and represent the professional judgements made by my staff
- Entries were appropriate for each learner, in that learners entered were those already studying the qualification, and each learner has no more than one entry per assessment component
- My centre has met the requirements set out by VTCT for internal quality assurance
- I am satisfied that each learner's grade is based on an appropriately broad range of evidence, including evidence from other centres, providers or specialist teachers if relevant, and is their own work
- Each learner has been taught an appropriate amount of content to form the basis for a grade
- Access arrangements and reasonable adjustments were provided with appropriate input from the SENCo and other specialists (and where they were not, that has been taken into account)
- I and my staff have taken note of the Ofqual guidance on making objective judgements, judgements have not been influenced by pressure from learners or parents/carers, and I am confident that the judgements are fair
- All relevant learner evidence and centre records are available for inspection, as necessary
- I and my staff have adhered to controls put in place to manage conflicts of interests
- The teacher assessed grades have not been disclosed to either the learner or their parent/guardian/carer
- Results from previous cohorts have been used to carry out a high-level cross check of the TAGs being submitted by my centre

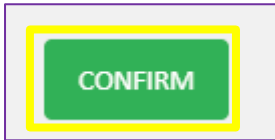
I understand that:

- The Head of Centre declaration form has to be submitted to VTCT in order for my Centre's teacher assessed grades to be processed
- VTCT will conduct external quality assurance on the teacher assessed grades submitted by my Centre
- I am required to provide a description below of any factors which account for any variation, in relation to historic pass achievement rates and the achievement profile of the TAGs for each assessment component / qualification.

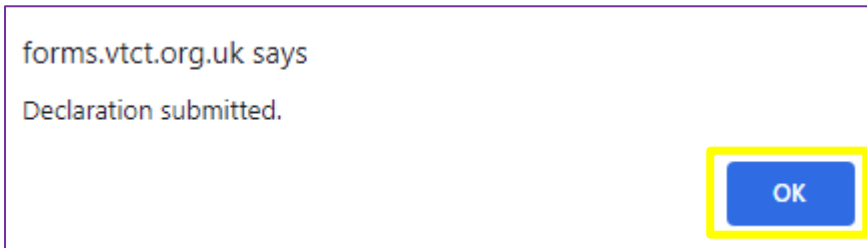
4. If applicable, provide a description of any factors which account for any variation, in relation to historic pass achievement rates and the achievement profile of the TAGs for each assessment component/qualification:

If applicable, provide a description of any factors which account for any variation, in relation to historic pass achievement rates and the achievement profile of the TAGs for each assessment component/qualification:

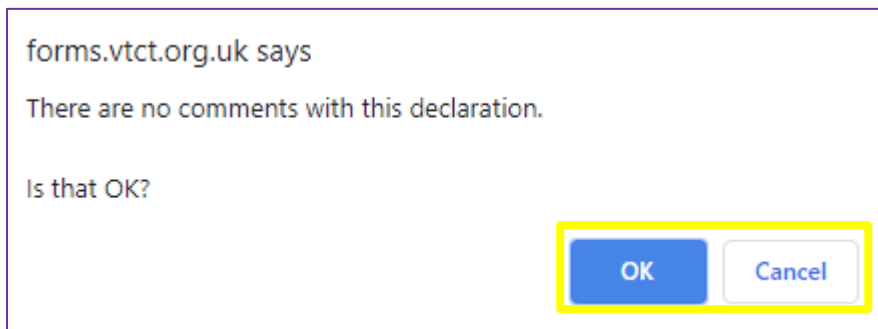
5. Once all declarations have been checked, and if applicable the description box completed, click on the 'CONFIRM' button.



and then select 'OK' on the following message.



If no comments have been entered in to the description box, after selecting the 'CONFIRM' button the following message will be displayed; select 'OK' if you want to process or 'Cancel'. If you select cancel, enter your comments in the description box and then select the 'CONFIRM' button again.





6. You will be taken back to the screen where all the qualifications are listed; at the bottom of this screen you will now see a submitted stamp.

0577/003	an approved VTCT centre	AM20530 - VTCT Level 2 Certificate in Hairdressing and Beauty Therapy (VRQ) (601/0556/2)	Complete
		BT2D1 - VTCT Level 2 Diploma in Beauty Therapy (603/0229/X)	Complete
		BT2D2 - VTCT Level 2 Diploma in Beauty Counter Consultancy (603/0231/8)	Complete
		BT2D4 - VTCT Level 2 Diploma in Nail Technology (Liquid and Powder) (603/0233/1)	Complete
		BT2D5 - VTCT Level 2 Diploma in Hair and Make-up Artistry (603/0235/5)	Complete

This declaration was submitted on 13/05/2021

7. You can now close down the form.

4. Help and support

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



Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
0.1	Customer Support Manager	13/05/2021	First draft	Customer Support Manager
0.2	Head of Assessment	13/05/2021	Section2, point 3 updated	Head of Assessment
1	Customer Support Manager	14/05/2021	Document published	Customer Support Manager

Document Review

Role	Review Status
Head of Assessment	Reviewed
Head of ICT	Reviewed

Document Owner

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Document Sign-off

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