

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:	
VTCT centre number:	
Head of Centre name:	
Job title:	
Head of Centre signature:	
Date completed:	

Approval process

VTCT will issue confirmation of approval or referral of all applications for adaptation for the Performance Table Qualifications.

Submission for approval

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

Version	Document Owner	Issue Date	Changes	Role
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Document Review

Role	Review Status
Head of Technical Development	Reviewed

Document Owner

Document Owner	Document shared with
Head of Assessment	Head of Technical Development

Document Sign-off

Role	Sign-off Date
Head of Assessment	09.11.2020