



Programme Notification Form 2018-19

1. Centre Details

Centre name:	
VTCT centre number:	
VTCT site location:	

2. Centre Contact Details

Contact name:	
Telephone number:	
Email address:	

Please complete this form and email a copy to qualityassurance@vtct.org.uk and your allocated External Quality Assurer (EQA).

Overview

The Programme Notification Form (PNF) details the centre activity and provides information important to facilitate efficient EQA monitoring and verification. This information ensures VTCT Quality and Processing and the allocated External Quality Assurer (EQA) remain fully informed. This is a live working document which contains notification of programmes currently being delivered and any new courses or changes must be passed onto the centre EQA within an appropriate timeframe. A copy must be retained by the centre as part of the centre quality assurance process. This ensures efficient and effective arrangements are made to support the centre and to meet Ofqual General Conditions of Recognition C2.3 (b) and (c).

Centre guidance for Programme Notification Form

- The Programme Notification Form is divided into VTCT's different qualification types
- Programme Notification Form must be submitted no later than 28 days after the course commencement date to the allocated EQA and qualityassurance@vtct.org.uk
- VTCT require prior notification and an accurate record of any qualifications being delivered, without which a hold up of an EQA visits and/or learner certification may occur
- An additional Programme Notification Form should be submitted for any new or short courses being delivered throughout the year
- If course details change, (i.e. courses are delayed or do not run) the centre is required to update the EQA and VTCT qualityassurance@vtct.org.uk
- If courses run over more than one site, a Programme Notification Form for each site must be submitted
- The email subject line is to be entered as **PNF/AYS/Centre name/number**
- When completing the Programme Notification Form, please disregard any sections that do not apply by entering N/A.

3. Scheduled Delivery - Technical Certificate and Technical Level Qualifications

Qualification title	Qualification code	Start date	End date	Venue(s), Days(s) and Time(s)	Assessor(s) and IQA(s)	Expected no. of learners
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
Centre comments:						

4. Scheduled Delivery - Vocational Related Qualifications (VRQs)

Qualification title	Qualification code	Start date	End date	Venue(s), Days(s) and Time(s)	Assessor(s) and IQA(s)	Expected no. of learners
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
Centre comments:						

5. Scheduled Delivery - National Vocational Qualifications (NVQs)

Qualification title	Qualification code	Start date	End date	Venue(s), Days(s) and Time(s)	Assessor(s) and IQA(s)	Expected no. of learners
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
Centre comments:						

6. Scheduled Delivery for Apprenticeships - Hair Professional Standards

Qualification title	Qualification code	Start date	End date	Venue(s), Days(s) and Time(s)	Assessor(s) and IQA(s)	Expected no. of learners
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
Centre comments:						

7. Scheduled Delivery - Functional Skills

Qualification title	Qualification code	Start date	End date	Venue(s), Days(s) and Time(s)	Assessor(s) and IQA(s)	Expected no. of learners
Skillsfirst Functional Skills Qualification in Mathematics at Level 1	FSM01				Assessor:	
					IQA:	
Skillsfirst Functional Skills Qualification in Mathematics at Level 2	FSM02				Assessor:	
					IQA:	
Skillsfirst Functional Skills Qualification in English at Level 1	FSE01				Assessor:	
					IQA:	
Skillsfirst Functional Skills Qualification in English at Level 2	FSE02				Assessor:	
					IQA:	
Skillsfirst Functional Skills Qualification in Information and Communication Technology (ICT) at Level 1	FSI01				Assessor:	
					IQA:	
Skillsfirst Functional Skills Qualification in Information and Communication Technology (ICT) at Level 2	FSI02				Assessor:	
					IQA:	
Centre comments:						

8. Qualification provision not yet confirmed (2018-19)

Throughout the year if there are curriculum changes, (in addition to any roll-on, roll-off programmes), these should be listed in section 8. These may include short courses, additionalities, late starts or the introduction of courses to meet individual learner and centre needs. You are required to inform your allocated EQA and VTCT Quality and Processing qualityassurance@vtct.org.uk. The email subject line is to be entered as **PNF2/Centre name/number**.

Qualification title	Qualification code	Start date	End date	Venue(s), Days(s) and Time(s)	Assessor(s) and IQA(s)	Expected no. of learners
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	
					Assessor:	
					IQA:	