

# Vocational and Technical Qualifications Contingency Regulatory Framework (VCRF)

## Introduction

Ofqual has now published its response to its consultation on the Vocational and Technical Qualifications Contingency Regulatory Framework (VCRF). This has been put in place in line with ministerial decisions for providing results to learners during the COVID-19 pandemic during the academic year 2020/2021.

Qualifications will be categorised based on the following descriptions.

**Category A qualifications:** Qualifications used to demonstrate occupational or professional competence to enter directly into employment.

For Active IQ, this will incorporate the majority of our qualifications – for example, gym instructing, personal training and all our work-based learning qualifications. Assessments will need to be completed in order for learners to be certificated, as these qualifications demonstrate competency and can lead to employment. However, it may be appropriate for the assessments to be adapted based on government guidance.

**Category B qualifications:** Qualifications from Entry Level to Level 6 that support progression to further or higher study or into employment, and in which the issuing of results to learners should be prioritised. These have then been split in to two sub-categories.

**Category B1 qualifications:** Qualifications similar to GCSEs, AS and A levels, used for progression to further or higher education. This will include VTQs approved for performance tables including Applied General Qualifications, Tech Levels and Technical Awards.

For Active, IQ this will include our Technical Certificate and Tech Level qualifications. We will be asking centres to gather evidence and provide judgements on their learners where assessments have not been able to take place. This document provides the detailed guidance and timeline that centres will need to follow.

**Category B2 qualifications:** These are qualifications that are not similar to GCSEs, AS or A levels, and which are used for mixed purposes. These tend to be smaller qualifications, they may not run to an academic timetable, and students only sit the assessments when they are ready to do so. They tend also to be at lower levels. This will include qualifications such as

Functional Skills qualifications, and English for Speakers of Other Languages (ESOL) Skills for Life qualifications.

Active IQ does not have any B2 qualifications.

### **Guidance for centres offering Active IQ Technical Certificates and Tech Level qualifications**

The following guidance sets out the information and evidence Active IQ will require in order for learners to receive a grade and certification for our performance table qualifications.

Qualifications included within this guidance:

- Active IQ Level 2 Diploma in Physical Activity, Fitness and Exercise Science (601/6041/X)
- Active IQ Level 3 Diploma in Physical Activity, Fitness and Exercise Science (601/6042/1)
- Active IQ Level 3 Diploma in Personal Training for Health, Fitness and Performance (601/9003/6)
- Active IQ Level 3 Extended Diploma in Personal Training for Health, Fitness and Performance (601/9002/4)
- Active IQ Level 3 Diploma in Fitness Instructing and Physical Activity (603/1162/9)

### **Overview of our approach**

We are aware that due to the nature of Active IQ's qualifications and the flexible delivery model allowed, each centre will have differing evidence and we will need to ensure that the most trusted evidence is used in each case to determine a learner's achievement and overall qualification grade. We expect centres to use the following types of evidence to inform how they derive a teacher assessed grade for each learner:

- results of external assessments where they have already been completed prior to lockdown
- results of mock assessments completed and marked by the centre
- completed externally set, internally assessed assessments
- records of the learner's performance over the course of study; for example, classwork, participation in practical activities and demonstrations

Enhanced quality assurance and sampling of learner's work will take place to confirm the learner's grade.

In order for Active IQ to confirm a learner's grade and award the qualification, a minimum of all the mandatory units must be at least partially achieved, as the qualifications also provide licence to practice as a gym instructor and/or personal trainer.

### **Adaptations to practical assessments**

Under the current government guidance, we believe assessments should be able to be completed without the need for adaptation. However, we do have a range of adaptations approved by CIMSPA for the following elements of the gym and personal training practical assessments:

- consultation
- adapted sessions (gym and PT)
- group induction

Please contact your centre allocated external verifier if you are experiencing difficulties in administering the assessments as set out in the qualification-specific assessment guidance.

### **Quality assurance**

We expect all centres to continue to carry out internal quality assurance in line with our normal arrangements; however, we will require centres to carry out additional quality assurance checks where learners have been awarded a Teacher Assessed Grade.

As part of the internal quality assurance process, we expect centres to compare the results of this year's learners to groups of learners from previous years when assessment took place. This is to make sure that teacher assessed grades have not been overly harsh or lenient in comparison to previous years. A class/cohort rationale should be provided to support this.

We will also require all teacher assessed grades to be checked by the relevant head of department or head of centre, and a signed declaration provided.

External quality assurance sampling will be completed via a risk-based approach taking into account the level of confidence we hold for each centre based on previous performance overall, and, at specific qualification level, the type of evidence available for current learners and the number of learners affected.

External quality assurance sampling for externally set, internally marked assessments will follow our normal approach, and include 40-70% of learners (depending on risks allocated) at centre level, with additional quality assurance sampling taking place on teacher assessed grades and overall results at centre and national cohort level to ensure these are fair and align with the learner performance evidenced to date.

## **Minimum requirements**

In order for Active IQ to confirm a learner's grade and award the qualification, a minimum of all the mandatory units listed below must be at least partially achieved, with the minimum requirements set out in this guidance achieved as the qualifications also provide licence to practice as a gym instructor and/or personal trainer.

- **Active IQ Level 2 Diploma in Physical Activity, Fitness and Exercise Science (601/6041/X)**
  - Principles of anatomy, physiology and fitness F/507/1217
  - Planning and instructing gym-based exercise J/507/1218
  - Principles of customer care L/507/1219
  - Working in active leisure facilities J/507/1221
  - Health and safety in the workplace L/507/1222
  - Managing personal and professional development R/507/1223
  
- **Active IQ Level 3 Diploma in Fitness Instructing and Physical Activity (603/1162/9)**
  - Principles of anatomy, physiology and fitness F/507/1217
  - Planning and instructing gym-based exercise J/507/1218
  - Health and safety in a physical activity, fitness and sport environment J/508/6396
  - Delivering exceptional customer care L/508/6397
  - Enterprise and entrepreneurship H/507/1209
  - Marketing products and services Y/507/1210
  - Technology in sport and exercise D/507/1211
  - Managing personal and professional development Y/508/6399
  
- **Active IQ Level 3 Diploma in Physical Activity, Fitness and Exercise Science (601/6042/1)**
  - Principles of anatomy, physiology and fitness F/507/1217
  - Planning and instructing gym-based exercise J/507/1218
  - Principles of customer care L/507/1219
  - Working in active leisure facilities J/507/1221
  - Health and safety in the workplace L/507/1222
  - Managing personal and professional development R/507/1223
  - Applied human biology for exercise and fitness J/507/1204
  - Principles of nutrition for healthy lifestyles L/507/1205
  - Conducting consultations with personal training clients R/507/1206
  - Programme design and delivery for personal training Y/507/1207
  - Developing exceptional customer care skills D/507/1208
  - Enterprise and entrepreneurship H/507/1209
  - Marketing products and services Y/507/1210

- Technology in sport and exercise D/507/1211
- Active IQ Level 3 Diploma in Personal Training for Health, Fitness and Performance (601/9003/6)
- Active IQ Level 3 Extended Diploma in Personal Training for Health, Fitness and Performance (601/9002/4)
  - Principles of anatomy, physiology and fitness F/507/1217
  - Planning and instructing gym-based exercise J/507/1218
  - Health and safety in a physical activity, fitness and sport environment J/508/6396
  - Applied human biology for exercise and fitness J/507/1204
  - Principles of nutrition for healthy lifestyles L/507/1205
  - Conducting consultations with personal training clients R/507/1206
  - Programme design and delivery for personal training Y/507/1207
  - Delivering exceptional customer care L/508/6397
  - Enterprise and entrepreneurship H/507/1209
  - Marketing products and services Y/507/1210
  - Technology in sport and exercise D/507/1211
  - Managing personal and professional development Y/508/6399

For learners who do not meet the minimum requirements, unit achievement will be awarded.

**Please note:** Learners who do not meet the minimum requirements to be awarded a full qualification are able to take their banked unit achievement forward to complete their qualification. Learners have two years to complete the Active IQ Level 2 Diploma in Physical Activity, Fitness and Exercise Science from the date of their registration, and three years to complete any of the Level 3 Tech Level qualifications.

## External assessments

In line with Ofqual's conditions and guidance, and to allow for more time to be made available for teaching and learning, we will not mandate that these assessments must take place; however, we will not prohibit learners from taking these assessments.

As stated above, learners are required to cover the minimum knowledge criteria linked to the occupational competency requirements of the gym instructor and personal trainer roles as specified by CIMSPA.

This will require learners to complete assessments for the following units (as appropriate to their chosen qualification) as this knowledge is not covered elsewhere.

- Principles of anatomy, physiology and fitness F/507/1217
- Applied human biology for exercise and fitness J/507/1204
- Principles of nutrition for healthy lifestyles L/507/1205

If a centre deems the original external multiple-choice theory exams and the conditions under which they must be taken not to be appropriate, alternative assessments that can be taken online under non-invigilated conditions can be accessed. Please contact your centre allocated external verifier for further details.

## Guidance for centres

We will require centres to provide us with information on achievement to allow us to determine whether there is sufficient evidence to be awarded a pass for individual units within the qualifications and an overall qualification grade.

For each cohort/class registered on Quartz for each of the listed qualifications, we will require centres to complete the appropriate **Qualification Template** which can be downloaded [here](#).

We will require centres to include the following information:

- class ID
- all learner names
- for each unit\* (in the chosen pathway selected by the centre, including both mandatory and optional units), specify if it has been:
  - achieved (in full following the standard-specific assessment guidance or agreed adaptations)
  - partially achieved (some of the assessments have been achieved following the standard-specific assessment guidance but there are assessment elements that are outstanding)
  - not achieved (none of the assessments have been completed)
- class/cohort achievement rationale

\*For optional units that have not been selected, please leave these blank.

Where units have only been partially achieved, we will require centres to complete a **Unit Template** for each partially completed unit (at class level) and provide further information on achievement to date in order that Active IQ can make a decision as to whether each of the affected units can be awarded. The unit template can be downloaded [here](#).

The unit template will request the following information:

- class ID
- any learners who should be excluded from the declaration
- unit name
- assessment elements and whether they have been
  - completed (as per the specific assessment guidance)

or are

- outstanding
- summary of the formative assessment used to make the overall unit achievement decision
- declaration completed by
  - course tutor or assessor

**Please note:** To allow centres as much time as possible to complete teaching and learning, when completing the qualification and unit templates, please complete them on the basis of the achievement you expect the learners to have attained by 7 June.

Quality assurance sampling will take place where centres have completed declarations of unit achievement based on partial completion and formative evidence.

Centres are required to retain the evidence used to support unit achievement and teacher assessed grades until six months after the issue of results, or the conclusion of any appeal in relation to a result, whichever is later.

## Grading

Each of Active IQ's performance table qualifications are graded (at qualification level). Grading is administered in the form of Fail, Pass, Merit or Distinction. Under normal conditions, learners must achieve a pass mark of 60% or above to pass both Tech Level multiple-choice theory exams and synoptic eAssessments (FIPA and PTHFP only).

For Tech Level qualifications with multiple, graded components, each component must be passed in isolation (60% or above in each assessment) and in combination (60% accumulated result across all components). For example, a referral of examination paper one with a score of 28/50 and a pass of examination paper two with a score of 45/50 cannot be combined to achieve a pass mark of 73/100 or 73%.

The grading is normally allocated as an accumulation of all appropriate exam results.

Grading	Accumulated results
Pass	60-69%
Merit	70- 79%
Distinction	80% or above

We will require centres to provide a teacher assessed grade where learners have not completed the external multiple-choice exams using the grade descriptors provided.

For each learner, we will require a **Teacher Assessed Grade** template to be completed. This will include a teacher assessed grade for the named learner, evidence of exam results (live or mock) where these have been taken, and a rationale for the allocated grade. The Teacher Assessed Grade templates can be downloaded [here](#).

Please click [here](#) for Ofqual's guide for centres about making objective judgements.



### **Retention of learner evidence**

Centres are required to retain the evidence used to support unit achievement and teacher assessed grades until six months after the issue of results, or the conclusion of any appeal in relation to a result, whichever is later.

### **Head of centre declaration**

We will also require all teacher assessed grades to be checked by the relevant head of department or head of centre, and a signed declaration provided.

The declaration will include:

- confirmation that the achievement data provided has been reviewed and is an accurate reflection of learner attainment
- confirmation that the teacher assessed grades have been reviewed and are an accurate reflection of learner attainment
- confirmation that internal quality assurance has taken place
- class/cohort rationale which considers the results of this year's learners compared to groups of learners from previous years

**Please note:** Teacher assessed grades and head of centre declarations do not need to be submitted until 14 June 2021.

### **Appeals**

Learners who are awarded performance table qualifications similar to GCSEs, AS and A Levels have access to a right of appeal on the same basis as those set out for GCSEs, AS and A Levels. Appeals will be considered on the following basis:

- incorrect information was used to determine the result
- procedures were not followed properly and fairly when determining the result

Centres should follow Active IQ's appeals policy which can be found [here](#).

To ensure learners receive their final results by 10 August, **all appeals must be submitted to Active IQ by 30 July 2021.**

Active IQ will provide confirmation of learner results by 16 July 2021 to enable centres to submit an appeal within the specified timeframe.

## Timeline

Information provided to centres explaining the approach and requirements for awarding and teacher assessment grades for 2020/21	Week commencing 12 April 2021
Centres return completed qualification and unit templates to their centre allocated EV	28 May 2021
EVs contact centres to request evidence for external quality assurance sampling	7 June 2021
Centres provide: <ul style="list-style-type: none"> <li>• requested evidence</li> <li>• teacher assessed grades for each applicable learner</li> <li>• head of centre declaration</li> </ul>	14 June 2021
Sampling and external quality assurance take place	Week commencing 14 June - 9 July 2021
Overall check of qualification level outcomes	Week commencing 12 July 2021
Results confirmed to centres	16 July 2021
eCertificates generated	Week commencing 19 July - 6 August 2021
Appeals deadline	30 July 2021
Results day	10 and 12 August 2021