



IA Claim Process

Verified Qualifications

Version 1



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1. Purpose

This document details the process for claiming iTEC verified qualifications through the iTEC Centre Admin system (Wa'Daq).

2. When should IA Claims be Submitted?

An IA claim (Internal Assessment Claim) must be submitted by training providers for all qualifications that fall into the 'Verified Qualifications' category as without this, VTCT (iTEC) cannot verify learner achievement and issue certificates. Submission of manual 5P forms (practical assessment forms) are not sufficient to claim learner achievement.

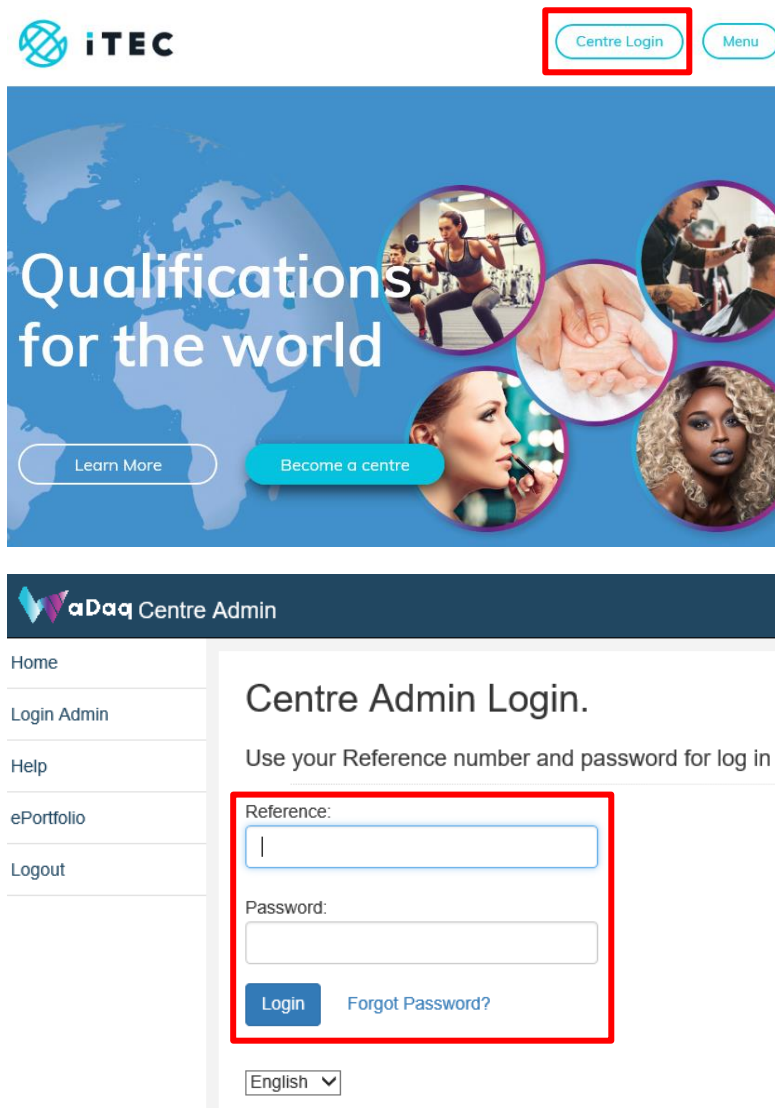
3. What are 'Verified Qualifications'?

A 'Verified Qualification' is a qualification that is internally assessed by the training provider and externally verified by VTCT (iTEC). Below is a list of example qualifications:

- Level 2 Diploma in Complementary Therapies (600/4844/X) (VRQ,Int,EQA,UK,Dip) – 356
- Level 3 Diploma in Hairdressing (600/6995/8) (VRQ,Int,EQA,UK,Dip) - 422
- Level 2 Award in Commercial Influences within the Wig Making Industry (600/7871/6) (VRQ,Int,EQA,UK,Award) - 429

5. How to Submit a IA Claim

1. Log into the Centre Admin site (Wa'Daq) via the 'Centre Login' option on the [ITEC website](#):



The screenshot shows the ITEC website header with the 'Centre Login' button highlighted. Below the header is a banner for 'Qualifications for the world' with 'Learn More' and 'Become a centre' buttons. The main content area is titled 'Wa'Daq Centre Admin' and contains a 'Centre Admin Login' section. This section includes a navigation menu on the left with links for Home, Login Admin, Help, ePortfolio, and Logout. The login form itself has a 'Reference:' field (highlighted with a red box), a 'Password:' field, a 'Login' button, and a 'Forgot Password?' link. A language dropdown menu is set to 'English'.



- Once logged in, select the 'Centre Coordinator' role and click on 'Online IA Claim' from the menu on the left. You can also access this section directly by selecting the 'Online IA Calim' role:

#	Reference	Ext Ref	Category	Practical Date	Theory Date	Enrolment Status	Created	Action
1	B-15738		Theory		17/07/2019 07:00			Review Edit IA Claim Marks OnScreen Exam
2	B-15731	test	Practical				College Admin - C123456 on 22/05/2019	Review Edit IA Claim Marks OnScreen Exam
3	B-15727		Theory		20/05/2019 07:00	1		Review Edit



3. From the Internal Assess Claim Menu, click 'Create IA Claim (By Qualification)' and select the qualification you wish to claim for by clicking on 'Select Student':

Internal Assess Claim Menu

1. [IA Claim List](#)
2. [Create IA Claim \(By Qualification\)](#)
3. [Create IA Claim \(By Student\)](#)
4. [Create IA Claim \(Bulk\)](#)

Select Qualification

Qualification list with no practical exam.

	Qualification	
1	Level 2 NVQ Diploma in Hairdressing (500/7572/X) - 180	Select Student
2	Level 3 NVQ Diploma in Hairdressing (500/7677/2) - 186	Select Student
3	Level 1 Diploma in Beauty Therapy (600/1788/0) - 307	Select Student
4	Level 2 NVQ Diploma in Beauty Therapy - General (501/0161/4) - 384	Select Student
5	Level 3 NVQ Diploma in Beauty Therapy - General (501/0830/X) - 412	Select Student
6	Level 2 Certificate in Barbering (600/6997/1) - 427	Select Student
7	Level 3 Demo Qualification (Test) - 511	Select Student
8	Level 2 NVQ Diploma in Hairdressing (601/5795/1) - 512	Select Student
9	Level 3 NVQ Diploma in Hairdressing (601/5798/7) - 519	Select Student
10	Level 3 Apprenticeship in Customer Service Level 3 - 2010	Select Student



On the next screen you will be prompted to; select the learner(s) you wish to certificate, enter an achievement date, select the optional unit(s) that are applicable. Once complete, click 'Create IA Claim' and wait for confirmation of the batch ID.

*If you are not immediately re-directed, click 'IA Claim List' and 'Unit Marks' to view/open your claim.

Level 3 NVQ Diploma in Hairdressing (601/5798/7) - 519

Please select the qualification student for this claim.

Already claimed students will not be shown

Tick **Dropout** box if this is unit claim:

#	Select Claim Student	Booking ID	Student	Date Achieved dd/mm/YYYY	Dropout
1	<input checked="" type="checkbox"/>	12328	Ann Xample - E104595	23/05/2019 dd/mm/YYYY	<input type="checkbox"/>

Select Optional Units

#	Select	URN	Optional Unit	Credits	GLH
1	<input checked="" type="checkbox"/>	J/506/9775	671 - Cut Men's Hair Using Basic Techniques	12	111
2	<input type="checkbox"/>	R/506/9584	687 - Fulfil Salon Reception Duties	6	47
3	<input type="checkbox"/>	Y/506/9361	688 - Provide a Variety of Relaxing Services	9	82
4	<input type="checkbox"/>	M/506/9365	696 - Hair Colour Correction Services	15	137
5	<input type="checkbox"/>	M/506/9379	697 - Provide Creative Hair Extension Services	8	72
6	<input checked="" type="checkbox"/>	T/506/9366	698 - Create a Variety of Permed Effects	10	88
7	<input type="checkbox"/>	H/506/9380	700 - Develop and Enhance Your Creative Hairdressing Skills	9	63
8	<input type="checkbox"/>	Y/506/9585	701 - Provide Specialist Hair and Scalp Treatments	12	97
9	<input type="checkbox"/>	D/506/9586	702 - Contribute to the Planning and Implementation of Promotional Activities	10	61
10	<input checked="" type="checkbox"/>	H/506/9587	703 - Contribute to the Financial Effectiveness of the Business	7	55

Please note that, by submitting this IA claim, you confirm that these learners have completed all elements of all enrolled units.

[Back](#) [Create IA Claim](#)

[IA Claim List](#)

IA claim student batch saved. IA claim batch ID: 3117

NB - If not enough units are selected, the system will bring up an error message similar to the below.

Not enough option credits. Required:25, Selected:12



- Once the claim is open you will be prompted to enter marks (highlighted areas) for the learner(s) – to do this, click ‘Enter Marks’ and select the grade from the ‘Assessment Status’ drop-down.

Once complete, click ‘Save & Show’ to return to the previous screen.

Internal Assess Claim Unit (Student)

Select Qualification

Level 3 NVQ Diploma in Hairdressing (601/5798/7) - 519

703 Contribute to the Financial Effectiveness of the Business				Enter Marks
		Assessment	Marks	Assessment Status
		Assignment		
		Practical performance		

Internal Assess Claim Unit Marking

NVQ Diploma in Hairdressing Level 3 (601/5798/7) (NVQ) - 519

Select IA Claim Qualification Student: 671 | D Green-E84672

Unit	Student	Assessment	Marks %	Assessment Status
671 Cut Men's Hair Using Basic Techniques		2 Oral questions		Pass
671 Cut Men's Hair Using Basic Techniques		2 Practical performance		Pass

Back **Save & Show** Save

- Once all applicable marks have been inputted, the IA claim will be forwarded to your EQA for authorisation (except in cases where Direct Claim Status has been awarded).
- Once the IA claim has been approved and any outstanding fees for the booking paid, the certificate will be printed and dispatched within twenty working days.



Document amendment history page

Version	Document Owner	Issue Date	Changes	Role
0.1	Head of Qualifications and Processing	23/05/2019	First draft for internal consultation	Processing Manager
1	Head of Qualifications and Processing	07/08/2019	Content updated	Processing Manager

Document Review

Role	Review Status

Document Owner

Document Owner	Document shared with
Head of Qualifications and Processing	Processing Manager

Document Sign-off

Role	Sign-off Date
Head of Qualifications and Processing	07/08/2019