



Head of Centre declaration

I as the Head of Centre, declare that my Centre's Grades were determined in accordance with guidance received, and as described below:

Please complete	
Centre name	<i>East Colston College</i>
Head of Centre name	<i>John Winstanley</i>
Date	<i>20th April 2021</i>
Signature	<i>J Winstanley</i>

Subject	QAN	Method used ¹ (sufficient evidence for TAGs)	In line with TLM requirements ²	Consistent approach adopted ³	Additional controls ⁴ (detail below)	Special considerations where necessary	Reasonable adjustments where necessary	High-level checked	Any issues
TLM Level 2 Certificate for IT User Skills in Open Systems and Enterprise	600/6688/ X	Each Learner has two pieces of Course work (Submitted to TLM) + <u>six</u> Centre test results + <u>four</u> samples of homework	We can confirm that this is in line with TLM requirements - work maps to ~60% of Specification's knowledge, skills and understandi ng requirements	The same consistent approach has been adopted for all Learners taking this qualificatio n.	No additional controls necessary.	No Special Consideratio ns.	Learner XX673, supplied with coloured overlays (dyslexia aid - as we previously informed TLM)	TAGs checked by Sandra Hill, Head of IT Department, East Colston College (TAGs this year have been checked against results for this qualificatio n in 2020 and 2019)	No issues.

- 1 This is the method used to determine any TAGs, and confirmation that the evidence used is sufficient to make appropriate determinations.
- 2 As set out in TLM's published material and all guidance provided to you.
- 3 Confirmation that the same approach to grade determination has been used for a particular cohort.
- 4 Necessary where Conflicts of Interest might have occurred for example.

