

# The RSL How to Guides

## Submitting work for External Quality Assurance

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### What is External Quality Assurance?

As well as the Quality processes which must be undertaken in the first academic term, there will be one External Quality Assurance window (specific dates as per the Key Dates Calendar). This External Quality Assurance window is concerned with how internal assessment and internal verification are conducted within the centre and is separate to external assessment.

A summative sample of internally assessed learner work and internal verification documentation for External Quality Assurance based on the sampling methodology in the RSL Vocational Qualifications Centre Handbook (please also see Appendix 1: External Quality Assurance Sampling Methodology)

Centres are required to produce evidence for External Quality Assurance throughout the length of the course i.e. if they are running a course over two years, they will be expected to provide evidence for EQA in both years.

## What needs to be submitted for the External Quality Assurance window?

Centres will submit a summative sample of internally assessed units for External Quality Assurance based on the sampling methodology described within the Vocational Centre Handbook (available on our website <https://www.rslawards.com/vocational/deliver-qualifications/> and included here as Appendix 1 External Quality Assurance Sampling Methodology). The sample size is based on the size of the qualification and the number of learners.

The sample must be summative (i.e. complete units) and include any resubmission attempts. Once external quality assurance has taken place, no further assessment can take place on the selected unit.

The External Quality Assurer will review your Assessment and Internal Verification plan to see which units are being delivered and when. Centres need to ensure when planning delivery that there will be sufficient completed units available for External Quality Assurance by the deadline date as highlighted in the Key Dates Calendar.

You will negotiate a date with your External Quality Assurer for the submission of the sample prior to the deadline date in the Key Dates Calendar.

Grades must be entered into <https://cloud.rslawards.com> in order for the External Quality Assurer to be able to select the sample.

The sample will be selected by the External Quality Assurer and the centre will be notified via an automated email which learners and units have been selected for the sample.

For the units selected, the sample will consist of the following:

- Assignment brief and internal verification documentation for that brief (if this was not externally quality assured at the start of the year)
- Learner work and accompanying feedback sheet
- A signed learner declaration of authenticity per learner in the sample
- Internal verification of assessment decisions paperwork

The complete sample must be uploaded to <https://cloud.rslawards.com>. All work must be clearly labelled with the learner name, centre name, unit number and assignment title.

Please provide adequate identification documentation to ensure that your External Quality Assurer is able to clearly identify the learners in video footage. Photos are useful but please remember that students can look very different in their school or college ID to how they look under stage lights and in costume. Good practice would be to provide a photo of the learner along with specific identifying factors in the video (i.e. what they are wearing, what colour hair they have, what hairstyle they have) and specific times that they appear in the video, where they are stood on stage etc. The easier you make it for the External Quality Assurer to identify the learners, the easier they will find it to quality assure the work.

If the first sample is not agreed by the External Quality Assurer, then they will select a second sample (please see sampling methodology for specific details). This will include the original sample amended following the report plus additional learners and/or units depending on the size of the qualification.

### *Sample Selection*

Your External Quality Assurer will select the units for External Quality Assurance in a way that allows a comprehensive overview of how internal assessment and internal verification are conducted within the centre. There will be a discussion with your External Quality Assurer about the units selected for External Quality Assurance but the final decision rests with the External Quality Assurer.

All units selected for External Quality Assurance must be summative assessment including any resubmission attempts. Internal verification of a sample of these assessment decisions must have been completed prior to External Quality Assurance.

The sample size (number of units and number of learners) is dependent upon the size of qualification being delivered and the number of learners enrolled on the qualification. The sampling methodology can be found within this Handbook. Each qualification with learners registered on will be subject to external quality assurance. Please note, different pathways count as different qualifications. For example, if you are running the Level 3 Subsidiary Diploma for Music Practitioners with both Performance and Technology pathways, this may be treated as two separate qualifications and a sample taken from each qualification.

The selection of units and learners for sample is based on a number of factors which include, but are not restricted to:

- 1) Range of assessors
- 2) All bands of attainment that are achieved (i.e. a range of pass, merit and distinction learners)
- 3) A range of learners across the qualification
- 4) Range of types of assessment (i.e. practical based units, theoretical units)

As above, each qualification is subject to an external quality assurance sample. There are some instances where your External Quality Assurer may use their discretion in choosing a sample. These will be following discussion of the delivery model within the centre and will apply for Level 3 Qualifications only. Examples where a smaller sample size could be chosen are as below:

- Where a centre is delivering several sizes of qualification at the same level with all students in one class. For example, where a centre is delivering non-performance tables qualifications Level 3 Subsidiary Diploma for Music Practitioners but also has students registered on Level 3 Certificate and L3 Extended Certificate. If all students are in the same class and sitting the same assignments, there is possibility that each of the qualifications does not need to be sampled and all learners would be part of one sample.

- Where a centre is delivering more than one pathway (e.g. business and composition) but the assessment and internal verification staff are the same across both pathways. In this instance, the EQA may select a core unit and then an optional unit from each pathway to complete the sample rather than three units from each pathway.

Any deviation from the published sampling methodology will be at the discretion of the External Quality Assurer and in consultation with Head Office.

The External Quality Assurance process will run as follows:

- 1) By agreed deadline with the External Quality Assurer, the centre need to input grades and identify internally verified learners on [rslawards.com](http://rslawards.com).
- 2) The External Quality Assurer will select the sample as per the sampling methodology
- 3) The centre will upload the sample as requested by the agreed deadline

The process for External Quality Assurance is outlined as below.

### *First Sample*

There are three possible outcomes for your first sample:

- 1) Certification released
- 2) Certification not released
- 3) Partial sample



#### Certification Released

- The External Quality Assurer is confident that your centre is assessing learners to the national standard and that adequate quality assurance procedures are in place.
- There may be non-essential actions within the report which will need to be applied for the next academic year but this does not impact upon certification for this year.
- Certification is released for this academic year (subject to external assessment results where relevant and any subsequent deadlines) and a second sample is not required.



#### Certification Not Released

- The External Quality Assurer cannot be confident that learners are being assessed to the national standard and/or appropriate quality procedures are in place based on the sample provided.
- Certification cannot be released yet and a second sample will be requested (see next page) The deadline for this will be negotiated with your External Quality Assurer but will be no later than the date identified in the Key Dates Calendar.
- If the External Quality Assurer judges that the learners have been disadvantaged based on practice within the centre, they can authorise a further resubmission on the basis that the original assessment decisions were invalid. This will be clearly stated on the report.



#### Partial Sample

- If your External Quality Assurer is unable to see a full sample and none of your learners are completing the qualification in the current academic year, they can begin the process by reviewing the parts of the sample that are ready. This could mean looking at fewer units of learners' work or just looking at the assignment briefs, depending on what is available.
- A report based on an incomplete sample does not release certification. You should read the comments and complete any essential actions as soon as you can.
- No second sample is possible until first sampling is completed the following year.

*Second Sample*

If your External Quality Assurer cannot be confident that learners are being assessed to the national standard and/or appropriate quality procedures are in place based on the sample provided, your centre will be required to produce a second sample.

Reasons for expanding to a second sample include, but are not limited to:

- Disagreement with **any** assessment decisions
- No evidence of internal verification in the initial sample
- Evidence of ineffective internal verification in the centre i.e. the internal verifier has agreed incorrect assessment decisions
- Any elements which may impact upon the achievement of the learners such as plagiarism.

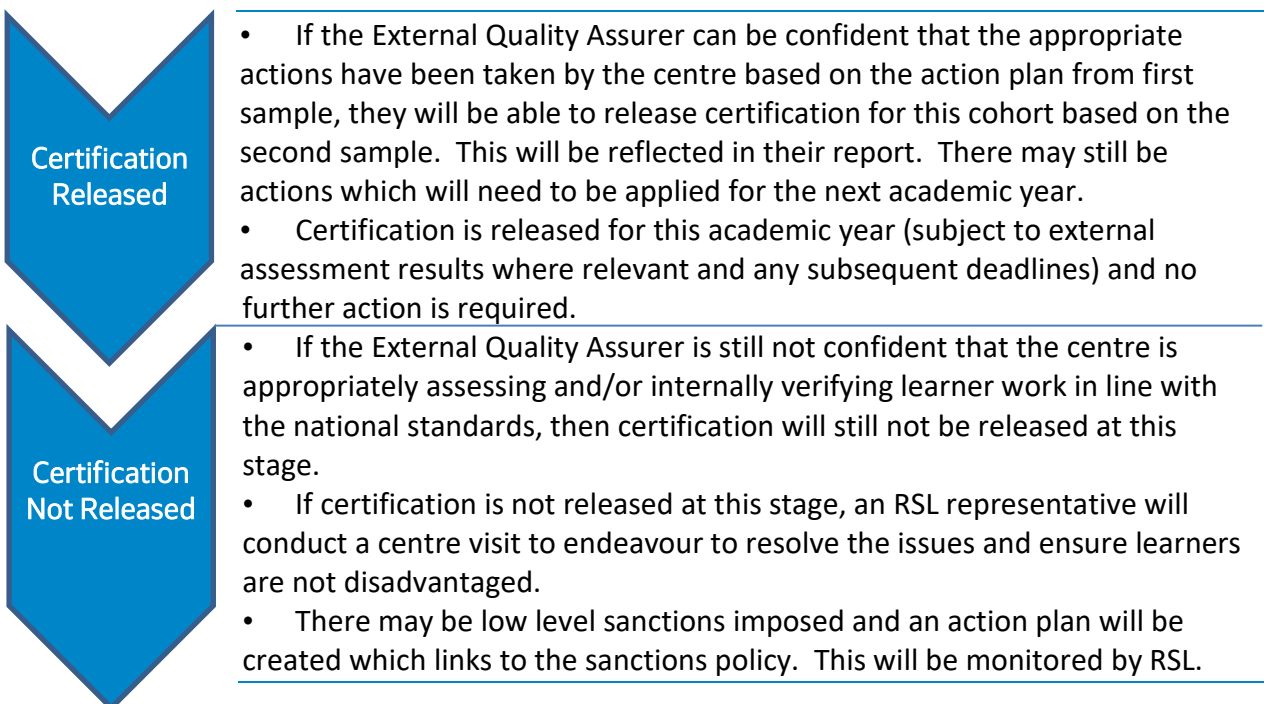
Certification will not be released at this stage.

The Second Sample will include the following:

- The original sample with amendments made as per the External Quality Assurer’s report
- Additional learners for the affected unit (amount as per the sampling methodology) chosen by the External Quality Assurer.
- Additional unit and learners (amount as per the sampling methodology) chosen by the External Quality Assurer.

The Second Sample must show that the centre has reviewed all learner work in light of the feedback from the External Quality Assurer, not just the initial sample.

If the centre has already allowed a resubmission attempt and the External Quality Assurer judges the learners have been disadvantaged by assessment practice within the centre, the External Quality Assurer can authorise a further resubmission attempt.



## What happens if there are no complete units available for the current academic year by the end of the External Quality Assurance window?

This will depend on whether you are intending to certificate this academic year. If the intention is to certificate this academic year, you will need to ensure that there are sufficient completed units available for the External Quality Assurance window otherwise your learners cannot be certificated.

The only exception to the above is if your centre is delivering Creative and Performing Arts (CAPA) qualifications where there is one internal unit and one external unit. There is potential that a later sample could be agreed with your EQA but it needs to be taken into account that if there are problems and a second sample is required, this may delay certification of those learners.

If certificating in the following academic year, a partial sample can be submitted. All centres must participate in Quality Assurance processes each academic year, even if the learners are not certificating until the following academic year. This allows any problems to be identified and solved early which ensures learners are not disadvantaged.

## How do I upload the learner work for External Quality Assurance once I've received my sample request?

Please refer to 'HTG Using the cloud.rslawards.com site' which gives detailed instructions about how to do this.

### Further Reading

RSL Vocational Centre Handbook - <https://www.rslawards.com/vocational/deliver-qualifications/>

RSL Key Dates Calendar - <https://www.rslawards.com/vocational/vocational-qualifications-dates-fees/>

[HTG Assignment Briefs.](#)

[HTG Conducting Internal Assessment.](#)

[HTG Preventing Plagiarism.](#)

[HTG Providing Feedback.](#)

[HTG Conducting Internal Verification of Vocational Qualifications.](#)

[HTG Conducting Standardisation.](#)

[HTG Creating an Appropriate Audit Trail.](#)

[HTG Reading External Quality Assurance Report Forms.](#)

[HTG Writing an Assessment and Internal Verification Plan.](#)

## FAQs for External Quality Assurance.

### 1. How do I know what size my sample will be?

The sampling methodology is in the centre handbook (and at the end of this document). The sample sizes are based on the size of the qualification and number of learners so it is simple to see the size of the sample needed. Your EQA will ask for the specific units and learners they wish to see.

### 2. How will I know which learners and units my EQA wants to see?

Your EQA will use your Assessment and Internal Verification plan to see which units will be available for summative sample within the window. They will generate an 'EQA Sample Request' through the <https://cloud.rslawards.com> site and you will receive an automated email which identifies your sample. Please note there will be one sample request per qualification.

### 3. How do I upload the work for EQA?

Once you have received your 'EQA Sample Request' email, please refer to '[HTG Using the RSL Administration site.](#)' The guide contains specific instructions about how to upload.

### 4. How will I know that the sample has been reviewed?

Once your sample has been reviewed, your External Quality Assurer will upload a report on the <https://cloud.rslawards.com> site. You will not receive an automatic email when this has been uploaded. You will be able to view your report by looking in the 'EQA Sample Requests' section of the site (available from the dropdown which appears when you hover over your name). If a report has been uploaded, you will see 'Yes' under Report Form Uploaded. Select 'View' to view your report. Please allow two weeks from submission to receive your report.

### 5. What do I do if I have questions about my report?

Please speak to your External Quality Assurer in the first instance. As the person who reviewed the work and wrote the report, they will be the best placed to answer your questions. Please note that our EQAs do not work from Head Office so you will need to contact them using the contact details they have provided to you, rather than contacting Head Office.

### 6. What are moderated grades?

If there is insufficient evidence to support a grade awarded within a centre, the EQA may give a 'moderated grade'. This grade reflects the evidence that is available at the EQA at the time of the sample.

### 7. I disagree with moderated grades given by my EQA. What are my options?

Please speak to your EQA first. They will be able to explain their reasoning in the first instance. If you still feel that the moderated grade is not justified, please refer to our RSL Appeals Policy Vocational Qualifications, available on our website here <https://www.rslawards.com/about-us/policies-regulations/>

**8. Why do I have to provide a sample even though my learners aren't being certificated until next academic year?**

External Quality Assurance is a developmental process as well as a final process and must be conducted throughout a programme. Early External Quality Assurance allows your EQA to discover any potential problems early and put sufficient intervention into place to ensure that learners are not disadvantaged.

**9. Learners are registered on the Level 3 Extended Diploma over two years. What is the sample size?**

The first year of the course would be considered the Level 3 Subsidiary Diploma and the second year the Level 3 Extended Diploma so centres would provide the Subsidiary Diploma sample in year one and the Extended Diploma sample in year two. This is to ensure sufficient quality controls are in place.

**10. How much of the sample should be internally verified?**

A minimum of 50% of the sample should be internally verified. When you input learner grades into the site, it will ask you to identify which learners have been internally verified and your EQA will use this information when selecting a sample.

**11. A second sample has been requested. What happens now?**

Your EQA will have written an action plan in your External Quality Assurance Summative Sampling Report and identified the increased sample size. You will need to make the amendments as per the original report and provide the increased requested sample within the date specified.

**12. I have received my report from the second sample and the report still does not say my learners can be certificated. What happens now?**

If the External Quality Assurer is still not confident that the centre is appropriately assessing and/or internally verifying learner work in line with the national standards, then certification will still not be released at this stage. An RSL representative will conduct a centre visit to endeavour to resolve the issues and ensure learners are not disadvantaged. There may be low level sanctions imposed and an action plan will be created which links to the sanctions policy. This will be monitored by RSL.

**13. My EQA report says that my learners can be certificated. When do we get their certificates?**

At any point during the academic year, an EQA report can state that learners can be certificated. Learners will only be certificated following an Assessment Board which is held in the Summer. Learners will be certificated in line with the Key Dates Calendar. The only exception to this is where providers are running short courses and a different certification date has been agreed.

### Appendix 1: External Quality Assurance Sampling Methodology

#### External Quality Assurance Sampling Methodology: Performance Tables MUSPRA

Number of Registrations	Number of Units x Number of Learners per unit			Extra Requirement at Second Sampling
	Level 1 and 2 Certificates	Level 3 Subsidiary Diploma	Level 3 Extended Diploma	All qualification sizes
1 – 3 learners	1 unit x all learners per unit	2 optional units & 1 internal core unit x all learners per unit	2 optional units & 1 internal core unit x all learners per unit	All learners for affected unit and 1 unit x all learners per unit (where there are more than 1 unit being delivered)
4 – 40 learners	1 unit x 4 learners per unit	2 optional units & 1 internal core unit x 4 learners per unit	2 optional units & 1 internal core unit x 4 learners per unit	Additional 4 learners per affected unit and 1 further unit x 4 learners per unit
41 – 80 learners	1 unit x 6 learners per unit	2 optional units & 1 internal core unit x 6 learners per unit	2 optional units & 1 internal core unit x 6 learners per unit	Additional 6 learners per affected unit and 1 further unit x 6 learners per unit
80 + learners	1 unit x 10 learners per unit	2 optional units & 1 internal core unit x 10 learners per unit	2 optional units & 1 internal core unit x 10 learners per unit	Additional 10 learners per affected unit and 1 further unit x 10 learners per unit

### External Quality Assurance Sampling Methodology: Non Performance Tables MUSPRA

Number of Registrations	Number of Units x Number of Learners per unit				Extra Requirement at Second Sampling
	Level 1, 2 and 3 Awards and Certificate	Level 1, 2 and 3 Extended Certificate and L1 and 2 Diplomas	Level 3 Subsidiary Diploma and Diploma	Level 3 Extended Diploma	All qualification sizes
1 – 3 learners	1 unit x all learners per unit	1 optional unit & 1 internal core unit x all learners per unit	2 optional units & 1 internal core unit x all learners per unit	2 optional units & 1 internal core unit x all learners per unit	All learners for affected unit and 1 unit x all learners per unit (where there are more than 1 unit being delivered)
4 – 40 learners	1 unit x 4 learners per unit	1 optional unit & 1 internal core unit x 4 learners per unit	2 optional units & 1 internal core unit x 4 learners per unit	2 optional units & 1 internal core unit x 4 learners per unit	Additional 4 learners per affected unit and 1 further unit x 4 learners per unit
41 – 80 learners	1 unit x 6 learners per unit	1 optional unit & 1 internal core unit x 6 learners per unit	2 optional units & 1 internal core unit x 6 learners per unit	2 optional units & 1 internal core unit x 6 learners per unit	Additional 6 learners per affected unit and 1 further unit x 6 learners per unit
80 + learners	1 unit x 10 learners per unit	1 optional unit & 1 internal core unit x 10 learners per unit	2 optional units & 1 internal core unit x 10 learners per unit	2 optional units & 1 internal core unit x 10 learners per unit	Additional 10 learners per affected unit and 1 further unit x 10 learners per unit

**External Quality Assurance Sampling Methodology: Performance Tables CAPA** - Please note an internal core unit is not asked for in the Level 3

Extended Diploma as there is only one internal core unit within CAPA qualifications. The assumption is that this will be sampled in year one of the course. If this is not the case, it will be sampled in year two.

Number of Registrations	Number of Units x Number of Learners per unit				Extra Requirement at Second Sampling
	Level 1 and 2 Certificates	Level 2 Diploma (Technical Certificate)	Level 3 Diploma	Level 3 Extended Diploma	All qualification sizes
1 – 3 learners	1 unit x all learners per unit	1 optional unit & 1 internal core unit x all learners per unit	2 optional units & 1 internal core unit x all learners per unit	3 optional units x all learners per unit	All learners for affected unit and 1 unit x all learners per unit (where there is more than 1 unit being delivered)
4 – 40 learners	1 unit x 4 learners per unit	1 optional unit & 1 internal core unit x 4 learners per unit	2 optional units & 1 internal core unit x 4 learners per unit	3 optional units x 4 learners per unit	Additional 4 learners per affected unit and 1 further unit x 4 learners per unit (where there is more than 1 unit being delivered)
41 – 80 learners	1 unit x 6 learners per unit	1 optional unit & 1 internal core unit x 6 learners per unit	2 optional units & 1 internal core unit x 6 learners per unit	3 optional units x 6 learners per unit	Additional 6 learners per affected unit and 1 further unit x 6 learners per unit (where there is more than 1 unit being delivered)
80 + learners	1 unit x 10 learners per unit	1 optional unit & 1 internal core unit x 10 learners per unit	2 optional units & 1 internal core unit x 10 learners per unit	3 optional units x 10 learners per unit	Additional 10 learners per affected unit and further unit x 10 learners per unit (where there is more than 1 unit being delivered)

**External Quality Assurance Sampling Methodology: Non Performance Tables CAPA**

Number of Registrations	Number of Units x Number of Learners per unit				Extra Requirement at Second Sampling
	Level 1, 2 and 3 Certificates	Level 2 and 3 Extended Certificate and Diploma	Level 3 Diploma	Level 3 Extended Diploma	All qualification sizes
1 – 3 learners	1 unit x all learners per unit	1 optional unit & 1 internal core unit x all learners per unit	2 optional units & 1 internal core unit X all learners per unit	2 optional units & 1 internal core unit x all learners per unit	All learners for affected unit and 1 unit x all learners per unit (where there is more than 1 unit being delivered)
4 – 40 learners	1 unit x 4 learners per unit	1 optional unit & 1 internal core unit x 4 learners per unit	2 optional units & 1 internal core unit x 4 learners per unit	2 optional units & 1 internal core unit x 4 learners per unit	Additional 4 learners per affected unit and 1 further unit x 4 learners per unit (where there is more than 1 unit being delivered)
41 – 80 learners	1 unit x 6 learners per unit	1 optional unit & 1 internal core unit x 6 learners per unit	2 optional units & 1 internal core unit x 6 learners per unit	2 optional units & 1 internal core unit x 6 learners per unit	Additional 6 learners per affected unit and 1 further unit x 6 learners per unit (where there is more than 1 unit being delivered)
80 + learners	1 unit x 10 learners per unit	1 optional unit & 1 internal core unit x 10 learners per unit	2 optional units & 1 internal core unit x 10 learners per unit	2 optional units & 1 internal core unit x 10 learners per unit	Additional 10 learners per affected unit and 1 further unit x 10 learners per unit (where there is more than 1 unit being delivered)

### External Quality Assurance Sampling Methodology: Creative Digital Media

Number of Registrations	Number of Units x Number of Learners per unit				Extra Requirement at Second Sampling
	Level 1, 2 and 3 Awards and Certificate	Level 1, 2 and 3 Extended Certificate and L2 Diploma	Level 3 Subsidiary Diploma and Diploma	Level 3 Extended Diploma	All qualification sizes
1 – 3 learners	1 unit x all learners per unit	1 optional unit & 1 internal core unit x all learners per unit	2 optional units & 1 internal core unit x all learners per unit	2 optional units & 1 internal core unit x all learners per unit	All learners for affected unit and 1 unit x all learners per unit (where there are more than 1 unit being delivered)
4 – 40 learners	1 unit x 4 learners per unit	1 optional unit & 1 internal core unit x 4 learners per unit	2 optional units & 1 internal core unit x 4 learners per unit	2 optional units & 1 internal core unit x 4 learners per unit	Additional 4 learners per affected unit and 1 further unit x 4 learners per unit
41 – 80 learners	1 unit x 6 learners per unit	1 optional unit & 1 internal core unit x 6 learners per unit	2 optional units & 1 internal core unit x 6 learners per unit	2 optional units & 1 internal core unit x 6 learners per unit	Additional 6 learners per affected unit and 1 further unit x 6 learners per unit
80 + learners	1 unit x 10 learners per unit	1 optional unit & 1 internal core unit x 10 learners per unit	2 optional units & 1 internal core unit x 10 learners per unit	2 optional units & 1 internal core unit x 10 learners per unit	Additional 10 learners per affected unit and 1 further unit x 10 learners per unit

### External Quality Assurance Sampling Methodology: Creative Music Industry

Number of Registrations	Number of Units x Number of Learners per unit				Extra Requirement at Second Sampling
	Level 3 Award and Certificate	Level 3 Extended Certificate	Level 3 Subsidiary Diploma and Diploma	Level 3 Extended Diploma	All qualification sizes
1 – 3 learners	1 unit x all learners per unit	1 optional unit & 1 internal core unit x all learners per unit	2 optional units & 1 internal core unit x all learners per unit	2 optional units & 1 internal core unit x all learners per unit	All learners for affected unit and 1 unit x all learners per unit (where there are more than 1 unit being delivered)
4 – 40 learners	1 unit x 4 learners per unit	1 optional unit & 1 internal core unit x 4 learners per unit	2 optional units & 1 internal core unit x 4 learners per unit	2 optional units & 1 internal core unit x 4 learners per unit	Additional 4 learners per affected unit and 1 further unit x 4 learners per unit
41 – 80 learners	1 unit x 6 learners per unit	1 optional unit & 1 internal core unit x 6 learners per unit	2 optional units & 1 internal core unit x 6 learners per unit	2 optional units & 1 internal core unit x 6 learners per unit	Additional 6 learners per affected unit and 1 further unit x 6 learners per unit
80 + learners	1 unit x 10 learners per unit	1 optional unit & 1 internal core unit x 10 learners per unit	2 optional units & 1 internal core unit x 10 learners per unit	2 optional units & 1 internal core unit x 10 learners per unit	Additional 10 learners per affected unit and 1 further unit x 10 learners per unit

### External Quality Assurance Sampling Methodology: Level 4 Creative Practitioners

Number of Registrations	Number of Units x Number of Learners per unit			Extra Requirement at Second Sampling
	Level 4 Certificate and Extended Certificate	Level 4 Diploma	Level 4 Extended Diploma	All qualification sizes
1 – 3 learners	1 unit x all learners per unit	1 optional unit & 1 internal core unit x all learners per unit	2 optional units & 1 internal core unit x all learners per unit	All learners for affected unit and 1 unit x all learners per unit (where there are more than 1 unit being delivered)
4 – 40 learners	1 unit x 4 learners per unit	1 optional unit & 1 internal core unit x 4 learners per unit	2 optional units & 1 internal core unit x 4 learners per unit	Additional 4 learners per affected unit and 1 further unit x 4 learners per unit
41 – 80 learners	1 unit x 6 learners per unit	1 optional unit & 1 internal core unit x 6 learners per unit	2 optional units & 1 internal core unit x 6 learners per unit	Additional 6 learners per affected unit and 1 further unit x 6 learners per unit
80 + learners	1 unit x 10 learners per unit	1 optional unit & 1 internal core unit x 10 learners per unit	2 optional units & 1 internal core unit x 10 learners per unit	Additional 10 learners per affected unit and 1 further unit x 10 learners per unit

### External Quality Assurance Sampling Methodology: Creative Industries Practitioners

Number of Registrations	Number of Units x Number of Learners per unit			Extra Requirement at Second Sampling
	Level 4 and 5 Certificate, Extended Certificate and Subsidiary Diploma	Level 4 and 5 Diploma	Level 4 and 5 Extended Diploma	All qualification sizes
1 – 3 learners	1 unit x all learners per unit	2 units x all learners per unit	3 units x all learners per unit	All learners for affected unit and 1 unit x all learners per unit (where there are more than 1 unit being delivered)
4 – 40 learners	1 unit x 4 learners per unit	2 units x 4 learners per unit	3 units x 4 learners per unit	Additional 4 learners per affected unit and 1 further unit x 4 learners per unit
41 – 80 learners	1 unit x 6 learners per unit	2 units x 6 learners per unit	3 units x 6 learners per unit	Additional 6 learners per affected unit and 1 further unit x 6 learners per unit
80 + learners	1 unit x 10 learners per unit	2 units x 10 learners per unit	3 units x 10 learners per unit	Additional 10 learners per affected unit and 1 further unit x 10 learners per unit