



DCS Policy

Version History

Version	Date	Author	Change Description
Original	June 2023	Administration	
2	August 2023	Administration	Formatting Changes
3	October 2023	Administration	Attaining DCS for Level 5 Aesthetics
4	December 2023	Melissa Pennington	Design Change

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Introduction

Direct Claims Status (DCS) exists to promote and encourage best practices. When you reach the appropriate standard to be awarded DCS, you won't need your External Quality Assurer's (EQA) prior approval to claim learner certificates.

Awarded for a specific qualification, DCS is based on quality standards tracked and reported on by external quality assurance reviews.

When you satisfy the quality requirements, we'll grant you DCS for the qualification and email your centre's programme contact to let them know you've attained DCS.

Once granted, you continue to provide the qualification to your students, grade their work, and rigorously apply internal quality assurance controls. You may then submit your certificate claims, and we'll process them within 48 hours rather than wait for an EQA assessment to certify learner achievement.

Achieving DCS

Attain two successful EQA activities/reports against the following criteria:

- Your centre must have 2 consecutive reviews over a maximum period of 18 months and the most recent EQA report must:
- Have no outstanding actions from the previous EQA report.
- Include a minimum of 20 learners sampled, with at least 15 of them being summative.
- Have no outstanding actions on sampling reports.
- Show that all learners have been assessed.

Achieving DCS for the Level 5 Diploma in Aesthetic Practice

The Focus Awards Level 5 Diploma in Aesthetic Practice (RQF) will require sampling of 100% and an EQA visit with observation of delivery prior to certification.

Following a successful EQA visit the percentage of sampling carried out will reflect the centres risk rating.

DCS can be attained through the methods detailed earlier in this policy with the condition that all staff members who are involved in the delivery of the qualification must be regulated medical professionals (i.e. Nurse prescribers) and have previously offered this qualification either with Focus Awards or another AO.

DCS will not be awarded should this condition not be satisfied.

Maintaining DCS

After achieving DCS, you must maintain the high standards you have already established.

DCS is reviewed annually. To maintain this the EQA report must:

- Have no outstanding actions from EQA monitoring or sampling reports
- Show no actions required during sampling of certificated learners

A sample of each completed learner's work must be kept on file for presentation to your EQA. Prior to your subsequent EQA review, your EQA will deliver their sample plan, which must include at least one completed learner for each qualification.

Your DCS will expire on the anniversary it was awarded if you don't have a review within a year of receiving it. If your DCS does expire, you'll need to complete the requirements again to get it back.

If you do not meet the DCS criteria during your external quality assurance review (as described above), your DCS may be removed at any time thereafter. Information received from a variety of outside sources, such as complaints, suspensions, or investigations, may prompt us to revisit your DCS permission. If this occurs, we will contact you to discuss any potential issues.

Transferring DCS

If the centre has been awarded DCS by another AO on a qualification it is possible to transfer this to Focus Awards. For the transfer to be allowed we need to receive an EQA monitoring report from the relevant AO, completed within the last 12 months. The report must include information on the DCS awarded.

When we have received the report, initial sampling of portfolios on the qualifications will be required. Should no actions be needed on the sampling report, DCS will be transferred and maintained in line with the 'Maintaining DCS' section of this policy.

DCS FAQs

Can we have DCS?

DCS is not something a centre can request. It is awarded by an EQA. Information on achieving DCS can be found above, unless the requirements above are met DCS will not be awarded regardless of how long a centre has been approved.

Can we lose DCS?

If you fail to meet the DCS standards during your external quality assurance/verification visit (as described above), we may remove your DCS clearance at any time.

In the rare event that information from a variety of outside sources raises questions, such as complaints, suspensions, or investigations that may prompt us to revisit your DCS permission we will get in touch with you to discuss this with you.

Should this occur, an External Quality Assurance Officer will contact you to discuss the issues. You will require two further consecutive external quality assurance visits that match our standards after DCS is lost. This entails receiving an exceptional or above average rating across the board and completing all outstanding tasks assigned by the external quality assurer.

How many learners will need to be sampled?

The number of learner samples needed would reflect the specific qualification being sampled, as DCS is awarded for each individual qualification however, this is usually a minimum of 20.

Contact us

If you have any queries about the contents of the policy, please contact our support team

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