

## Learner Registration

### 1 Prior Achievement

- 1.1 ABC Awards (ABC) expects approved centres to recruit with integrity on the basis of a learner's ability to contribute to and successfully complete all the requirements of unit/s or a full qualification. ABC encourages its centres to recognise the previous achievements of its learners through Recognition of Prior Learning (RPL), Exemption and Credit Transfer. Prior achievements may have resulted from past or present employment, previous study or voluntary activities. Before registering learners with ABC, it is important for centres to identify any prior achievement of learners through their standard recruitment procedures.
- 1.2 **RPL.** Learners claiming RPL must clearly demonstrate that they can meet the learning outcomes and assessment criteria of an NQF / QCF unit. Centres / assessors must confirm that the evidence gathered as a result of prior learning or experience is authentic and current and fulfils the requirements of the ABC unit in full. Centres should provide advice and guidance to the learner on what is appropriate evidence and present that evidence to the external moderator in the usual way.
- 1.2.1 Where there are reasons for limiting what a learner can claim through RPL, these will be indicated in the qualification specification.
- 1.3 **Credit Transfer.**<sup>1</sup> Previous achievement of common and shared units within the QCF will be recognised by ABC following submission of evidence of certification.
- 1.4 **Exemption.**<sup>2</sup> Credit claimed through Exemption must be assessed by the centre and evidence submitted to and verified by an ABC external moderator.
- 1.5 Any queries about the relevance of any evidence should be referred in the first instance to the centre's Internal Moderator and then to ABC.
- 1.6 Centres should not register learners for units for which they intend to claim Exemption or Credit Transfer or they may be charged. Exemption and Credit Transfer must be notified at the point of external moderation and claimed on the MS1 (cf. ABC's guidance on Results and Claiming Certification).

### 2 Registration

- 2.1 Centres are expected to give information about their learners sufficient to allow ABC to accurately identify learners and to support the ongoing monitoring and verification of achievement. The following information is requested and must be completed if registrations are to be confirmed.
- Given Name/s and Family Name\*
  - Learning Centre\*
  - Date of Birth\*
  - Tutor Name\*
  - Assessor Name\*
  - Internal Verifier Name
  - Unique Learner Number (ULN)<sup>3</sup> – see para 2.2 and 2.3

<sup>1</sup> Credit Transfer is the process of using credits awarded towards in one qualification towards the achievement of another.

<sup>2</sup> Exemption represents achievement towards a QCF unit which is non-QCF but deemed to be of equivalent value.

<sup>3</sup> Guidance on obtaining a ULN can be found on the ABC website

- Ethnicity
- LLDD
- Gender

\*mandatory

- 2.1.1 Centres registering learners on qualifications<sup>4</sup>, which are a constituent part of the (14-19) Diploma, and whose results are to be posted to the Diploma aggregation service (Das) **must** provide a valid Unique Learner Number (ULN) for each learner at the point of registration.
- 2.1.2 Centres registering learners on QCF qualification/s or unit/s and who have received permission from their learners' to post their results to the Learner Achievement Record must provide a valid Unique Learner Number (ULN) for each learner at the point of registration.
- 2.2 Learner registrations must be submitted electronically through the ABC online registration service (ORS).<sup>5</sup> If you do not have an online account please go to the ABC Awards web site homepage and click 'online registration'. Each organisation applying for an online account via the ABC web site must be an approved centre. Online accounts may also be requested on application for Centre Recognition.
- 2.3 Registrations will be accepted from a centre's online account holder or the named centre contact<sup>6</sup> dealing with qualification specific registrations.
- 2.4 Registrations will not be accepted against qualifications if an organisation's centre recognition and / or qualification approval are not listed with ABC or the qualification accreditation end date has expired.
- 2.4.1 Registrations added to a qualification which has subsequently expired will only be allowed if they are being added to a cohort that was registered prior to the accreditation end date of the qualification and the centre confirms in writing that the learner was enrolled on the course within the accreditation period.
- 2.5 Centres are reminded that when registering learners on a qualification with external assessment, those learners must also be registered for the external assessment in line with para. 9 below.
- 2.6 Registrations will not be accepted from a site that is not registered with ABC.<sup>7</sup>
- 2.7 Registrations will be accepted in the format in which they are received. Centres must write 'given name' (forename) out in full and ensure that appropriate capitalisation and spacing are used. Centres must be aware that names and the format in which they are submitted will appear on the final certificate. ABC will not amend any names unless expressly requested in writing by the centre to do so.
- 2.8 Centres may register learners for units over and above those required for the full qualification and will be charged any additional unit / credit fees.

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<sup>4</sup> ABC provides ASL (Additional and Specialist Learning) qualifications for the (14-19) Diploma

<sup>5</sup> Centres without internet access should contact an ABC Administrator

<sup>6</sup> This is the person named during the centre approval process CR1 Section 2 or the centre's named Examination Officer

<sup>7</sup> In these circumstances ABC will process registrations if the centre agrees to update its Centre Recognition approval (CR1) giving full contact details for the site concerned.

- 2.9 Learners who do not wish to register for a full qualification may register on individual units where unit certification is available. Published unit / credit fees and a moderation fee will be charged.
- 2.10 Centres that register learners against qualifications for which a full award has already been made but who wish to improve a grade or follow a different pathway, may register learners again. They will be charged the full qualification fee.

### **3 Submitting Registrations**

- 3.1 Learners on courses up to and including 10 weeks in length must be registered within 28 working days of the course start date.
- 3.2 Learners on courses greater than 10 weeks in length must be registered within 60 working days of the course start date.
- 3.3 Centres with learners on courses of 28 working days or fewer, on distance learning or Train to Gain programmes may make special arrangements for submission of registrations with the ABC Administrator. Any arrangements made must be agreed in writing either at qualification approval or prior to the start of an academic session.
- 3.4 A late registration fee (+ the Qualification Fee) will be charged if registrations are outside the periods stated in 3.1, 3.2 above.
- 3.5 An unauthorised registration is one where a learner has attended an examination or presented work for moderation but is not registered on an MS1 (Results Form) or an EX4 (Examination Invigilation and Attendance Record). The full registration fee and an unauthorised registration fee (*see other fees on the ABC website*) will be charged for such learners.
- 3.6 Centres which are unsure on which type (award, certificate or diploma) or level of qualification to register their learners, should register the learners on the lowest level or type (award) of qualification available. Learners achieving over and above the qualification / units on which they were registered will be charged for the additional units / credits following moderation when they claim certification from ABC.
- 3.7 Centres are also required to submit the following:
- Tutor name and email address for cohort registered;
  - Assessor name if different from the above;

### **4 Confirming Registrations**

- 4.1 Centres receive confirmation of all submitted registrations on an E1C Registration Confirmation. It is a centre's responsibility to check the registrations are accurate. Any inaccuracies and amendments to the original submission must be notified in writing using form COCD1, letter or email giving all relevant learner and course details. There will be an administration charge for each correction or group of corrections received at any one time.

## **5 Adding Learners**

- 5.1 Centres that wish to add learners to a previously registered online course must register them online. Where registrations were submitted by other means, centres may email an ABC Office quoting additional learner details and the course ID to which these learners are to be added.
  - 5.1.1 Learners added to courses will incur a late entry fee if registered outside the working day rule for notification of registrations (ref. 13.1 and 13.2 below).
  - 5.1.2 Centres are reminded that when registering additional learners on a course, those learners will **not** automatically be registered for any relevant external assessment. These must be registered separately in line with para.17 below.

## **6 Withdrawing Learners**

- 6.1 Registration fees are non-refundable unless a request is made on form COCD1 and sent to ABC within 28 working days of the original registration. An administration fee will be retained per learner by ABC.
- 6.2 Learners who have not been withdrawn under 6.1 but have withdrawn from the course at a later date must be marked as w/d (withdrawn) on the MS1 when certification is claimed.

## **7 Transferring Learners**

- 7.1 A learner who has not yet achieved may withdraw from one qualification / level and transfer to another.
- 7.2 A learner may transfer from one centre to another.
- 7.3 These must be notified in writing on form COCD1. An administration fee will be charged for each group or individual transaction.

## **8 Changing Learner Details**

- 8.1 Learners will receive certificates in the format and bearing the name that the centre registered with ABC.
  - 8.1.1 Changes to name (as a result of marriage, divorce, deed poll) can only be made prior to external moderation or external assessment. All changes must be notified on form COCD1 and an administration fee will be charged for all amendments. Changes subsequent to any external assessment, external moderation or final certification will not be allowed unless 8.1.2 below applies.
  - 8.1.2 A learner may request a replacement certificate if the name on the certificate is misspelt. Incorrect certificates must be returned before a new one is issued. Payment for replacement certificates will be requested from the centre if the error is of its making.

## **9 Registering for External Assessments**

9.1 Requests for examinations must be submitted electronically either via the ABC online service (ORS) or emailed using ABC's EX1 Examination Request Form.

9.2 Candidates must be entered for examinations 28 working days before the requested date of the exam or the first date of any set period.

9.2.1 Special arrangements may be made for short courses and centres are advised to consult with the qualification administrator.

9.2.2 Separate arrangements will be made for centres involved in onscreen tests.<sup>8</sup>

9.2.3 Centres wishing to add candidates once they have submitted a request may do so either by

- Contacting an ABC Administrator or
- Creating a new request on ORS

Candidates added to existing requests may incur a late entry fee if registered outside the working day rule for notification (9.2 above).

9.3 ABC cannot guarantee that requests received at short notice will be processed, and may refuse to accept late examination requests. A late registration fee (see ABC web site – Other Fees) will be charged if examination registrations are processed outside the period stated in 9.2 above.

## **10 Learners wishing to improve Grades**

10.1 Learners may repeat the assessment requirements of a qualification if they wish to improve a grade.<sup>9</sup>

10.2 Centres will be asked to reconfirm course registrations where learners are found to have already achieved the award to identify any possible registration errors/duplication.

10.3 Once confirmed the registration is correct the centre is invoiced and assessments assessed and verified through the normal procedures.

10.4 Where grades are improved, certificates will be issued with the improved grade.

10.5 Where grades are not improved the original result and certificate will stand.

## **11 Minimum Charge for Registrations**

11.1 A minimum charge of £350 is made when registration fees for cohorts across a suite/framework<sup>10</sup> of qualifications are insufficient to cover moderation costs. This will be invoiced during the last week of August in each academic year.

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<sup>8</sup> Centres are approved for onscreen tests separately and must contact an administrator if requesting this service

<sup>9</sup> Grades available vary from qualification to qualification but range from fail/pass/merit/distinction

<sup>10</sup> A single stand alone qualification may by definition be deemed to be a suite for the purposes of a minimum charge if it has to have discrete moderation.