

## 12 BTEC, NVQ and Apprenticeships

### Contents

<b>1</b>	<b>Registration</b>	<b>181</b>
	1.1 Registration deadlines	181
	1.2 Certification deadlines	182
<b>2</b>	<b>Scope of this Section of the Information Manual</b>	<b>184</b>
	2.1 Vocational qualifications	184
<b>3</b>	<b>Notes on issues for registration and certification</b>	<b>184</b>
	3.1 Timing of registration	184
	3.2 Registration: topping up	184
	3.4 Registration: programme numbers	185
	3.5 Reporting success to Edexcel	185
	3.6 Certification	185
<b>4</b>	<b>Registration policies and procedures</b>	<b>185</b>
	4.1 Responsibility for registration	185
	4.2 Periods of registrations	185
	4.3 Deletion of registrations	186
	4.4 Withdrawal of learners	186
<b>5</b>	<b>Reporting learner achievement</b>	<b>186</b>
	5.1 Responsibility	186
	5.2 Unit grades	186
	5.3 Overall qualification grades of achievement	186
	5.4 National Vocational Qualifications	187
	5.5 Confirmation of learner achievement	187
	5.6 Submission of results to Edexcel	187
	5.7 Methods of reporting	187
	5.8 Timing of success reporting	188
<b>6</b>	<b>Completion of quality assurance processes required for certification – BTEC</b>	<b>188</b>
	6.1 Summary	188
<b>7</b>	<b>Access to assessment</b>	<b>188</b>
<b>8</b>	<b>Recognition of prior learning</b>	<b>189</b>
<b>9</b>	<b>Equality of opportunity</b>	<b>189</b>
<b>10</b>	<b>Candidates with particular assessment requirements: policies and procedures</b>	<b>190</b>
	10.1 Centre recruitment	190
	10.2 Assessment and reasonable adjustments	190
	10.3 Appeals by a candidate	190
	10.4 Centre assessment records.	191
<b>11</b>	<b>QCF Credit Accumulation and Transfer (CAT)</b>	<b>191</b>

12	<b>Guidance on vocational administrative processes</b>	188
12.1	Guidance on qualification approvals	188
12.2	Guidance on making vocational registrations using Edexcel Online	188
12.3	Guidance on how to transfer registrations between programmes.	188
12.4	Guidance on how to report learner achievement.	188
12.5	Guidance on vocational certification	188

## 12 BTEC, NVQ and Apprenticeships

### I Registration

#### I.1 Registration deadlines

Enrolment is defined as

For knowledge based programmes, the day on which delivery of the learner's programme/unit commences. For competence based programmes, the day on which assessment of the learner's programme/unit commences.

##### **BTEC Programmes**

The Centre will register all learners within 60 days of being enrolled by the Centre with the exception of courses/programmes that are of less than 2 months duration. In such circumstances the Centre must register learners before they have reached the midpoint of their course. Registration received within 60 days of learner enrolment will not be subject to a Late Fee.

Note: BTEC registrations received after the 60 days will be subject to a late fee. (Please see the Fees Information issued separately.)

##### **NVQ/NVQ Successor Programmes**

Registrations are due within one month of commencing the assessment of the learners' programme/unit.

##### **How to make vocational registrations**

For guidance on how to make vocational registrations via Edexcel Online please refer to [www.edexcel.com/iwantto/Pages/making-vocational-registrations.aspx](http://www.edexcel.com/iwantto/Pages/making-vocational-registrations.aspx)

## 1.2 Certification deadlines

Last date for Edexcel Online certificate claims	Certificates will be in centres by
Friday 06 Sep 2013	Friday 13 Sep 2013
Friday 13 Sep 2013	Friday 20 Sep 2013
Friday 20 Sep 2013	Friday 27 Sep 2013
Friday 27 Sep 2013	Friday 04 Oct 2013
Friday 04 Oct 2013	Friday 11 Oct 2013
Friday 11 Oct 2013	Friday 18 Oct 2013
Friday 18 Oct 2013	Friday 25 Oct 2013
Friday 25 Oct 2013	Friday 01 Nov 2013
Friday 01 Nov 2013	Friday 08 Nov 2013
Friday 08 Nov 2013	Friday 15 Nov 2013
Friday 15 Nov 2013	Friday 22 Nov 2013
Friday 22 Nov 2013	Friday 29 Nov 2013
Friday 29 Nov 2013	Friday 06 Dec 2013
Friday 06 Dec 2013	Friday 13 Dec 2013
Friday 13 Dec 2013	Friday 20 Dec 2013
Friday 20 Dec 2013	Friday 03 Jan 2014
Friday 03 Jan 2014	Friday 10 Jan 2014
Friday 10 Jan 2014	Friday 17 Jan 2014
Friday 17 Jan 2014	Friday 24 Jan 2014
Friday 24 Jan 2014	Friday 31 Jan 2014
Friday 31 Jan 2014	Friday 07 Feb 2014

Last date for Edexcel Online certificate claims	Certificates will be in centres by
Friday 07 Feb 2014	Friday 14 Feb 2014
Friday 14 Feb 2014	Friday 21 Feb 2014
Friday 21 Feb 2014	Friday 28 Feb 2014
Friday 28 Feb 2014	Friday 07 Mar 2014
Friday 07 Mar 2014	Friday 14 Mar 2014
Friday 14 Mar 2014	Friday 21 Mar 2014
Friday 21 Mar 2014	Friday 28 Mar 2014
Friday 28 Mar 2014	Friday 04 Apr 2014
Friday 04 Apr 2014	Friday 11 Apr 2014
Friday 11 Apr 2014	Friday 18 Apr 2014
Friday 18 Apr 2014	Friday 25 Apr 2014
Friday 25 Apr 2014	Friday 02 May 2014
Friday 02 May 2014	Friday 09 May 2014
Friday 09 May 2014	Friday 16 May 2014
Friday 16 May 2014	Friday 23 May 2014
Friday 23 May 2014	Friday 30 May 2014
Friday 30 May 2014	Friday 06 Jun 2014
Friday 06 Jun 2014	Friday 13 Jun 2014
Friday 13 Jun 2014	Friday 20 Jun 2014
Friday 20 Jun 2014	Friday 27 Jun 2014
Friday 27 Jun 2014	Friday 04 Jul 2014
Friday 04 Jul 2014	Friday 11 Jul 2014
Friday 11 Jul 2014	Friday 18 Jul 2014
Friday 18 Jul 2014	Friday 25 Jul 2014
Friday 25 Jul 2014	Friday 1 Aug 2014
Friday 8 Aug 2014	Friday 15 Aug 2014
Friday 15 Aug 2014	Friday 22 Aug 2014
Friday 22 Aug 2014	Friday 29 Aug 2014
Friday 29 Aug 2014	Friday 5 Sep 2014

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## 2 Scope of this Section of the Information Manual

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### 2.1 Vocational qualifications

This part of the manual gives instructions and information on the administrative procedures for learners on programmes leading to Edexcel vocational qualifications. These include:

- BTEC QCF qualifications
- non-accredited Customised BTEC qualifications (CQF)
- NVQ Awards, Certificates & Diplomas Levels 1-8

The following areas are covered:

- overview of registration
- quality assurance
- Assessment
- overview of onscreen testing
- overview of reporting achievement
- overview of claiming certification.

Previous versions of current qualifications or qualification types are addressed, even where registrations are no longer permitted.

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## 3 Notes on issues for registration and certification

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Centres should note these important issues in relation to registration and certification

### 3.1 Timing of registration

Learners must be registered within 60 days of enrolment at the centre. Enrolment at the centre is defined as the day on which delivery of the learner's programme/unit or assessment on competence based programmes commences.

Note: Any delay in registration may affect our capacity to provide centres with the assessment and verification opportunities that they require and, therefore, certification may be delayed. Centres should note that this could cause problems for learners going through UCAS in order to enter higher education.

### 3.2 Registration: topping up

For nationally accredited qualifications, learners may achieve at one qualification level and top up to a further type (eg Edexcel Level 2 First Certificate to Edexcel Level 2 First Extended Certificate) provided that both qualifications are based on the same specification ie. have the same unit identification codes.

However, a learner registered before September 2010 on a First, National or Higher National qualification may top-up onto the same specification Certificate or Diploma. Please note that centres must be aware of certification end dates for these qualifications (given on the website) and not make top ups unless learners will be able to complete programmes before the certification deadline.

Top ups are available for the following current qualifications:

- QCF Foundation Learning Tier Awards, Certificates and Diplomas
- QCF BTEC Firsts and Nationals – Certificates and Diplomas
- QCF level 4 HNC & level 5 HND
- QCF level 3 Diploma in Art & Design & level 4 Diploma in Art & Design
- QCF Specialist & Professional Awards, Certificates and Diplomas
- QCF Workskills Awards, Certificates and Diplomas
- Customised BTEC Short Course Awards, Certificates and Diplomas
- QCF NVQ and NVQ Successor qualification Awards, Certificates and Diplomas levels 1-83.

### 3.3 Registration: estimated completion dates

At the time of registration centres are asked to give an estimated completion date. These dates are used in relation to the allocation of standards verifiers. It is important that centres give an accurate date (within two months) and that any changes are notified.

### 3.4 Registration: programme numbers

Centres should check that the programme numbers being used for all programmes are those which match the programmes being delivered, particularly if registrations are submitted electronically.

Note: Whilst learners who are incorrectly registered may transfer, this could delay assessment, quality assurance and certification. Centres are advised that it could also affect funding for the programme.

### 3.5 Reporting success to Edexcel

Learner achievement should be reported using Edexcel Online. Results must be reported for every learner who has achieved unit success and also where the learner has withdrawn from the programme. No action is required where a learner has not completed any units in year one of a two-year programme.

It is particularly important that, for learners who have made applications to Higher Education Institutions (HEIs), results are reported by 5 July, even where the learner is retaking assessments and/or tests, so that HEIs have information on each applicant. A member of centre staff should be available during July/August in order to process any queries raised.

For guidance on how and when to report learner achievement please refer to [www.edexcel.com/iwantto/Pages/reporting-vocational-achievement.aspx](http://www.edexcel.com/iwantto/Pages/reporting-vocational-achievement.aspx)

### 3.6 Certification

Certificates are issued weekly. Please refer to part 1.2 of this section for the schedule of dates. Edexcel reserves the right to withhold certificates if fees are outstanding at the time of despatch.

Results should only be reported if the centre has clearance to certificate through reports from standards verifiers or external examiners. Subject to this, results must be reported immediately following programme completion so that certificates can be issued as soon as possible.

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## 4 Registration policies and procedures

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### 4.1 Responsibility for registration

When a centre has enrolled learners onto an approved Edexcel programme, or individual units, the learners must then be formally registered with Edexcel so that quality assurance can be implemented, achievement can be reported and awards issued. Responsibility for the registration of learners and for the payment of fees lies with the approved centre.

Centres operating under a collaborative arrangement are not able to register learners directly, and the responsibility lies with the approved centre to register learners and identify the collaborative centre attended by each learner. (Please refer to the Collaborative Arrangements Vocational Qualifications Centre Guidance, available on the Edexcel website.)

Where two or more centres are operating as a consortium the approved centre within the consortium is responsible for registering learners with Edexcel. (Please refer to Edexcel policy: Consortium Arrangements for BTEC and NVQ Edexcel Qualifications, available on the Edexcel website.)

### 4.2 Periods of registrations

Registrations must be made before the end date given for qualification approval. Registrations are valid for a period of up to five years or until the issue of certificates, whichever is the earlier. A learner may only be certificated during the stipulated period. Where registration lapses by the expiry of the period of registration, the learner must be re-registered on a currently approved programme.

### 4.3 Deletion of registrations

Following the registration of a learner, you have 90 days in which to apply for deletion of the registration. We will issue a credit note for the original registration fee, provided that we are notified by email to [internationalEQ@pearson.com](mailto:internationalEQ@pearson.com) within 90 days of registration and the learner has not completed any units. You must give the learner name and registration number in the email. No requests for learner deletions can be made unless the learner names for deletion are supplied.

Learner registrations will not normally be deleted or fees refunded if we receive the request more than 90 days after registrations have been accepted by Edexcel. A new learner cannot replace an individual who has been registered and subsequently left the programme.

### 4.4 Withdrawal of learners

Withdrawal can be done through Edexcel Online and can take place throughout the year. Withdrawal does not result in a credit back of any fees.

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## 5 Reporting learner achievement

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### 5.1 Responsibility

Centres are responsible for reporting on the achievement in internally assessed units for each learner, in respect of assessment requirements for the programme for which he/she is registered, and for reporting success to Edexcel for interim or final certification. Where programmes also include external assessment, the centre must ensure that appropriate assessments have been completed and that Edexcel has data related to achievement - please refer to qualification specifications for further guidance.

### 5.2 Unit grades

It is important that you report unit grades accurately according to the available assessment records for the programme and in accordance with the grading rules stipulated.

BTEC Level 2-5 qualification (First, National and Higher National) units are always subject to grading except where otherwise indicated in the qualification specifications. Achievement should be reported using the grades below:

P – Pass  
M – Merit  
D – Distinction.

Please refer to specifications for each programme for full details. Centres must ensure that they correctly report grades according to the status of the unit.

### 5.3 Overall qualification grades of achievement

The following qualifications have overall grades based on reported unit achievement of

Pass, Merit and Distinction grades:

#### NQF

- BTEC Introductory Certificates and Diplomas
- BTEC First Awards, Certificates and Diplomas
- BTEC National, Awards, Certificates and Diplomas
- BTEC Foundation Diploma in Art and Design
- Pass, Merit, Distinction, Distinction\* QCF
- QCF BTEC Firsts and Nationals – Certificates and Diplomas
- QCF level 4 HNC & level 5 HND
- QCF level 3 Diploma in Art & Design & level 4 Diploma in Art & Design



The overall grade is calculated automatically from the unit grades reported (except level 3-4 Diplomas in Art & Design where you will need to report the overall grade through EOL, EDI or by SRF); the centre does not need to supply further information. Full details on how grades are determined are given in the specification for each programme.

## 5.4 National Vocational Qualifications

In line with QCA regulations, the ten week rule continues to be applicable to all NVQs accredited on the National Qualifications Framework (NQF).

However, the ten week rule has been removed for NVQ and NVQ Successor Qualifications accredited under the Qualifications and Credit Framework (QCF). This means that there does not have to be a ten week period between registration and applying for certification. This is in light of the smaller sized qualifications within the QCF and the potential for learners that are competent within the workplace to achieve these qualifications more readily. Edexcel will continue to monitor claims for certification that are made within the ten week period between registration and applying for certification, to guard against mistaken or fraudulent claims.

All claims should be validated by an occupationally competent and qualified internal verifier. Centres must ensure that all claims for certification are authentic and valid and can be supported by auditable records.

## 5.5 Confirmation of learner achievement

It is essential that all centres issue annual reports of success to learners.

Centre should issue the learners with the Edexcel Online report. It is most important that centres accept the responsibility to provide learners with evidence of portfolio achievement in order that they have early official evidence of their success.

## 5.6 Submission of results to Edexcel

### Interim reporting

Results must be returned or results reported via SRF or Edexcel Online for every learner registered who has achieved unit success, and also where he/she has withdrawn from the programme. If he/she has already been deleted you do not need to include them in the report. Success on units should only be reported where all requirements have been met. All units are reported on the SRF or through Edexcel Online.

Note: In all cases of interim reporting a Notification of Performance will be produced automatically.

### Dates for grade reporting

In order to ensure that certification is received as soon as possible please refer to part 1.2 in this section for the required dates.

## 5.7 Methods of reporting

There is an electronic method of reporting success:

- Edexcel Online.

Please see the Edexcel Online section of the website to gain access to Edexcel Online.

## 5.8 Timing of success reporting

Data should be submitted for all learners through Edexcel Online on these occasions:

- at the end of each year/stage of the programme
- immediately after completion for non-academic year programmes
- on transfer of the learner to another programme/centre
- for all learners who have withdrawn from the programme, even where no success has been achieved

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## 6 Completion of quality assurance processes required for certification – BTEC

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### 6.1 Summary

BTEC programmes are operated on the basis that appropriate quality checks are completed prior to certification. Certification claims should only be made when centres have authority to do so. Claims made without authority may be blocked from processing or may lead to subsequent action by Edexcel.

Edexcel reserves the right to suspend certification by a centre on a programme/unit if there are any concerns over standards, quality assurance or centre management.

#### Language of Assessment

The language of assessment is English unless agreed with Edexcel.

#### BTEC qualifications Quality Assurance

Edexcel quality assures that the standards of delivery and assessment of all levels of BTEC programmes by conducting External Verification. A Standards Verifier conducts external verification and will visit a centre twice per year. A report is produced after each visit. The outcome of the report will either release or block certification. It will also include advice and guidance on how, if necessary, quality can be improved.

The centre will allow Edexcel full access to such materials and/or learners associated with any qualification for the purpose of external verification. The centre will bear the costs associated with external verification (detailed in the Price List available from the Regional Office which may be updated from time to time) and provide, at its own expense, all such accommodation and facilities in connection with inspection as Edexcel may reasonably require.

#### Standards Verifier

This is an expert in the subject area who will be allocated to the centre as soon as registrations are made. Registrations alert Edexcel to the active programme and a standards verifier will then make contact to arrange the first visit. A standards verifier is normally allocated to a centre for no more than 4 years, after which a different standards verifier will be allocated.

Further information about the quality assurance process can be found in the International Centre Handbook available on the Edexcel website.

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## 7 Access to assessment

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Equality of opportunity is a tenet of our provision and is embedded in Edexcel's policies. There should be no artificial barriers to Edexcel BTEC programmes and awards, which must:

- be available to everyone
- be free from barriers which restrict access to progression
- be free from overt or covert discriminatory practices with regard to age, colour, creed, ethnic

- origin, gender, nationality, marital status, race or sexual orientation
- pay due regard to the particular requirements of individuals, including those who may require support to undertake learning and assessment
- be free from any restrictions that are not legally required.

Edexcel's policy on access arrangements and special considerations for BTEC and Edexcel NVQ qualifications aims to enhance access to the qualifications for learners with disabilities and other difficulties (as defined by the Disability and Discrimination Act 1995 and the Amendments to the Act), without compromising the assessment of skills, knowledge, understanding or competence being measured.

Note: For full information on equal opportunities, visit the Equality and Human Rights website: <http://www.equalityhumanrights.com> and refer to the latest Draft Code of Practice: The Disability Discrimination Act 1995.

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## 8 Recognition of prior learning

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Recognition of prior learning and/or experience (RPL)

Centres may make claims for some units or a whole qualification based on recognition of prior learning and/or experience. Please refer to the Policy on Recognition of Prior Learning which is on the Edexcel website: search for recognition of prior learning on Edexcel website [www.edexcel.com/policies](http://www.edexcel.com/policies)

**Claiming a qualification by RPL**

After accepting a learner for assessment of prior learning, registration should be made in the usual way and RPL achievement may then be reported and graded where appropriate, using normal methods.

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## 9 Equality of opportunity

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Equality of opportunity is a tenet of our provision and is embedded in Edexcel's policies. There should be no artificial barriers to Edexcel programmes and awards, which must be:

- available to everyone who can achieve the required standard and be free from barriers which restrict access to progression
- free from overt or covert discriminatory practices with regard to age, colour, creed, ethnic origin, gender, nationality, marital status, race or sexual orientation, and pay due regard to the particular requirements of individuals, including those who may require support to undertake learning and assessment
- free from any restrictions that are not legally required.

Every approved centre must have an equal opportunities policy and a strategy for monitoring and reviewing:

- access to assessment and learning
- prevention of discrimination
- provision for candidates with particular requirements

and a mechanism for dealing with candidate appeals.

It is essential that centres recruit with integrity and fully explore with applicants any issues which may prevent them from achieving in any areas of their proposed qualification.

Centres should assess each applicant's potential and make a judgement about his/her ability to successfully achieve the programme of study. This should include access to specialist resources and/or essential skills such as basic and key skills. Initial assessment is highly recommended, with particular regard to the Disability Discrimination Act as applicable.

Centres should refer to the appropriate Occupational Standards, the Evidence Requirements and, where available, the Assessment Requirements/Strategy, for the particular NVQ title when giving advice to prospective candidates. As part of this process centres should advise candidates if there is a more appropriate qualification, or if they would only be able to achieve unit certification, rather than the full qualification.

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## 10 Candidates with particular assessment requirements: policies and procedures

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Specific assessment policy is detailed in the guidelines for each NVQ qualification. Centres should refer to the reasonable adjustment arrangements for Edexcel vocational qualifications which can be found on the Edexcel website.

### 10.1 Centre recruitment

While access to our awards should be as open as possible, it is not in the interests of the individual if centres encourage unrealistic candidate expectations or set unattainable goals.

Centres must ensure that their recruitment process is conducted with integrity. Counselling on the appropriateness and feasibility of a particular course or qualification is very important to ensure the best match with an individual's needs.

### 10.2 Assessment and reasonable adjustments

Centres can put in place reasonable adjustment arrangements for candidates with particular requirements if they have, for example:

- a permanent or long-term disability or learning difficulty
- a temporary disability, illness or indisposition.

These arrangements are intended to allow candidates to demonstrate their achievement. However, any reasonable adjustment arrangements must not:

- advantage or disadvantage the candidate
- alter the assessment demands of the qualification.

Centres should notify Edexcel in writing to the Quality Operations Manager of any reasonable adjustment arrangements they are putting in place to support candidates.

Edexcel reserves the right to request further clarification or information in relation to any proposed arrangements.

### 10.3 Appeals by a candidate

As part of the approvals/centre recognition process, centres are required to provide evidence that they have a published internal appeals procedure which can be accessed by candidates.

From time to time candidates contact Edexcel directly about issues relating to the delivery and assessment of the programme they are following. On receipt of any such communication we would, in the first instance, refer the candidate back to the centre's own internal appeals procedure. Candidates are advised that they must fully exhaust this system before Edexcel can become involved.

If a candidate does access the centre's internal system and does not feel that the outcome is satisfactory, he/she can contact Edexcel again.

Candidates should provide the following information when making an appeal to Edexcel:

- an outline of the nature of the issue and details of communication with the centre
- evidence that they have fully completed the centre's internal appeals process
- clear details of why they feel the outcome to be unsatisfactory.

At this stage we would take the appropriate steps to investigate the complaint. The outcomes of any such reviews are confidential between Edexcel and the centre. Edexcel may charge for carrying out these reviews.

The external verifier's role is to monitor the conduct of the appeal in line with the centre's published appeals procedure. External verifiers are not permitted to arbitrate in appeals.

#### 10.4 Centre assessment records.

Centres are expected to make every effort to ensure the safety and security of candidate work which they are holding for assessment purposes. Centres must ensure that they have detailed and up-to-date assessment records for all candidates, which are kept separately from actual candidate work. Assessment and verification records left in candidate portfolios are likely to be unavailable when candidates leave programmes or complete certification. Centres need to retain assessment and internal verification records for three years, according to the NVQ Code of Practice and Edexcel Assessment and SQA Accreditation Awarding Body Criteria (2007).

##### Lost or destroyed learner work

If candidate work is lost or destroyed centres will need to provide those assessment records that will verify what has been achieved in order to ensure that certification can proceed.

Centres must notify BTEC Quality Standards immediately when candidate work is lost or destroyed, ensuring they provide the following information:

- circumstances in which the work was lost or destroyed
- programme title and number
- details of the candidate(s) affected
- details of which unit(s) are affected
- centre, programme and assessment records
- any evidence of internal verification
- any supplementary information, such as witness testimonies.

Each case will be considered individually and certificates may be granted if:

- sufficient centre records and supplementary evidence are available
- all other assessment on the programme has been subject to ongoing external quality assurance which identifies that national standards have

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## 11 QCF Credit Accumulation and Transfer (CAT)

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Learners may transfer credit achieved with other awarding bodies to Edexcel QCF programmes provided the credits fall within the rules of combination for the qualification.

Transfer credit may be reported for each learner through Edexcel on line and will appear on certification. It is hoped that in future an online service will be available that can interface with the LRS's personal learner record system and check CAT claims automatically.

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## 12 Guidance on vocational administrative processes

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As we are looking to refine many of our administrative processes during 2013-2014 we have not included the usual administrative instructions in this year's Information Manual. Once these new processes go live we will be providing you with all the support you need to carry them out.

In the meantime we have published all current administrative guidance on our 'I want to...' website pages providing the necessary information to carry out these processes. This will be particularly helpful for new exam officers undertaking these administrative tasks.

Please refer to the below website links to find the relevant guidance.

- 12.1** For guidance on how to gain approval for additional BTEC/NVQ/SVQ qualifications please refer to [www.edexcel.com/iwantto/Pages/vocational-qualification-approval.aspx](http://www.edexcel.com/iwantto/Pages/vocational-qualification-approval.aspx)
- 12.2** For guidance on how to make vocational registrations via Edexcel Online please refer to [www.edexcel.com/iwantto/Pages/making-vocational-registrations.aspx](http://www.edexcel.com/iwantto/Pages/making-vocational-registrations.aspx)
- 12.3** For instructions on how to transfer registrations between programmes please refer to [www.edexcel.com/iwantto/Pages/vocational-transfers-changes-registration-details.aspx](http://www.edexcel.com/iwantto/Pages/vocational-transfers-changes-registration-details.aspx)
- 12.4** For guidance on how and when to report learner achievement please refer to [www.edexcel.com/iwantto/Pages/reporting-vocational-achievement.aspx](http://www.edexcel.com/iwantto/Pages/reporting-vocational-achievement.aspx)
- 12.5** For information on the different types of vocational award certificates please refer to [www.edexcel.com/iwantto/Pages/vocational-certification.aspx](http://www.edexcel.com/iwantto/Pages/vocational-certification.aspx)