

Transfers

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I Transfers

I.1 Transfer of a learner between programmes at the same centre

A learner registration may be transferred between programmes approved at the centre with current open validity for registrations; the centre must ensure that the learner is able to complete the programme on to which transfer is made, eg that arrangements for accreditation of learning on the existing programme can be made.

No extra fee is payable, provided that the fee due for the new programme at the time of transfer is the same as, or less than, what was invoiced for the original registration. Where the fee for the programme the learner is transferring to is higher than that invoiced for the original registration, an invoice will be issued for the difference between the two fees.

A learner may not be transferred from an individual unit registration to a full programme (qualification). In such cases, the learner must be re-registered for a full programme.

All success reported under one registration number will appear on the final, cumulative Notification of Performance or Certificate of Unit Credit. If the learner does not wish the earlier unit success to appear on final award documentation then it will be necessary for him/her to re-register.

I.2 Transfer of a learner to another centre

A learner may transfer to another centre; normally if a registration is being transferred it is to enable the learner to complete the same programme of study.

For a certificate to be awarded the learner's record at the final centre will have to show all the required completed units. Prior to transfer it is essential that a comparison of units previously undertaken is made against the requirement of the new programme. The learner must be advised of any additional work that may be needed to meet in full the requirements of the receiving centre. The initial centre must ensure that all completed units are notified to Pearson Work Based Learning, and that all the relevant assessment records are passed to the receiving centre. The receiving centre should not process the transfer until all previous achievement has been notified.

I.3 Programmes that are not compatible

If a learner, having completed some units of the programme for which they were initially registered, wishes to commence an entirely new and different programme where units already completed may not be compatible with the new programme, then the transfer of the original registration may not be suitable.

If, for any reason, the amendment cannot be made electronically then the request should be emailed to wblcustomerservices@pearson.com with all details including centre number, registration number, name and details of the required amendment.

2 How to make amendments and transfers electronically

2.1 Scope of electronic amendments

Centres are able to amend stored learner data through Edexcel Online. Edexcel Online support amendments to:

- learner first names, last name, date of birth and gender
- learner ULN
- programme transfer within your centre.
- planned completion dates
- transfers from other centres
- top-up on nationally accredited BTEC Level 3-5 programmes.

2.2 Changing learner's details on Edexcel Online

It is important that any errors made at the time of registration are corrected as soon as possible and before claiming certification. The learner details screen can be found through the 'Candidates' menu, using either the 'Search by Candidate' option, or 'Search by Course'.

First Name:	<input type="text"/>	Last Name:	<input type="text"/>
DOB:	<input type="text" value="02/03/88"/>	ULN:	<input type="text"/>
Sex:	<input type="radio"/> Male <input checked="" type="radio"/> Female	Centre Ref:	<input type="text" value="BISH"/>
Planned Completion Date:	<input type="text"/>	Study Mode:	<input type="text" value="--Select--"/>
LSC Code:	<input type="text"/>	Franchise No:	<input type="text"/>

By clicking the 'Edit' button at the bottom of the screen you are able to amend all of the fields shown above, as well as being able to claim certification.

In order to prevent the substitution of one learner for another you are able to change only one of the first name, last name or date of birth fields and, then, only once. Any further amendments should be emailed to wblcustomerservices@pearson.com. Once saved, any certificates issued will reflect the details on our database.

2.3 Transferring within the same centre

Changes to the registered programme for a learner should be made on the screen shown below which is found in the 'Candidates' menu of the BTEC section. Transfers of registration between programmes of the same qualification type and level are made at no extra charge.

This screen allows you to transfer groups of learners or individual learners to any of your currently approved BTEC programmes. A new completion date is mandatory when transferring. Groups of 20 or more learners will be transferred overnight; all other transfers should take place almost immediately.

If you are unable to transfer a particular learner please contact Pearson Work Based Learning and we will advise if the transfer needs to be submitted in writing.

2.4 Transferring from a different centre

The screen can be found in the 'Candidates' menu.

To validate the identity of a learner transferring into your centre, you will need to provide their date of birth along with their registration number. If these details match you will be able to choose which currently approved BTEC/ NVQ programme you wish the learner to be transferred to.

It is important to ensure that any units completed by the previous centre are reported prior to the transfer. The receiving centre should confirm the units completed by the learner by viewing the unit certificate gained at the previous centre.

When you have selected the programme to be transferred to, click on 'Transfer' to process the transaction.

2.5 Topping up Vocational Qualifications

A learner who has been awarded a nationally accredited qualification and who wants to extend the qualification to a larger qualification in the same subject at the same level and against the same specification, can have a top-up registration to the new qualification. Learners may be topped up for now expired NQF programmes as follows:

All top-up registrations should be made on Edexcel Online within one month of the enrolment date. The learner will retain the registration number allocated to the original programme registration.

Do not re-register the learner for the new programme. Re-registering will create a new registration number for the learner which, in turn, will cause problems on programme completion and delays in certification.