



Pearson

Late registration and certification policy

Quality Services and Governance

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Who and what is this policy for:

This policy is for centres delivering vocational qualifications who may wish to apply to us for a late registration or certification of learners and the criteria they must meet in order to do so.

Late registration and certification policy

Owner Head of Regulation

Authorised by Responsible Officer

November 2017 version 0.2 DCL 1: Public (Unclassified)

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Pearson Education Ltd – Our Mission and Values

Welcome to Pearson, the world's leading learning company. We have a simple mission: to help people make more of their lives through learning. Whether it's at home, in the classroom or in the workplace, learning is the key to improving our life chances. We are the UK's largest awarding body and we are regulated by Ofqual (England), SQA Accreditation (Scotland), CCEA Regulation (Northern Ireland) and Qualifications Wales (Wales). We offer academic and vocational qualifications that are globally recognised and benchmarked, with educational excellence rooted in names like Edexcel, BTEC, and LCCI.

Our regulatory policies are integral to our approach and articulate in a consistent way how we meet regulatory requirements. These policies are designed to support centres and learners with the design, delivery and award of Pearson qualifications and services.

1. Which qualifications does this policy apply to?

- 1.1** This policy applies to all of our vocational qualifications, including Functional Skills. However, it excludes General Qualifications (GCE, GCSE, IAL, International GCSE, Edexcel Certificates, Entry Level Certificates), as these have fixed entry and certification rules set by the UK qualification regulators.

2. The qualification life cycle

- 2.1** Our vocational qualifications are designed to reflect current, good practice in industry across a range of jobs. They are intended to support people who may be seeking employment or aiming to progress in their careers. For this reason, to make sure that anyone taking these qualifications has up to date and relevant skills and knowledge, all qualifications have a review date and a certification end date.
- 2.2** The key dates in the life cycle of a qualification are:
- Operational start date - the date the qualification becomes active and available for you to register learners.
 - Review date - the date that the qualification will be internally reviewed by the Awarding Organisation (not visible on the [Register of Regulated Qualifications](#) / [Qualifications in Wales database](#)).
 - Operational end date/withdrawal date - the date a qualification will be withdrawn. It will no longer be available for new registrations after this date.
 - Certification end date - the last date to claim certificates.
- 2.3** The final dates for registration and certification on any qualification are published on our website and on the relevant regulators' published registers.
- 2.4** We will tell you when a qualification you have approval for is being withdrawn. It is important that you make sure your staff understand this information and that registrations and certificate claims are made within the timelines we publish.
- 2.5** After the final date for registration, learners already registered will have a set period of time (usually between one and three years, depending on the size and level of the qualification) in

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which to complete. After this date they won't be able to take an assessment or claim a certificate. We'll always publish final assessment dates before certificate end dates.

3. Late registration

3.1 It's important that you check what the final dates for registration are for the qualifications you are approved to offer. We'll let you know as soon as possible what the final registration dates are for learners. Information about final registration dates for our qualifications are in

- Exams Officer Newsletters;
- Edexcel Online; and
- Regulatory qualifications online registers.

3.2 Late registration rules are published in our [Information Manual](#).

3.3 If you don't register learners onto a qualification before the operational end date, you should register them onto the replacement qualification or a suitable current alternative that meets the needs of the learners. However, we understand that sometimes there are valid reasons why a registration has not been made in time and that a learner would be greatly disadvantaged by being registered on to an alternative qualification. In such cases, you can apply for a late registration. In reviewing your application, we'll consider:

- The reason why the learner was not registered in time.
- How much time has passed since the registration end date.
- The date the learner was enrolled at your centre and started working towards the qualification.
- How much work the learner has completed towards the qualification.
- The reasons why the learner cannot be registered onto an alternative and current qualification.

3.4 If you need to apply for a late registration, you can do so by visiting our [Contacts page](#). We'll ask you to:

- send us some evidence to show that you enrolled the learner on the qualification before its operational end date; and
- tell us why the registration was not made in time.

3.5 We can only approve requests for late registration where you have confirmed that the learner will be able to complete the qualification before the published certification end date. This is because we cannot approve a late certification request for a learner who has also been granted a late registration.

4. Late certification

4.1 Certification end dates are agreed with the regulator and, sometimes, the relevant industry body. They are created to make sure that certificates are not issued for qualifications which are not relevant or up to date. Public funding for a qualification stops after the certification end date.

4.2 We do not normally accept any applications for late certification, as this needs permission from the relevant industry body and/or the regulator.

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- 4.3** However, in exceptional cases, we will review a late certification request if there is clear evidence that:
- The learner completed the required work for the qualification before the certification end date, but there are special circumstances which stopped final assessment or verification from happening on time.
 - The learner has completed the required work for the qualification before the certification end date, but there are exceptional conditions which stopped you from claiming the learner's certificate on time.
 - The learner completed most of the work for the qualification before the certification end date, but could not fully complete because of illness or other extenuating events, and the work was, or can be, completed within a reasonable time frame.
- 4.4** In all of the above cases, there must be evidence that the work completed to date cannot be mapped and assessed against the replacement qualification, or alternative, using Recognition of Prior Learning.
- 4.5** If you need to apply for a late certification, you can do so by visiting our [Contacts page](#).
- 4.6** We cannot approve requests for extra exam dates. Learners needing late certification must have achieved any external assessment¹(s) before the certification end date. We'll always publish exam dates before the certificate end date. Final exams usually happen no later than one month before the certification end date in order to allow time to process results.

5. Fees

- 5.1** We will charge you a fee for each approved late registration or certification request. Details of fees are on our [website](#).

6. Feedback and complaints

- 6.1** We welcome your feedback, which helps us to improve the products and services we provide. We know that sometimes things go wrong, but if they do, we want to try to stop them from happening again. If you'd like to give us your feedback or you're unhappy with the service you can [email us using our online form](#).

7. Regulatory references

- 7.1** UK regulators require all awarding organisations to establish and maintain their compliance with regulatory conditions and criteria. As part of this process, policies that relate to Pearson's status as an awarding organisation will reference any particular conditions and criteria that they address.

¹ External assessment includes any assessment set and marked by Pearson. This does not include moderated work such as assignments.

7.2 This policy addresses the following regulatory criteria and conditions:

Ofqual/CCEA Regulation/Qualifications Wales General Conditions of Recognition September 2016

Issuing certificates and replacement certificates	14
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SQA Accreditation Regulatory Principles (2014)

The awarding body and its providers shall have effective, reliable and secure systems for the registration and certification of learners	Principle 15
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8. Policy review date

8.1 November 2018.

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