

Educ8tions Ltd.



Claiming Certificates from Awarding Organisations  
(CCfAO)  
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### Document Control

**Document Title:** Claiming Certificates from Awarding Organisations  
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### Change History

Version	Date	Reason for change	Change by
0.1	01 <sup>st</sup> August 2016	First draft	Vonley Joseph

### Change Mechanism

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# Educ8tions Limited

## Developing People for Sustainable Careers

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Website:

Upon an IQA signing off a portfolio for certification the Qualification Summary Sheet must be returned to the centre Administrator along with the candidate portfolio.

The QAC will check the Qualification Summary Sheet against the completed Unit Summary Sheets and these will be copied into the candidates centre records by the Administrator along with a copy of the Internal Quality Assurer's report. The original report will be kept in the centre IQA Sampling file appertaining to the appropriate sampling period. These records to be numbered in line with IV Sampling plan numbers.

The Administrator will copy into the centre records any missing documentation (copies of planning & feedback, visit reports etc)

Upon establishing that the correct information is in the centre records the Administrator will complete the Certification Request form for the Awarding Body (note this may be manual or electronic).

The Certification request form will then be sent to the Awarding Body Certification and Registrations team by Recorded Delivery post within 48 hours of the portfolio being signed off or by electronic request.

Upon receipt of the certificate the Administrator will place a copy onto the candidates centre records along with a copy of the letter to the candidate confirming certification.

The Administrator will advise the IQA and Assessor (by email) that the certificate has been received and despatched to the candidate.

Certificates will be sent out by Royal Mail Special Delivery

The portfolio will be held until the EQA visit. Following the EQA visit to the centre the assessor will return the portfolio to the candidate. Centre records for the candidate will then be archived for a minimum of 7 years.