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1 Policy on electronic processing of registrations and amendments to registrations

Edexcel has available a range of electronic processing methods to enable centres to process registrations and amendments to registrations efficiently.

1.1 Making registrations on Edexcel Online

Edexcel Online is a web-based service designed to make the administration and access of learner information easier and faster. It allows you to make registrations within a few minutes and receive confirmation of registration numbers immediately.

1.2 Making registrations by EDI (Electronic Data Interchange)

Our EDI format, EDIFACT supports vocational registrations.

EDIFACT file formats may be found under the 'Requirements for Centre Management Information System (Centre MIS) Providers' on the Edexcel website (www.edexcel.com).

EDIFACT

EDIFACT supports the following activities:

- provision of centre-specific basedata (Edexcel to centre)
- registration of learners (centre to Edexcel)
- email acknowledgement of file receipt and processing (Edexcel to centre)
- provision of registration numbers (Edexcel to centre)
- reporting of test entries (centre to Edexcel)
- provision of test results (Edexcel to centres)
- reporting of learner unit grades (centre to Edexcel)
- confirmation of learner unit and overall grades (Edexcel to centre).

1.3 Becoming an EDI centre

Centres do not need specific approval to operate EDI with Edexcel. However, there are certain key details that we require to enable Edexcel to provide the full range of EDI services. Please provide Edexcel with the following information:

- file transmission method (AVCO ExamService, Redstone webXchange, RM SecureNet or email) to allow Edexcel to send registration, test and results acknowledgement files
- the centre EDI contact name, job title, telephone, fax and email address to enable Edexcel to email file receipt and processing acknowledgements: this should be a generic address where possible (eg exams@thecollege.ac.uk).

Please provide the above information by email to eprocessing@edexcel.com.

Testing

There is no need to send a test file of data prior to starting to use EDI with Edexcel, but when the first file is sent please email eprocessing@edexcel.com to advise that you have sent a file. We will inspect the file and monitor its progress to ensure that there are no formatting or processing problems.

Should you want to send a test file prior to starting to use EDI, please contact Edexcel as above for advice on how to proceed.

Sending files

Files may be sent to Edexcel by these Value Added Networks (VANs):

- AVCO ExamService
- RM SecureNet
- Redstone webXchange.

Please contact the appropriate VAN for further details of how to send files. Alternatively, attach a file to an email and send it to:

<your centre number>@edidata.edexcel.com

Note: Please note that this is an automated file receipt address and any correspondence will not be replied to and non-EDI formatted files will not be processed.

2 How to make BTEC, NVQ, Entry ALAN and ESOL registrations using Edexcel Online

Please see the Pearson Technology section of this guide (Section 3) for details of how to register for the service if you have not already done so. Any persons making registrations must have authority to do so as they will generate fee invoices.

Choosing the correct qualification

The 'Register Students' option can be found in the 'Candidates' menu under the BTEC or NVQ tab as appropriate. If your centre has more than one sub-site please ensure that the correct one has been chosen at the top of the page.

Note: Entry ALAN and ESOL registrations should be made using the BTEC tab.

This screen allows you to enter information that will apply to a whole group of learners on a particular programme or unit. The individual learner information will be entered in the next stage.

Registration type: Full Award or Individual Units

The 'Full Award' option should be selected when the learner will be completing a full programme.

The 'Individual Units' option should be selected when the learners are completing particular units from a programme. This should not be chosen if you intend the learners to meet the requirements of the full programme. See below for how to customise a list of units for individual unit registration.

Enrolment date

It is important that the enrolment date accurately reflects the time when the group commenced the Edexcel programme. The enrolment date defines the due date for registrations for roll-on roll-off programmes. The default enrolment date will be the start of the current academic year. If learners are not following the academic year it is important that this is amended.

By clicking on the 'Next' button you are confirming that the enrolment date accurately reflects the learner commencement date for purposes of fees, quality assurance and certification.

Order number

The order number will be printed on the invoice arising from the registrations. It may be up to twelve characters (alphanumeric) and can be whatever you choose. The order number can be left blank but you should have a system in place to ensure that invoices can be reconciled to the registrations.

Note: if you entered a purchase order number here it will be quoted on the resulting invoice.

Customising list of individual units

Before selecting the individual unit to be registered for a learner that unit must be added to the list of units available. This involves selecting which individual units you will be registering for so that you are not required to choose from all your approved units each time you register.

In order to do this you will need to select 'Customised Units' from the 'Qualifications' menu on the left-hand side. You will then be presented with a list of all currently approved BTEC units in alphabetical unit title order. By selecting the units required and clicking the 'Save' button you will update your profile of customised units to be used later.

Selecting programme

After clicking the 'Next' button you will be given the chance to choose the programme for which you wish to register the learners.

You will now be given a drop-down box listing all of your currently approved programmes. Simply select the required programme and click 'Next' to proceed. If the programme that you wish to register for is not listed please check your currently approved programmes in the 'Qualifications' menu.

Register online

After selecting all of the header records that apply to all learners in a group you can now enter the individual learner details. Check all details carefully before registrations are processed, as the information will be used for the issue of certification.

The register online option allows you to enter all the learner details individually. For large groups of registrations, the register by spreadsheet option may be easier. The information required for each is the same.

SRFs required? Yes No
(Select "Yes" if you would like us to send you Student Report Forms (SRFs) for the candidates you are registering or "No" if you will be claiming certificates online and do not require SRFs)

Programme:
 AM886 Textiles Edexcel Level 3 Btec Certificate

Enter New Candidate Details:

Centre Reference First Names Last Name Sex M F

Date of Birth Planned Completion LSC Code

Study Mode Collaborative Partner No Combination

ULN

Please regularly check the ULN Exception Screen to correct any issues with the Unique Learner Number

Clear Add

0.06
 Home | Mailbox | Edit My Account | Ask a question

Centre Reference

This field allows you to enter a reference for your own administrative convenience. It should be alphanumeric, up to a maximum 10 digits in length.

First Names

The first name must be no more than 20 characters including spaces.

Last Name

The last name should be no more than 30 characters including spaces.

Sex

Select either M for male, or F for female.

Date of Birth

This is a required field and should be in the format: dd/mm/yyyy.

Planned Completion

This date must be in the future and should be in the format: dd/mm/yyyy.

Some programmes have a completion date at the end of 1, 2 or 3 academic years. It is important that a planned completion date is entered as it is used to allocate an external verifier/external examiner and arrange verification/review of the programme's assessment.

For NVQ programmes this should be a reasonable estimate of when the assessment may be completed.

ULN (Unique Learner Number)

The ULN is a learner identifier that is allocated by the government agency MIAP (Managing Information Across Partners). It is used in the aggregation of learner results across awarding bodies for the new Diplomas and for QCF programmes to allow credit transfer between awarding bodies.

Edexcel accepts the ULN in EDI entry, amendment and registration files. We also plan to accept the ULN through any entries/registrations made through Edexcel Online. The ULN must be provided with any learner registrations or entries where the qualification or unit concerned is to be used as a component of a Diploma. This is to enable Edexcel to provide the learner's achievement data to the Diploma Aggregation Service (DAS) or where the programme is accredited on the QCF.

It is not necessary for you to provide the ULN with entries or registrations for learners who are not taking Diplomas or QCF programmes.

The ULN is a 10 digit number and it is important that you validate the ULN against MIAP's central Learner Registration Service (LRS) before submitting the learner's entry/registration to Edexcel. Please ensure that the personal details (name, gender and date of birth) being provided with the learner's entry or registration match exactly the details on the LRS. Edexcel will check the ULN against MIAP's LRS and if there is a mismatch the ULN will not be accepted and a query will be raised with you.

For further information about the ULN, and to find out how to obtain ULNs for your learners, please refer to the MIAP website www.miap.gov.uk.

Study Mode

Choose the main mode of study from the drop-down list.

Collaborative Partner Number

This is used for centres in collaborative arrangements and should be left blank unless the learner is attending a franchisee institution approved to offer the programme. This will enable Edexcel to ensure that the appropriate external verification/external examination processes are complete.

Combination (not NVQ programmes)

The drop-down box allows you to choose from the valid combinations and this will usually be A. The programme definition should be used to check different combinations; this can be found in the 'Qualifications' menu under the 'Reports' option.

Completing the registrations

Once you have entered all of the required information for a particular learner you need to click the 'Add' button. This will then start a list of learners to be registered at the bottom of the screen. You need to keep adding learner details until you have everyone for that particular course. At this point you have the option to delete learners from the list using the 'Del' button, or to amend any details incorrectly entered using 'Edit' next to each learner's name.

Once you are happy that all information is correct, proceed by clicking the 'Register' button. The data will then be checked and, if no problems are found, registration numbers will be displayed on screen. A confirmation report will be available at this point for you to print or save electronically for your records.

Possible errors

Any errors relating to the data entered will be displayed, with instructions in red advising you of the problem – for instance, invalid characters in the name field or a completion date in the past. You will have an opportunity to correct the data before, once more, uploading it.

The registration will also be rejected if it is found that a registration already exists for that learner and programme. If this is the case the learner will be highlighted in green and their existing registration number will be displayed. You will need to remove this learner from the list to be registered before continuing. Where a record is highlighted in green you can view the specific error message by 'hovering' the mouse pointer over the highlighted record.

Register by spreadsheet

This option allows you to use a standard format of an Excel spreadsheet template which can be downloaded in order to provide learner details. The spreadsheet, once downloaded, can be completed offline either by the person who intends to make the registrations, or sent to another member of staff for the updating of learner details to be uploaded at a later date. This might be a more convenient way of registering large numbers of learners on different programmes.

The information required for these fields – centre reference, first name, last name, date of birth, ULN (components of the Diploma only) completion date, franchise number and LSC code – is the same, and in the same format, as required when registering individual candidates. It is essential that no amendment is made to the column headings in Row 1, that the correct order of columns is maintained and that no columns are deleted.

	A	B	C	D	E	F	G	H	I	J	K
1	Centre Reference	Firstname	Lastname	Gender	DOB	Unique Learner Number	Completion Date	Study Mode	Collaborative	LSC code	Combination
2	1	A	MATHS	M	01/01/1990		01/07/2009	A			A
3	2	B	MATHS	M	02/01/1990		01/07/2009	A			A
4	3	C	MATHS	M	03/01/1990		01/07/2009	A			A
5	4	D	MATHS	M	04/01/1990		01/07/2009	A			A
6	5	E	MATHS	M	05/01/1990		01/07/2009	A			A
7	6	F	MATHS	M	06/01/1990		01/07/2009	A			A
8	7	G	MATHS	M	07/01/1990		01/07/2009	A			A
9	8	H	MATHS	M	08/01/1990		01/07/2009	A			A
10	9	I	MATHS	M	09/01/1990		01/07/2009	A			A
11	10	J	MATHS	M	10/01/1990		01/07/2009	A			A

Sex

Type either M for male, or F for female.

Study Mode

It is important that the correct letter is entered for each learner in the study mode column. This should be one of the letters shown below and must be in this format:

A	Full time
B	Short full time
C	Sandwich
D	Block release
E	Part-time day
F	Part-time day/evening
G	Evening only
H	Open learning
J	Distance learning
K	Open and/or distance learning
L	Flexible
Z	Assessment only (APL). This is only available in cases where a learner has approached you on the basis of a complete portfolio of previous qualifications or experience.

Combination (not NVQ programmes)

Every programme should include a combination which will be a single letter and must be entered in this column. For most programmes there is only one combination, which will be A. If you are unsure please check the programme definition for combinations. This is not required for Apprenticeship registrations or individual units.

Individual unit registration by spreadsheet

This spreadsheet has the addition of unit code columns. At least one valid unit code must be entered for each learner in the unit code column.

Uploading the completed spreadsheet

When your spreadsheet has been completed and saved you are ready to upload it to Edexcel. Click on the 'Browse' button to locate the file on your computer and, once selected, click 'Upload'.

Once registered, the registration numbers of the learners will be listed in the right-hand column and you will be able to access the confirmation report for your records if you wish.

Possible errors

Any errors relating to the data entered will be displayed with instructions in red advising you of the problem. Examples might be invalid characters in the name field or a completion date in the past. You will have an opportunity to correct the data before uploading it once more.

Possible reasons for errors are:

- column added or deleted from spreadsheet
- column headings deleted or amended (must be in bold font)
- required field not completed
- DOB or Completion Date not in DD/MM/YYYY format
- sex entered as Male or Female, rather than a single letter M or F
- study mode not entered as a single letter (eg FT for full time)
- LSC code entered when course is not LSC funded.

Registrations that cannot be made online

If you are unable to make a registration electronically, due to special circumstances, you will need to submit the request in writing to Service Operations, giving all of the required information. Registrations that you will not be able to make online include:

- special registration (S type)
- learners with an enrolment date prior to September 2010. Please submit your request for registration by email to serviceoperations@edexcel.com.

3 How to make Adult Basic Skills registrations using Edexcel Online

Completing the eSA1

Download the eSA1 template from the 'Key Skills/ALAN' homepage on Edexcel Online. The eSA1 should be saved on your personal drive so it can be accessed easily at a later time.

The screenshot shows the Edexcel Online interface for Key Skills/ALAN. At the top, the Edexcel logo and tagline 'advancing learning, changing lives' are visible. A 'Log-out' button is in the top right. Below the header, there are navigation links: 'Home', 'Mailbox', 'Edit My Account', and 'Ask a question'. A 'Centre number' field is set to '00'. A 'Select site' dropdown menu is present. The main navigation menu on the left includes: 'Search By Candidate', 'Entries', 'Results', 'Register Candidates', 'Upload eSA1 Spreadsheet', 'Post Results', 'Examiner/Moderator Details', and 'Tracking'. The main content area is titled 'Home Page' and contains the following text:

Welcome to Key Skills on Edexcel Online.

Please select the function you require from the menu on the left of the screen.

Key Test Dates for 2005/06
You may find Test schedules and any other useful information on the Key Skills Information Manual, which can be accessed [here](#).

Note: In section 7 (named Key Skills Test windows) you will find a full Test Schedule for 2005-2006.

e-SA1
Please click on the link to view the template, or right-click and select 'Save Target As' to download the [e-SA1](#) template.

Test, Portfolio and Proxy Assessment
If you would like to contact the Skills for Life team about any issues concerning Key Skills/Adult Basic Skills assessment, allocations, results, entries or registrations, please click [here](#).

Once the eSA1 has been saved it is now ready to be populated with the candidates' details for which you wish to make an entry.

	A	B	C	D	E	F	G	H	I	J	K
1	Centre's Reference Only	Student's Forenames	Student's Surname	Gender	Date of Birth	ULN	Entry 1	Entry 2	Entry 3	Entry 4	Entry 5
2	no more than 10 characters	no more than 20 characters	no more than 30 characters	M or F	DD-MON-YY	10 characters					
3											
4											
5											
6											
7											

The following rules must be observed when completing the eSA1 to enable quick and easy processing:

- only one row should be used per candidate. Where there are multiple entries, these should be specified in 'Entry 1', 'Entry 2'... up to 'Entry 6'
- entry codes must be correct Adult Key Skills unit entry codes, as specified in this guide. The student's forename, surname, gender and date of birth should be specified in the format shown. Where entries are being made for previously registered candidates, all details must be stated in exactly the same way as the initial registration.

Failure to do so will result in candidates being issued with a duplicate registration, leading to problems with certification.

Note: Should you only wish to register candidates using the eSA1, do not complete the entry type fields. Only the student forename, surname and gender fields should be completed.

Uploading the eSA1

Registrations

On completing the eSA1 log into Edexcel Online and click on the 'Key Skills/ALAN' tab. Select 'Upload eSA1 spreadsheet', then click on 'Register Candidates'.

The screenshot shows the Edexcel Online user interface. At the top, the Edexcel logo and tagline 'advancing learning, changing lives' are visible. A navigation bar includes 'Home | Mailbox | Edit My Account | Ask a question' and a 'Log-out' button. Below this, there are input fields for 'Centre number' (with a 'GO' button) and 'Select site'. A secondary navigation bar contains tabs for 'BTEC', 'GCE', 'GCSE', 'GNVQ', 'Key Skills/ALAN', 'NVQ', 'VCE', and 'DiDA'. The 'Key Skills/ALAN' tab is active, showing a 'Home Page' with a 'Welcome to Key Skills on Edexcel Online.' message. A dropdown menu is open over the 'Upload eSA1 Spreadsheet' option in the left-hand navigation menu, with 'Register Candidates' and 'Register Candidates & Make Entries' highlighted. Below the menu, there is a section for 'Key Test Dates for 2005/06' with a link to an information manual.

Select the appropriate qualification type from the drop-down list 'Qualification Type'.

State the candidates' enrolment date in this format DD/MM/YY. The enrolment date must be the day the registrations are being made. Completion of the field 'Cohort' is optional.

Click on 'Browse' to locate the eSA1 which is to be uploaded.

Click on 'Upload'.

The candidates as indicated in the eSA1 will be listed on the screen.

Click on 'Submit'. The candidates will now be allocated a unique registration number.

Registrations and entries

On completing the eSA1 log into Edexcel Online and click on the 'Key Skills/ALAN' tab.

Select 'Upload eSA1 spreadsheet', then click on 'Register Candidates and Make Entries'. If candidates detailed in the eSA1 are already registered this option should still be selected.

Note: Previously registered candidates will not be assigned a new registration number provided all details used are exactly the same as those used when creating the initial registration.

Select the appropriate qualification type from the drop-down list 'Qualification Type'.

Select the appropriate entry type from the drop-down list 'Entry Type'. If multiple entry types have been specified in the eSA1 then the eSA1 should be uploaded separately by selecting the appropriate entry type on each occasion.

State the candidates' enrolment date in the format DD/MM/YY. The enrolment date specified must be the day the registration is being made.

The field 'Cohort' is optional.

Click on 'Browse' to locate the eSA1 which is to be uploaded.

Click on 'Upload'.

The candidates, as indicated in the eSA1, will be listed on the screen. All candidates who have been registered previously will be highlighted in blue. Any candidates who were not registered before will, at this stage, be assigned a registration number.

Click on 'Submit'. A pop-up screen will then be displayed indicating the proposed entries. You will then be given the option to withdraw any candidates before the entries are finalised.

If all entries are correct click on 'Save'. A message will then be displayed stating 'The entries have now been made'. Click on 'Finish'.

4 Registration by EDIFACT EDI

4.1 Ordering EDIFACT basedata

NB: EDIFACT basedata includes all BTEC, NVQ Key Skills and Adult Basic Skills in one file.

The screenshot shows the Edexcel portal interface for downloading basedata. The header includes the Edexcel logo and the tagline 'advancing learning, changing lives'. A navigation bar contains links for 'Home', 'Mailbox', 'Edit My Account', and 'Ask a question'. The user is logged out. The main content area is titled 'Download Basedata' and includes a 'Help' icon. The form fields are as follows:

- Centre number:** 03648
- Select site:** ANN EDMONDSON 5TH FLOOR (03648 - BTEC/GVQ)
- Basedata Format:** EDIFACT (Selected), JCQ (General Qualifications format- for use with MIS packages like SIMS)
- Basedata Subtype:** -- Select --
- Approval Year:** 2007/8
- Programme:** -- All Approved Programmes --
- Include Units:** Include, Exclude

Below the form, there is explanatory text:

**There are two different types of Basedata.*

EDIFACT: This is the Edexcel Vocational EDI format which supports registrations for BTEC/NVQ programmes and Individual units.

JCQ: JCQ is the Joint Council Format used for general qualifications. Please note that BTEC JCQ format only supports BTEC full qualification and not NVQ or individual unit registrations.

For JCQ Registrations please create a September session 9B using board code 13. For Results Entry please create a July session 7B using board code 15.

If you uncertain as to which format you require or have any technical problems loading this basedata, please contact your software provider.

Click on 'BTEC' or 'NVQ'.

Click on 'EDI Basedata' on the left-hand menu.

Select Basedata Format as 'EDIFACT'.

Select Approval Year required (basedata will be available for two year approvals. From 1 July, the next two academic years will appear. After this date, you will have to contact Edexcel should you require basedata for old approvals).

Select either 'All Programmes' or a single programme number from the drop-down list. You cannot request more than one single programme at a time.

Select either 'Include Units' or 'Exclude Units'. If you exclude units you will still receive all units attached to each programme. This is a list of all units approved at your centre that you will only need if you are offering stand alone individual units.

Press 'Submit'.

If there is a problem with producing basedata for you, an error message will appear asking you to contact Customer Services. They will log your call with the Operations Management team who will investigate the matter and get back to you.

If the request is accepted a basedata file will be emailed to your user email address. If you click on the file, you will be able to view the basedata or save to file.

4.2 EDIFACT basedata

EDIFACT basedata contains details of all programmes and their unit structures and all units approved at your centre. This can be downloaded into your software package to enable you to register learners onto all vocational programmes and individual units and to report unit grades.

Edexcel operates a centre and programme approval process through which centres are allocated their own programme number for each approved course. Therefore, vocational basedata, unlike that relating to General Qualifications, is unique to each individual centre.

You can download your centre's basedata from Edexcel Online as described in 4.1 above. You can request all programmes or a single programme. When you order all programmes you will automatically receive all programmes and a list of all units of that qualification type approved for your centre.

We are unable to provide basedata for programmes for which you do not have approval. If you are still awaiting approval for one or more programmes, we would suggest that you request basedata for the centre as a whole and, when you receive confirmation of approvals, request a refresh of your basedata. Please do not delay registration of your main registrations whilst you are awaiting approval. Send an amendment file of registrations for those programmes once approval is received.

EDIFACT file content

It is essential that EDI registration files contain all the required centre, programme and learner details. Programme registrations should include the appropriate header and footer lines, one registration header line per programme, and one registration detail line per learner. The registration header must include registration type (R or S), your centre number, programme number, date of learner enrolment and form/order number.

Note: Please note that, if the date of learner enrolment is omitted, the registrations will be initially rejected. We will contact the centre to obtain the enrolment date.

The form/order number will be quoted in the corresponding registration fees invoice and is used help to identify learners.

```
UNB+UNOA:2+99999+EDEX+20100911:1609+1182+++++0
UNG+REGIST+99999+EDEXCEL+20100911:1609+1182+BT+6:1++
UNH+1182+REGIST:6:1++1:F
REG1+R+99999+Y1234+20100901+00002++++
REG2+143850+ELIZABETH +BURTON+F+19810623+++N++
REG2+65596+JANE +CRIGHTON+F+19581027+++N++
REG1+R+99999+Y1235+20100901+00001++++
REG2+108145+WENDY +MCADAMS+F+19660709+++N++
REG2+147734+JOHN+CAFFERTY+M+19541021+++N++
UNT+6+1182
UNE+1+1182
UNZ+1+1182
```

Individual unit registrations should include the appropriate header and footer lines, one registration header line per programme, one registration detail line per learner and one or more registration module detail lines per learner. The registration header must include registration type (I), your centre number, the date of learner enrolment and form/order number. The programme number field must be blank.

The form/order number will be quoted in the corresponding registration fees invoice and will help to identify learners.

```
UNB+UNOA:2+99999+EDEX+200100911:1609+1182+++++0
UNG+REGIST+99999+EDEXCEL +20100911:1609+1182+BT+6:1++
UNH+1182+REGIST:6:1++1:F
REG1+99999++20050904+00003++++BUS.DEV
REG2+147735+PETER +BROWN+M+19570928+20060701+A+N++
REG3+20656V
REG3+20657V
REG2+143851+FRAN ANN+DEELEY+F+19700811+20060701+A+N++
REG3+20656V
REG3+20657V
REG2+88634+LESLEY +GOLDING+F+19700112+20060701+A+N++
REG3+20656V
REG3+20657V
UNT+10+1182
UNE+1+1182
UNZ+1+1182
```

Sending EDIFACT registration files (.erd)

Edexcel will validate:

- the centre number so that the file can be allocated to your EDI account
- the format of the content to ensure that it may be processed.

An automated email receipt acknowledgement will be sent to the email address on record. (See part 1.3 of this section ‘Becoming an EDI centre’.)

The learner details will then be processed through our learner registration process and an automated email processing acknowledgement sent as above.

The processing acknowledgements contain details of any processing rejections generated by our system. This is for information only and does not require any immediate action. Edexcel will review all rejected learner registration data to resolve errors and will only contact you if necessary.

Note: Please note that remedial action taken by Edexcel may include reprocessing all or part of a file. This will generate a new processing acknowledgement email to the centre.

Receiving EDIFACT registration number files (.ern)

Edexcel will send files of BTEC registration numbers to centres daily (.ern files) for all learners registered by EDI during the previous week. These files may be downloaded into your system to record the BTEC registration numbers of your learners.

These files will be in version 6 of the EDIFACT file format regardless of the format version of the registration file received at Edexcel. (Version 6 contains the programme number for the learner. This is essential where learners have multiple registrations.)

Edexcel is only able to send automated .ern files for learners registered by EDIFACT EDI.

The .ern files will be sent to centres via the transmission record we hold on record for your centre. This does not need to be the same method by which registration (.erd) files were sent to Edexcel. For example, if a file is sent via a carrier we are able to send the .ern file back by email. If you require this it is important that we have up-to-date EDI contact details for your centre (see above, ‘Sending EDIFACT registration files (.erd)’).

Should you require a file of registration numbers in .ern format for learners not registered by EDI, this may be obtained from Edexcel Online.

5 Registration fees

5.1 Registration fees

The programme on which the learner registers, and the type of registration, determines the fee due. The registration fee covers learner registration, external verification, onscreen testing and certification. (Please see the Fees Information issued separately.)

A late registration fee will be charged for BTEC programmes where the learner's registration is received by Edexcel after the registration deadline. (Please see the Fees Information issued separately.)

Note: A learner cannot achieve more than one qualification per registration, unless he/she is registered on an Edexcel-approved Apprenticeship Scheme.

5.2 Special fees for re-registration to complete a non-accredited BTEC qualification

Learners who have gained a non-accredited qualification where top up is not available (eg Legacy and Customised) will be entitled to re-register to complete one further qualification of the same type/ subject area and level, for half the normal fee applicable at the time of re-registration. For example, a student who has completed a non-NQF legacy or customised BTEC Higher National Certificate in Business may re-register for a BTEC Higher National Diploma in Business at half the normal fee.

If a previous registration on a programme leading to a qualification has expired, and no qualification has been issued, learners may be re-registered on a currently approved programme of the same type/ subject area and level, for half the normal fee applicable at the time of re-registration.

Special registrations are not available through Edexcel Online. As such, any requests for registrations should be emailed to serviceoperations@edexcel.com and should include centre number, programme number, enrolment date, learner name, date of birth and completion date.

Note: Special registration is not applicable to BTEC nationally accredited programmes or BTEC Short Courses.

For BTEC nationally accredited programmes, where learners are topping-up their qualification (eg from a Certificate to a Diploma), the top-up should be submitted through Edexcel Online. In such cases, centres will be charged the appropriate top-up fee. (Please see the Fees Information issued separately.)

5.3 Other charges

In some cases, there is a charge for learners who complete additional units. Details of additional charges are identified in the current price list. (Please see the Fees Information issued separately.)

There may also be a charge for transferring between programmes, where the fee charged for the original registration is less than the price for the programme to which the learner is transferring.

A late registration fee will be charged where the learner's BTEC registration is received by Edexcel after the registration deadline. (Please see the Fees Information issued separately.)

5.4 Invoices

Invoices are normally issued weekly by the Edexcel Finance Department.

Centres using Edexcel Online to register learners may enter an order number in the 'Order Number' box on the 'Register Students' screen. This will then be printed on the corresponding registration invoice.

Centres submitting registrations by EDIFACT EDI or through Edexcel Online are able to use their own numbers to identify learner groups, as appropriate. The reference number may be any alphanumeric reference of up to twelve characters.

Edexcel Enterprises
One90 High Holborn
London WC1V 7BH

INVOICE

edexcel

The Accounts Department

Centre Name
Centre Address

Queries regarding payment and account terms
Telephone: 0870 240 9800

If you supply an order number, it will be printed here on the invoice

Queries regarding this document
Telephone: 0870 240 9800

REGISTRATION DATE	INVOICE DATE	EXAMINATION DATE	INVOICE NUMBER	CENTRE NUMBER
	15 DEC-2005		283743	999999

DESCRIPTION	No. OF ITEMS	ITEM RATE	TOTAL AMOUNT	VAT CODE	REB
		£	£		
Reg Date SA1 Ref					
DEC-2005 EX2067 HIGHER NAT DIP: E8883	2	146.00	292.00		
DEC-2005 EX2067 HIGHER NAT DIP: G9262	5	146.00	730.00		
DEC-2005 EX2067 HIGHER NAT CERT: G9264	4	146.00	584.00		
DEC-2005 EX2067 HIGHER NAT DIP: H4231	17	146.00	2482.00		
DEC-2005 EX2067 HIGHER NAT DIP: H4859	2	146.00	292.00		
DEC-2005 EX2067 HIGHER NAT DIP: H6128	38	146.00	5548.00		
DEC-2005 EX2067 HIGHER NAT CERT: H6165	10	146.00	1460.00		
DEC-2005 EX2067 HIGHER NAT DIP: H6166	2	146.00	292.00		
DEC-2005 EX2067 HIGHER NAT CERT: H8948	20	146.00	2920.00		
DEC-2005 EX2067 HIGHER NAT DIP: H8950	17	146.00	2482.00		

5.5 Payment of fees

Fees are due within thirty (30) days of the date of the Edexcel invoice and should be made payable to Edexcel Ltd and sent to the Edexcel Finance Department - please see the Contact Information section of this guide (Section 1). Any queries should be raised promptly as failure to pay by due date will affect learner registration and certification.

6 Confirmation and outcomes of registration

6.1 Outcomes

The outcome of registration is the creation of an individual record for each learner on an approved programme or unit at a specified centre. A specific learner registration number for the qualification is allocated and the award will be identified by this number. The code numbers listed below are essential components of registration and subsequent award issue, and are represented as shown in the following table.

Field	Code required
Learner registration number	One or two letters indicating year of registration + six or five digits
Centre number	Five digits (National Centre Number register) Note: Additional suffixes to the centre number can be allocated on request to ensure that learner documentation is sent to a specific centre site.
BTEC programme number	One or two letters + up to four digits
BTEC individual module number	Up to five digits + one letter
NVQ programme number	Q + 7 digits
Apprenticeship Scheme number	MAS + five digits

If incorrect, or insufficient, registration information has been submitted we will contact you requesting additional information.

Registration leads to the production of a list of learners with the allocated registration numbers. Listings will normally be produced weekly and will include all registrations processed that week.

6.2 Registration lists

Registration lists report back all registration details, with the registration number, and the centre reference number, where submitted. Learners are listed by registration number within a programme in the order in which they were entered.

Centres are requested to verify details, especially the learner names, and report any necessary changes to Service Operations as soon as possible. Learners not listed will normally have already been queried by Edexcel or will appear in a subsequent listing.

6.3 EDI centres

For centres registering by EDIFACT EDI, registration numbers will be transmitted to the centre electronically in order to update the appropriate systems.

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