

## 14 Vocational Award Documentation

### Contents

<b>1</b>	<b>Vocational Award Documentation</b>	<b>2</b>
1.1	Certificates	2
1.2	Course Assessment Report: all programmes	2
1.3	Evidence of achievement	2
1.4	Notification of Performance/Certificate of Unit Credit	2
1.5	Certificate of Unit Achievement/Fallback Certificate of Unit Credit	3
1.6	Award date	3
1.7	Award lists	3
1.8	Certificate Check List: form SA6	3
1.9	Retention of certificates	4
1.10	Outstanding financial obligations to the centre	4
1.11	Incorrect and invalid certificate claims	4
<b>2</b>	<b>Replacement Certification</b>	<b>4</b>
2.1	Lost between Edexcel and centre	4
2.2	Lost by centre	4
2.3	Learner name	4
2.4	Damaged documents	5
2.5	Lost or damaged between centre and learner	5
<b>3</b>	<b>Duplicate Documents</b>	<b>5</b>
3.1	Qualification certificates	5
3.2	Notifications of Performance, Certificates of Achievement or Certificates of Unit Credit	5
3.3	Letter of confirmation: for awards originally obtained prior to 1984	5

## 14 Vocational Award Documentation

### I Vocational Award Documentation

#### I.1 Certificates

Certificates are issued to the centre weekly as necessary. They are normally sent by recorded delivery or by courier service.

Where certificates are normally distributed by the centre at an award ceremony, sympathetic consideration should be given to learners who require awards earlier for employment purposes. Centres are requested to issue awards to learners as soon as possible after receipt from Edexcel.

**Note:** Edexcel reserves the right to withhold certification if fees are outstanding at the time of despatch.

#### I.2 Course Assessment Report: all programmes

A hard copy listing of grades reported for all learners, the Course Assessment Report (CAR), will be produced weekly showing the current status of the learner. This listing is for reference purposes only and no action needs to be taken by the centre. Any problems will be queried separately by Edexcel.

#### I.3 Evidence of achievement

Successful completion of all programme requirements will be recognised by the issuing of an Award, Certificate or Diploma, as appropriate, together with a unit certificate, the Notification of Performance, Certificate of Unit Credit, or credit transcript, which lists all units successfully completed.

Where the learner does not complete all programme elements satisfactorily, and you do not claim the final Award, Certificate or Diploma, the unit certificate appropriate to the programme will automatically be issued. It will list all units successfully completed.

This document gives evidence of completion in order that all units successfully achieved may be used as credits in the future, and it allows learners to retake or add units under the same registration free of charge throughout registration validity.

Successful completion of individual units is recognised by the award of a Certificate of Unit Achievement/Credit which lists all units satisfactorily completed.

#### I.4 Notification of Performance/Certificate of Unit Credit

Individual Notifications of Performance or Certificates of Unit Credit will be issued in respect of all learners registered for all programmes for which interim or final results have been received.

These will list: all units achieved on the registration to date, at all centres attended; the title and details of each unit studied at each centre together with an indication of the current status of the learner.

This Notification of Performance/Certificate of Unit Credit should be forwarded promptly to the learner so that they have evidence of achievement to offer for entry to a further programme, for employment purposes or for transfer to another centre.

A learner may collect a number of Notifications of Performance or Certificates of Unit Credit during completion of a programme of study, and each document will be a cumulative record of success up to the date of issue.

## 1.5 Certificate of Unit Achievement/Fallback Certificate of Unit Credit

Learners registered on a programme of study which does not lead to a full award or who do not obtain the qualification for which they were registered, and who claim a Certificate of Unit Achievement or Fallback Certificate of Unit Credit, will receive details of graded success, where appropriate. This document will be a cumulative record of success to the date of issue and does not state the title of the programme for which the learner was originally entered.

The issue of a Certificate of Unit Achievement or Fallback Certificate of Unit Credit, where learners fail to achieve the qualification for which they were registered, closes the learner's registration. It should be noted that a Notification of Performance or Certificate of Unit Credit will automatically be issued for all units reported, so a request for a fallback should not be necessary unless specifically requested by the learner.

## 1.6 Award date

The award documentation will show the month and year in which a programme was completed. Unless otherwise requested the current month will be printed by Edexcel on all award documents.

If, for any reason, results were submitted late to Edexcel, or the programme was of unusual duration, the centre can backdate the month to be entered on the final award by up to six months when reporting through Edexcel Online, and up to one year through EDI or form SRF.

The termination of the programme and the appropriate month for inclusion on the final award must be taken as the month in which the total learning process (including the final assessment) was completed, and not the date on which any formal teaching finished.

Award claims may not be backdated by more than one year without a written explanation for the lateness of the claim.

**Note:** In order to ensure that the award date is correct centres are advised to report this date for all learners who do not complete the programme at the end of the normal academic year.

## 1.7 Award lists

An awards list will be issued for each programme.

If certification is, exceptionally, issued outside our normal award date, we are unable to produce the award list automatically and you will need to contact Service Operations.

The award lists for full qualifications have been agreed by QCDA and DCSF as providing the appropriate evidence of learner achievement and they are acceptable as official documentary evidence for output-related payment purposes.

## 1.8 Certificate Check List: form SA6

All awards received should be checked for accuracy. The personalised form SA6 'Certificate Check List' issued with the awards should be completed and returned to Service Operations to report any errors on received certification. Any amendments necessary will be actioned and the corrected documents sent to you.

Any request for amended certificates received by Edexcel more than one month after certificates have been issued will be subject to the Edexcel duplicate certificate fee which is applicable at the time the request is received.

We will not accept responsibility for missing award documents unless we are informed of the omission within one month of award issue.

### 1.9 Retention of certificates

If learners do not collect certificates it is the responsibility of centres to retain this documentation for a minimum of 12 months. They may then be destroyed (in a confidential manner). However, a duplicate award fee will be due if a replacement is then required. Uncollected certificates should not be returned to Edexcel.

### 1.10 Outstanding financial obligations to the centre

Centres are reminded that certificates are, and remain at all times, the property of Edexcel. Where a learner has been registered and an award has been claimed but he/she has an outstanding financial obligation to the centre, and the centre is considering not releasing the learner's certificate until settlement of the financial obligation is made, the centre must always seek the prior consent of Edexcel to withholding the certificate. Edexcel reserves the right not to permit the centre to withhold the certificate.

The additional charge of a late registration fee can be levied by a centre on a learner who does not pay the initial registration fee when required.

In order to avoid problems centres are advised to ensure that they receive all necessary payments from learners prior to registration.

### 1.11 Incorrect and invalid certificate claims

Where a certificate has been claimed in error for a unit or qualification that the learner did not actually complete, the certificate(s) must be returned to Service Operations with an explanatory letter. The letter should explain how the error occurred, describe the nature of the error and detail any steps taken to prevent a recurrence of the error.

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## 2 Replacement Certification

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### 2.1 Lost between Edexcel and centre

We will take every care to ensure the correct preparation of the award and the receipt by the centre of a satisfactory document. All award documents are issued to centres by recorded delivery, or by a similar service that provides evidence of delivery.

If a centre has to return documents to Edexcel either recorded delivery should be used or proof of posting obtained from the Post Office. Either will be accepted as satisfactory evidence of posting.

### 2.2 Lost by centre

We ask that you take due care in receipt and distribution of award documents. However, if you misplace award documents in the centre you may apply in writing to Edexcel giving full details of the loss. In such cases a duplicate certificate fee per learner will be charged for each replacement. Applications should be sent in writing to Service Operations.

### 2.3 Learner name

The centre is asked to ensure that the learner's name reported on registration is the name that he/she wishes to see on the final award document. We will issue amended award documents where the learner's name is incorrect because of a spelling mistake. Where a change of name is required the original document must be returned to Edexcel.

A replacement certificate fee will be charged if the request is received by Edexcel more than one month after the certificate was issued. No change of name that has taken place later than the award date can normally be taken into account. Learners should be made aware of this policy.

## 2.4 Damaged documents

If any damaged award documents are received by a centre they should immediately be returned to Edexcel for replacement.

## 2.5 Lost or damaged between centre and learner

We cannot accept responsibility for the loss or damage of documents between the centre and the learner. It is suggested that centres either arrange for personal collection or use recorded delivery for despatch of original documents. We make every effort to pack documents securely and advise centres to ensure that any awards mailed to learners are likewise securely packaged.

If award documents are lost between the centre and the learner you may apply in writing to Service Operations for duplicates, enclosing details of any information you have from the Post Office regarding the loss. A duplicate certificate fee per learner will be charged for replacements.

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# 3 Duplicate Documents

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## 3.1 Qualification certificates

Where the original was issued after 1983, the learner may apply for duplicate award documents on form SA5 (Vocational), available from the website [www.edexcel.com](http://www.edexcel.com).

If an award document is damaged after receipt, a duplicate will be issued on payment of the appropriate fee, provided that the original is returned to Edexcel. Duplicates, whilst of precisely the same standing as the original they replace, are produced in the layout currently in use and they may not be facsimiles of the original.

Duplicates may be issued to replace award documents which are lost, stolen or completely destroyed, provided that the application is witnessed and a copy of a birth certificate or passport is produced.

There is a fee for such a replacement, which covers the award and, where appropriate, the Notification of Performance or Certificate of Unit Credit. The fee must accompany the application.

**Note:** In cases where documents are lost in transit a period of at least four weeks must elapse before application for the issue of a duplicate document is made.

## 3.2 Notifications of Performance, Certificates of Achievement or Certificates of Unit Credit

Duplicate copies of these documents will be produced on payment of the appropriate fee and completion of the application form.

## 3.3 Letter of confirmation: for awards originally obtained prior to 1984

A letter confirming success will be produced on payment of the appropriate fee where award documentation was issued prior to 1984, as the original certification is no longer available.

