

## 23 Diploma

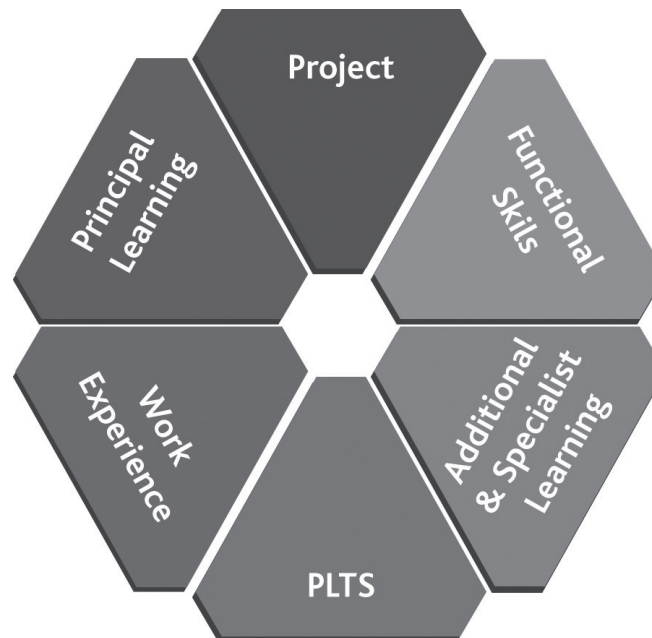
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## 23 Diploma

### I The Diploma

The Diploma consists of Principal Learning, Generic Learning and Additional and Specialist Learning. In order to achieve a Diploma, learners must successfully complete all components.



#### Component Awarding Body (CAB)

Edexcel is recognised as a 'Component Awarding Body' (CAB) and offers all of the component qualifications of the Diploma.

For information on any of the component administration procedures please refer to the relevant sections of the Information Manual for each qualification.

Component	Section
Principal Learning	24
Project and Extended Project	19
Additional and Specialist Learning	Please refer to each section as required

#### Diploma Awarding Body (DAB)

Edexcel is also recognised as a 'Diploma Awarding Body' (DAB). As a DAB, Edexcel will award the composite Diploma once all components have been completed.

A Diploma Awarding Body awards the Diploma, final transcript and Diploma certificate, and has its name on the certificate as the DAB. When opening a learner account with the Diploma Aggregation Service, centres should specify the awarding body that they wish to act as the Diploma Awarding Body.

The following section describes Edexcel's DAB administration procedures.

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## 2 Diploma Administration

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### 2.1 Centre approval

#### Centre recognition

Consortia must ensure that all centres in a consortium that wish to make entries for a specific series have a National Centre Number (NCN) from JCQ and, for some qualifications being used as Additional and Specialist Learning, GQ or BTEC recognition from Edexcel. Only approved centres may deliver external assessments and must follow the requirements laid down in the Instructions for the Conduct of Examinations document (ICE).

It is important that all of the above are completed as soon as possible to ensure that registrations and entries can be processed on request. The centre recognition process can take up to six weeks to complete. To start the process of becoming an Edexcel Centre, please contact your regional office. Details of each office can be found on the Edexcel website.

### 2.2 Unique Learner Number (ULN)

The Unique Learner Number (ULN) is a number that is being used by the Diploma Aggregation Service (DAS) to allow individual learners to be uniquely identified and is compulsory for all learners taking the Diploma. The ULN enables different component results from all awarding bodies to be aggregated by the DAS so that an overall Diploma result can be awarded by the DAB.

ULNs can be obtained from the Learner Registration Service (LRS). Full instructions on how to use this service are available from MIAP (<http://www.uklrs.miap.gov.uk>).

When a learner enrolls for a Diploma at your centre, you should immediately request a ULN from the LRS if the learner does not already have one. If the learner supplies you with a ULN, you can validate this with the LRS to ensure that it is correct.

A verified ULN must be used for all interactions (registration, entries and all enquiries) with a CAB, a DAB and also when administering learner accounts on the Diploma Aggregation Service, DAS.

#### 5 Field ULN Validation

It is imperative that the (1) ULN, (2) Given Name, (3) Family name, (4) Date of Birth and (5) Gender held on the LRS matches exactly the same fields held on your MIS system, so that the ULN can be validated and used by awarding bodies to post results to the DAS. Should entries be made with awarding bodies using different learner data, awarding bodies may be unable to post results to the DAS. Please ensure that these 5 fields match exactly on both systems, particularly the format of the DoB (US date style should be changed to UK date style) and any mismatches in names, particularly middle names or initials corrected.

For queries about the LRS and ULN, contact the LRS helpdesk on 0845 602 2589 or email [lrsupport@learningrecordsservice.org.uk](mailto:lrsupport@learningrecordsservice.org.uk).

### 2.3 Diploma Aggregation Service

The Diploma Aggregation Service (DAS) supports the awarding of Diplomas through the collation and aggregation of results for each learner using the ULN. It enables a home centre to open and manage a learner account for each of its Diploma learners.

The DAS also supplies the results data for the Diploma certificate and for the Diploma transcript to the DAB so that it can make an award. Once the DAB has posted the Diploma results the DAS will also provide them to centres on results day.

The DAS helpdesk supports centres that need help with problems and queries associated with the service. The helpdesk can be contacted by telephone on 0300 100 0100 or by email to [DAS.helpdesk@qcda.org.uk](mailto:DAS.helpdesk@qcda.org.uk).

### Reporting achievement

Edexcel will post results to the DAS on behalf of a learner where:

- results have been issued by Edexcel (for results issued by other awarding bodies please contact them to ensure they are able to upload the results to the learner record)
- they have a valid ULN (with 5 field matching as stated above in 2.2).

This will include achievement in all Principal Learning, Functional Skills, Project and Additional and Specialist Learning qualifications that have been taken with Edexcel.

It is the centre's responsibility to report completion of Work Experience and Personal, Learning and Thinking Skills to the DAS.

### Prior achievement

Where a learner has achieved qualifications previously (which may be used as part of their Diploma) it is recommended that these are added to the learner record through the accreditation of prior achievement process.

This process can be completed by informing the awarding body which issued the original result of the correct ULN and requesting that the prior achievement is posted to the learner record. Edexcel has a facility on Edexcel Online to complete this automatically for any of its qualifications. For other awarding bodies a manual form may be found on the QCDA website which must be completed with full details of the original qualification. Upon completion the form should be sent to the relevant awarding body.

We would strongly recommend that prior achievements should be identified and requested, where available, for all Diploma learners as a back up for the ASL programme that they are undertaking within their Diploma course.

## 2.4 Diploma Learner Study Plan

It is essential that all learners have a valid programme of study. The home centre can check this by using the planned programme of study tool available from the Diploma Aggregation Service.

Completed examples and templates of the Diploma Learner Study Plan can be found on the administration pages of the Edexcel Diploma website and the resource CD in the Edexcel Diploma Delivery Pack. These can be adapted to meet the requirements of consortia.

## 2.5 Component qualification claims and Diploma claims

The DAS will provide Edexcel with the data needed to issue the final Diploma results once:

- a) Edexcel has been selected as the DAB on the DAS
  - b) completion of all components of the Diploma is met
  - c) the Diploma has been claimed, either directly or through use of the Intention to Claim function on DAS.
- a) **Selecting Edexcel as the DAB on DAS – Centre Alias**

The DAS requires centres to set the Third Party Association so you can be recognised by your Diploma Awarding Body. Part of this process is identifying your centre through setting your centre alias.

Edexcel requires the centre alias to be your National Centre Number (NCN) and is unable to accept any registrations or learner data until this is set.

### Instructions on setting up your Third Party Association

To create a third party association and set up your centre alias:

1. log into the DAS website
2. from the home page choose 'Manage third party association and delegation', then select 'create association to third party organisation'
3. find the DAB (Edexcel Limited) and click the 'select' button alongside it
4. enter your new NCN as an alias, and click on 'submit'
5. a message should now appear to say this has been changed successfully.

#### b) Completion of components

DAS will receive completion data from CABs and centres, depending on the component.

As long as the CABs have been supplied with a valid ULN, CABs will send in results for learners to DAS for Principal Learning, Project Qualifications, Functional Skills and Additional and Specialist Learning components, once they have been issued to centres.

Please check section 2.2 for more information on obtaining and validating your learners' ULNs. Without a valid ULN CABs will be unable to send in results to DAS.

The home centre is responsible for the claiming of Work Experience and the Personal, Learning and Thinking Skills. Once these components are ready to be claimed the centre should do so via the DAS.

#### c) Claiming the Diploma

The DAB will only be able to issue a Diploma award if an Intention to Claim has been set on the DAS or a claim has been made for the learner. For guidance on setting Intention to Claim and other processes on the DAS please download the DAB Completion Guidance from [www.edexcel.com/quals/Diploma](http://www.edexcel.com/quals/Diploma).

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## 3 Diploma Learner Tracking

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The Diploma is made up of several component qualifications that can be taken across different awarding bodies. This flexibility presents many administrative challenges for consortia and their centres. Diploma Learner Tracking is a free online service that helps centres to manage those challenges to ensure that each of their Edexcel DAB learners can obtain their Diploma result when they need it.

Diploma Learner Tracking displays all Diploma administration information in one place. It shows the status of all Edexcel components for a Diploma learner by linking qualifications to a validated ULN. It gives centres a view of all outstanding administration requirements by component and learner, and can be used by centres to identify and resolve any issues that may prevent aggregation. Diploma Learner Tracking also offers the functionality for centres to generate various management information reports in relation to entry and assessment administration in order for centres to accurately track progress towards successful completion of the Diploma.

Learner tracking can be accessed at <https://learnertracking.edexcel.com>.

#### Centre users

Centre users with Edexcel Online accounts can access Diploma Learner Tracking using their Edexcel Online user name and password.

#### Consortium users

Consortium users can create accounts on Diploma Learner Tracking and request access to centres within their consortium. Consortium users will be able to obtain an overview of the overall progress of their Diploma learners.

#### Diploma Completion Guidance

Edexcel has provided a DAB Completion Guidance checklist for exams officers. This is available on the Diploma administration pages of the Edexcel website.

This guide offers a step by step walkthrough of every activity that needs to be completed to allow successful aggregation, with suggestions for owners and guideline dates for the completion of each activity.

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## 4 Edexcel Diploma Support

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### Diploma Delivery Team and Live Chat

Our Diploma Delivery Team are here to help you with all your delivery and administration queries. You can email them directly on [diplomaops@edexcel.com](mailto:diplomaops@edexcel.com) or use our new service, [www.edexcel.com/diplomalivechat](http://www.edexcel.com/diplomalivechat). Here you can have an instant online chat directly with one of our Diploma administration experts.

### Diploma Delivery Pack

The pack is designed to support consortia through the delivery of the Diploma from start to finish.

The pack consists of:

- Essential working documents
- Diploma Centre Guidance
- Diploma Completion Guidance
- FAQs

..and other useful resources.

All hardcopy material can also be found on the Interactive CD which also contains:

- useful links to our website
- interactive exercises
- DAS resources
- Consortium Delivery Plans
- example and template Diploma Learner Study Plans

..and more.

If you would like to receive one of our Diploma Delivery Packs please email [Diplomaops@edexcel.com](mailto:Diplomaops@edexcel.com).