

ASDAN Registration and Certification Policy

Policy Owner – Head of Quality

Review History	
V1	August 2025
Next Review	August 2027

1 Purpose

1.1. This document applies to Vocational and Technical Qualifications (VTQs) only. Please see separate ASDAN policy and procedure in relation to General Qualifications e.g. Project Qualifications (GQs).

1.2. ASDAN's qualifications are regulated by Ofqual (England and international), CCEA (Northern Ireland) and Qualifications Wales (Wales).

1.3. This policy and procedure responds to Condition I3, I4, G5 of the General Conditions of Recognition (Ofqual and CCEA, 2025) and Standard Conditions of Recognition (Wales, 2024).

1.4. This document is for the attention of:

- ASDAN trustees, staff and associate staff
- ASDAN centres
- Learners and their parents/carers (where appropriate)
- ASDAN's regulators: Ofqual, CCEA, Qualifications Wales
- Other stakeholders

2 Policy

2.1. This policy applies to all regulated vocational and technical qualifications, as well as related products and services offered by ASDAN, the policy outlines the procedures that govern the registration of learners onto ASDAN qualifications and the subsequent issuing of certificates upon successful completion. The policy ensures compliance with regulatory requirements and supports centres in meeting administrative obligations effectively.

2.2. Definition of Unique Learner Number (ULN)

A ULN is a 10-digit individual identifier assigned to learners in the UK, used to track their learning and achievement records across different education and training providers throughout their lifetime.

Centres can access ULNs for learners through the Learning Records Service (LRS).

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2.3. Definition of Certification

Certification is the formal process of issuing official recognition, in the form of a certificate, to learners who have successfully completed the requirements of an ASDAN programme or qualification.

2.4. Definition of Registration

Registration is the process by which approved centres formally enrol learners onto ASDAN qualifications or programmes, ensuring that learner details are accurately recorded and that they are eligible to undertake the specified qualifications or courses.

2.5. ASDAN Responsibilities - Registration

- Ensure centres have access to clear and up to date information on how to register learners accurately and in line with ASDAN procedures
- Operate and maintain a secure and reliable system for the submission and storage of learner registration data
- Define deadlines for learner registration and communicate these clearly to centres to ensure timely processing
- Provide support and training to centres on the registration process, including how to correct errors and update learner information
- Ensure all learner data is handled in compliance with data protection legislation and internal data management policies

2.6. ASDAN Responsibilities - Certification

- To ensure that ASDAN meets the requirements of the Regulators, checks are carried out to meet the condition I3 – The design and content of certificates. Same checks will be applied to any replacement certificates
- Ensure certificates are issued in a timely manner and in accordance with expected service standards
- Implement secure measures to prevent fraudulent production or misuse of certificates
- Make arrangements for the issue of replacement certificates where appropriate
- Maintain accurate records of all certificates issued to support verification, audits, and regulatory reporting
- Support verification requests by providing mechanisms that allow learners, employers, or other authorised bodies to verify the authenticity of issued certificates
- Revoke certificates claimed in error

2.7. Centre responsibilities – Candidate Registration

- As an approved centre, procedures must be in place to verify the identity of your learners at the point of registration.
- Centres must ensure that all learners are registered for the qualification before any assessment takes place

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- All records and evidence used to verify learner identity must be retained for quality assurance purposes and in accordance with relevant data protection legislation
- Ensure all learner details submitted to ASDAN (inclusive of the ULN if issued), are complete and accurate, and submitted within the published registration deadlines
- Centres must identify and request any Recognition of Prior Learning (RPL) or Credit Transfer at the point of learner registration. Please refer to ASDAN's Recognition of Prior Learning Policy and Procedure for full guidance
- Confirm that learners meet any eligibility or entry requirements for the qualification or programme before registering them
- Keep up-to-date records of all registered learners, including any changes or updates to their personal details
- Notify ASDAN in writing of any errors or required amendments to learner details as soon as they are identified.
- Return any certificates claimed incorrectly or that contain errors
- Follow all relevant ASDAN policies and procedures related to registration and data handling
- Withdraw learners who are no longer on programme

2.8. Centre responsibilities – Candidate Certification

- Upon completion of an ASDAN qualification or product, procedures must be in place to ensure that certification is accurately issued to the correct learner who completed the programme
- Ensure all assessment outcomes submitted to ASDAN for certification are accurate, complete, and reflect the learner's verified achievements
- Submit certification claims within the timeframes specified by ASDAN to avoid delays in issuing certificates
- Maintain records and supporting evidence of learner achievement in line with ASDAN's requirements and for quality assurance purposes
- Centres must comply with ASDAN requirements by following all relevant policies and procedures relating to the certification process
- Ensure learners are informed when their certificates are available and distribute them securely and promptly
- Notify ASDAN immediately of any inaccuracies or issues identified on issued certificates to allow for corrections or replacements where appropriate
- If handling physical certificates before issuing them to learners, store them securely to prevent loss or misuse

3. Procedure

Learner Registrations and Certification

- Learners undertaking ASDAN qualifications must be registered within 60 days of commencing the course and prior to any formal assessment taking place

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- Learner registrations are completed via the ASDAN website:
<https://www.asdan.org.uk/member/learners/>
- Centre will be invoiced at the point of registration with 28 days to complete payment
- Centres should book an EQA sampling activity within the communicated timeframe, usually by the 31st October, to be able to claim certificates within the same academic year. Late fees may apply if booked after this date.
- Book an EQA sampling activity via the ASDAN website:
<https://www.asdan.org.uk/member/moderations/>
- All learner details and unit submissions must be completed and submitted to ASDAN no later than 4 weeks prior to the scheduled EQA sampling activity
- The sample requested by ASDAN must be sent to the EQA and arrive no later than 5 working days before the EQA sampling activity date. Samples can be sent by post or digitally. For all postal EQA sampling activities, learner evidence must be securely packaged and sent to the specified address using recorded delivery or courier only
- The EQA will carry out the sampling activity in accordance with ASDAN procedures
- When the EQA sampling activity is completed, a report will be available to view online
- Certificates will be issued to learners within 20 working days of the EQA sampling activity

3.3 Changes to the Sample

- EQAs may request more learner work if any portfolios do not meet the required standards. For this reason, all associated documentation for the relevant cohort must be available if requested
- Once the sample has been requested by ASDAN, centre staff must not make changes to the cohort (e.g. adding or removing candidates, changing portfolio selections or levels)
- If unexpected issues arise, the centre must contact ASDAN immediately to agree on a solution. An updated request must be approved in advance. Additional fees may apply for changes
- Providing a different sample (e.g. a different learner's work or a different unit for a sampled learner) without prior approval will invalidate the EQA sampling activity and is potential maladministration. In this case, the EQA sampling activity may be cancelled, and the centre would need to reschedule the activity, which may incur further fees

3.4 Reprint and replacement certificates

- Certificates are issued in the legal name of the learner provided by the centre at the time they were certificated by ASDAN
- If the name has changed because of gender reassignment or witness protection we may issue a certificate showing the learner's new legal name
- If the certificate we issue contains errors or requires a name change, you must return the original certificate to ASDAN, before a replacement certificate will be issued. See the ASDAN Pricing and Fees document, published separately, for any fees that may apply
- To order a replacement certificate, centres must inform ASDAN in writing by emailing quality@asdan.org.uk

4. Associated Documentation

- ASDAN Pricing and fees document
- Recognition of Prior Learning Policy and Procedure