

ASDAN CERTIFICATION POLICY

Scope of Policy

The purpose of this Policy is to detail how ASDAN ensures that the content and design of Certificates comply with the Regulators' requirements, as well as the issuing of certificates and replacements.

Policy statement

ASDAN is committed to ensuring the design and content of qualification certificates meets the requirements of the Regulators as well as having clear guidelines and checks in place for certificate issuing and replacement.

- ASDAN ensures that all certificates for regulated qualifications are checked periodically To ensure they meet the requirements of the Regulators. Checks are made to ensure:
 1. All certificates have a unique identification number
 2. The Qualification title is clearly displayed and accurate with the Register submission
 3. The National accreditation number for the qualification is clearly displayed
 4. Regulator and Awarding Organisation logos are displayed as per guideline requirements
 5. Date the certificate is awarded is clearly marked
 6. Language of the assessment and certificate is in English
 7. Where we issue a replacement certificate, the certificate is clearly identifiable as being a replacement
- ASDAN Qualifications staff ensure that all certificates issued clearly display the learner's unique identification number as well as the above list 1-7 before issuing to the centre.
- ASDAN Qualifications staff will ensure, before issuing certificates, that the wording is clear and reflects the qualification obtained by the learner, by cross checking with the Candidate Registration and Submission form submitted by the centre to ASDAN, and completed by an ASDAN External Moderator/External Quality Assurer.
- For replacement certificates, ASDAN Qualifications staff will ensure that the same checks are made for first time issues before issuing a replacement certificate. Replacement certificates are charged for in line with published prices, unless the reason for the replacement is as a result of an error on ASDAN's part.
- All records of issued and replacement certificates are held on record via a database and able to be tracked by unique reference numbers allocated at point of issuing.
- As part of ASDAN's commitment to learners, timescales are documented on the ASDAN website publishing expected timescales for certificates to be issued.
- ASDAN will revoke any certificate if the result is false because of malpractice, maladministration or it is revealed to be inaccurate through an appeals process. Such revoke of certification will be agreed and sanctioned by the Director of Education at an appropriate time that is instigated by the Head of Qualifications and Quality.
- ASDAN will ensure that certificates are issued in line with the published timescales; additional staff are trained to cope with high volumes of certification or absence of staff.