

## **Section 6: Awarding and Reporting**

6.1 Introduction

6.2 Awarding and Reporting

6.3 Certification

6.4 Replacement Certificates

6.5 Revocation of Certificates

## 6.1 Introduction

Qualification certificates will be issued to candidates who successfully meet the qualification requirements. There are 3 types of qualification certificate outcome, details of which are in section 6.3 – Certification, below.

Centres will be provided with feedback on the result of external moderation.

ASDAN's policies on reasonable adjustments, the retention of assessment materials, enquiries and appeals, malpractice and maladministration, conflicts of interest, the reporting of lost/damaged work and other policies that may have a bearing on awarding and reporting can be found in Appendix 1: Policy Documents.

## 6.2 Awarding and Reporting

Following moderation of portfolios the Centre Co-ordinator will be notified which candidates have met the standards and are therefore approved for certification by the External Moderator.

Success is confirmed on the Candidate Registration and Submission Record, signed by the External Moderator and sent to ASDAN Central Office for processing along with the Moderation Feedback Report and the External Moderator's records of sampling carried out during the external moderation.

If a centre's submission has been unsuccessful, the centre is advised to address any action points that have been identified by the moderator on the Moderation Feedback Report and re-submit at the next available moderation opportunity. This moderation must be arranged following the standard registration and moderation procedures, observing the relevant timescales.

Once the Moderation Feedback Report has been completed and signed off by a Quality Assurance Manager, centres will be able to view and download it from the secure members area of the website. A notification that a new Moderation Feedback Report is available will appear when the centre logs into the members area. This allows assessors, internal moderators and others to easily access Moderation Feedback Reports, without the need to photocopy and distribute it.

The purpose of the report is to provide centres with clear feedback on the outcomes of moderation and give examples of good practice/excellent work as well as work that is of a borderline nature and needs further development. Action points may be identified.

## 6.3 Certification

Certificates are awarded to candidates who have successfully achieved the standard in the appropriate assessment(s):

- **Qualification certificate** – when the qualification has been achieved.
- **Credit certificate** – when units have been achieved, but not a full qualification.
- **Credit Transcript** - a document called a Credit Transcript will be provided with the certificate when there is prior achievement, listing all the units the candidate has achieved in order to gain the qualification, together with the unit levels and credit values. It will show the details of any credit transferred from other units and any exemptions.

Certificates are issued to successful candidates by the centre. ASDAN will despatch certificates to the centre within 20 working days of the receipt of confirmation of achievement from the External Moderator, and sent together with a database printout of the result.

### **N.B. – “Spiky Profiles”**

Some qualifications allow candidates to include credits from units achieved at the level above and below the level of the qualification they are working towards. The level of the qualification outcome is determined by the level of the units providing the majority of the credits achieved.

In cases where the total credits achieved meets the minimum criteria for more than one qualification (e.g. E1 Certificate **and** E2 Award), ASDAN will award the **higher level** qualification. Centres need to be aware of this when submitting candidates, especially where funding depends on a particular outcome.

### **Qualification requirements**

**CoPE** - certificates will be awarded to candidates who have successfully met the agreed standards for all 6 assessment units at the appropriate level. Individual unit certificates are also available for successful completion of 1 - 5 assessment units. Candidates who do not achieve the full qualification requirement of six units will receive certification for those units they have successfully completed.

An alternative certificate (e.g. ASDAN Personal Development Programmes: Bronze, Silver or Gold) may be offered at the External Moderator’s discretion to candidates who fail to reach the required standard for CoPE certification. However, this is not an automatic option.

**AoPE** - certificates will be awarded to candidates who have successfully met the agreed standards for at least 8 credits at the appropriate level. Individual credit certificates are also available for each unit for those who do not achieve the full qualification.

**PSD, PP, Employability** - certificates will be awarded to candidates who have met the required standard, as detailed below. Credit certification is also available.

- **EMP** certificates will be awarded to candidates who have successfully achieved the required standards.  
Award (2013 Standards): 6 credits, including at least 1 core unit.  
Certificate (2013 Standards): 15 credits including at least 2 core units.

These qualifications have been credit-rated by SQA and approved for use within the SCQF Levels 2-6.

- **PP** certificates will be awarded to candidates who have successfully achieved the required standards.  
Award: 8 credits  
Certificate: 14 credits  
Diploma: 37 credits
- **PSD** certificates will be awarded to candidates who have successfully achieved the required standards.  
Award: 8 credits at Level 1 & 2, 6 credits at Entry 1, 2 & 3  
Certificate: 13 Credits

- **Wider Key Skills** certificates will be awarded for satisfactory completion of a portfolio of evidence and Part A questions that demonstrate that standards have been met. Candidates achieving two or three of the wider key skills units (Working with Others, Improving Own Learning and Performance and Problem Solving) at the same time will receive one certificate listing all the qualifications and levels achieved.

#### **6.4 Replacement certificates**

Requests for replacement certificates must be made in writing giving a clear explanation of the reason for the application. Original certificates must be returned wherever possible.

If replacements are requested because of the loss of the certificate please give full details of circumstances, in order that the request can be checked and a valid certificate issued.

There will be a charge for replacement certificates unless the need for its issue is as a result of an error by the Awarding Organisation.

Replacement certificates will be identified as such on the certificate.

#### **6.5 Revocation of Certificates**

Where certificates need to be revoked as a result of malpractice, maladministration or as the result of an appeal, a letter will be drafted by the Regulation Manager or Head of Qualifications and Quality, explaining the need for the revocation, identifying the candidates and the certificates to be revoked and the timescale for returning the certificates.

If centres are unable to return certificates due to having already distributed them to candidates, they will be requested to make every effort to contact candidates, with a request for the return of certificates to the centre or confirmation of the destruction of the certificate, before issuing replacements.

Centres will be requested to provide evidence of having taken the required action/s.

If the need for the revoke of certification is as a result of malpractice or maladministration, the appropriate policy and procedure will be followed.