



PART OF **nocn** GROUP

QuartzWeb

Supplementary Guidance:
Registration and Certification on
Nested NOCN
Qualifications
November 2018

1. Introduction

The NOCN awarding policy is that learners will be issued with the largest qualification approved for use by the Centre based on the units the learner has achieved, regardless of the size of qualification they have been registered to initially. This is to ensure that the learner is awarded a qualification in relation to what they have achieved.

In nested qualifications (i.e. qualifications containing the Award, Certificate, and Diploma) it is possible for a learner to be issued with an NOCN qualification larger than that which they were registered for (e.g. a Diploma instead of an Award).

This guide offers practical guidance on registering and claiming achievement for your learners to ensure that they are awarded the qualifications they are expecting.

2. Registration

There are two ways for you to register your learners; they can be registered to a qualification or they can be registered to an intended credit value (ICV). To help you determine whether to register your learners to the qualification or ICV please see our document **Guidance on the changes to how we charge for NOCN Qualifications** on the One Awards website at:

<https://www.oneawards.org.uk/document-library/fees-and-charges-6/>

For nested qualifications we recommend that you register your learners to the level and size of the qualification that you are expecting them to achieve. Once the learner has achieved this, and you have received the certificate, if they are progressing to the larger version of the qualification (E.G from Award to Certificate) we recommend that you then register the learner again to the larger qualification. Registering your learners this way will ensure that you receive every certificate for your learner that they are expecting, and not just the largest qualification they have achieved at the end of their course.

3. Certification

If you register your learners as described in section two, you should always receive every certificate for your learners in the order that they are achieved.

If you wish instead to register your learners directly onto a larger size qualification but later decide you want the learner to receive the lower size qualification certificate as well, you will need to claim the units that have been achieved in a specific order:

- Firstly, before any units are submitted check on the eRAC that all the units required for all of the qualifications have been selected at registration. If not, log on to QuartzWeb and select the correct units and generate a new eRAC. **Please note, units cannot be changed once achievement has been awarded. Also, units cannot be changed once three months from the end date of the cohort has been reached.**
- Next claim all of the units required to achieve the smallest size qualification. **Do not** claim any additional units until you have received the qualification certificate or have confirmation from QuartzWeb that this has been issued.
- You can then claim the units for the next size qualification up.

If you are unsure about the order to claim units or would like further advice or support please contact the One Awards Centre Support Team on 0191 518 6550 or at cst@oneawards.org.uk