



Late Registration and Certification Policy

Version History

Version	Date	Author	Change Description
Original	July 2014	Quality Assurance	
2	June 2017	Quality Assurance	Review
3	February 2019	Quality Assurance	Review
4	February 2022	Sarah Edmundson	Formatted and design update
5	October 2022	Stephen Thompson	Review, proofreading, revision
6	December 2023	Melissa Pennington	Review, proofreading, revision

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Introduction

Our qualifications are written to reflect current best practices, relevant subject matter, and regulatory needs. They're designed to help individuals who are looking for work or who want to further their education. As a result, qualifications have a registration end date and a certification end date to ensure that anyone pursuing these credentials has up to date and relevant skills and knowledge.

The key dates of a qualification include:

- Operational start date
- Operational end date
- Certification end date

The relevant regulators' register publishes the final dates for registration and certification for any qualification. When a qualification for which you have permission ends, we will notify you. It is critical you ensure that your employees are aware of this information and that registrations and certificate claims are completed within the timeframes we provide.

After the registration deadline, learners who have already registered will have a finite amount of time to complete the qualification. They will not be allowed to take an assessment or claim a certificate after this date.

Late Registration

It's critical that you double-check the registration deadlines for the qualifications you've been permitted to offer. We'll notify you as soon as is feasible when learner registration deadlines change. The following provide information about the final registration dates for our qualifications:

- News updates
- Regulatory registers

A late registration is one that occurs after a qualification's operational end date has passed. If you don't enrol learners on a qualification before the operational end date, you should enrol them on a replacement qualification or a current alternative that fits the learners' needs.

However, we recognise that there are sometimes compelling reasons why a registration was not completed on time, and that a learner would be severely disadvantaged if they were enrolled on a different qualification. In such instances, you may request a late registration from us. We'll take the following into account when we assess your request:

- The reason for the learner's late registration.
- How long it has been since the registration deadline
- How much of the learner's work towards the qualification has been completed
- The reason for the learner not being registered on a current alternative qualification

All late registration appeals are reviewed by our Quality Team. You can apply for a late registration by filling out the Late Registration Request Form included at the end of this policy and submitting it to info@focusawards.org.uk.

We can only approve late registration requests if you have established that the learner will be able to finish the qualification before the certification end date specified on the website. This is because a late certification request for a learner who has also been granted a late registration cannot be approved.

Repeated requests for late registrations may suggest a problem with a Centre's internal administration process, which could indicate maladministration, in turn prompting an investigation.

Late Certification

The regulator and, in some cases, the relevant industry organisation agree on certification end dates for regulated qualifications. They're in place to prevent certificates being issued for qualifications that are no longer current or relevant. Once the certification expires, public funding for the qualification ceases.

A certificate issued after a qualification's certification end date is known as late certification. We don't accept late certification applications.

Fees

Each late registration approved is subject to our late registration costs.

- Late Registration - £260

Contact us

If you have any queries about the contents of the policy, please contact our support team

E: info@focusawards.org.uk

T: +44(0)333 3447 388