



# 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

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## Introduction

Our credentials are built to reflect current best practises, 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, all 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 is removed, we will notify you. It is critical that 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 specific amount of time to complete the course. 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 feasible about the learner registration deadlines. The following is information about the final registration dates for our qualifications:

- News updates
- Regulatory registers

A late registration is one that occurs after a qualification's operating date has passed. If you don't enrol learners in a qualification before the operational end date, you should enrol them in a replacement qualification or a current alternative that fits the learners' needs. However, we recognise that there are compelling reasons why a registration was not completed on time, and that a learner would be severely disadvantaged if they were enrolled in a different programme. In such instances, you may request a late registration from us. We'll look at the following things when we assess your appeal:

- The cause for the learner's late registration.
- How long has it been since the registration deadline
- How much of the learner's work towards the qualification has been completed
- The reason for a 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 a late registration request form and submitting it to [info@focusawards.org.uk](mailto: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 centres internal administration process, which could indicate maladministration prompting an investigation.

## Late Certification

The regulator and, in some cases, the relevant industry organisation agree on certification termination dates for regulated qualifications. They're in place to ensure that certificates aren't issued for qualifications that aren't current or relevant. After 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 that has been approved is subject to our late registration costs.

- Late Registration - £260

