



Learner Registration Guidelines & Deadlines

Applying for Qualification Approval & Renewals of Qualification Approval

- Centres must have an up-to-date signed Centre Agreement with IBSL in force.
- All centres must have approval to deliver a qualification, or set of qualifications.
- This approval must be applied for using the Qualification Approval Form (QAF) to be found on the website, or as issued by IBSL.
- Approval must be agreed for **each** qualification that a centre intends to deliver, and if through part of a year, a centre wishes to add a qualification to its list of approved qualifications, it must be applied for using a new QAF.
- Centres wishing to deliver Level 6 programmes must go through a separate Qualification Approval process.
- Fees are charged for each qualification approved in accordance with IBSL's published Fees Schedule available on the website.
- Qualification Approval fees will be invoiced within seven days of receipt of a QAF form and will be subject to terms of either strictly 30 days/due on receipt for payment to be made as stated on the invoice.
- Fees are charged separate from Learner Registration fees (*see below*)
- Any number of courses can be run by the centre in any one year period for one qualification approval payment.
- If a course over-runs a qualification approval period, the approval must be renewed for the next period.

Learner Registrations

- Centres must register their Learners with IBSL within **one month (30 days)** of a course starting, except where stated below.
- Learners must be registered using the IBSL Learner Registration form (LRF), and full details of each learner for each individual course/programme are required on these forms including the learner's unique learning number (ULN or SCN in Scotland).
- Each Learner Registration Form will be date-stamped upon receipt in IBSL.
- Fees are charged for each Learner registered.
- Learner registration fees must be paid.
- Learner Registration fees will be invoiced within seven days of receipt of a LRF form and will be subject to terms of either strictly 30 days/due on receipt for payment to be made as stated on the invoice.
- If any learner joins a course or programme **after** the start date of the course, these learners must be registered separately within 15 working days (3 calendar weeks) after they have joined the course, **after which the late registration fee applies.**
- IBSL will refund Learner Registration fees (less a 10% administration charge) only up to 30 days after the date-stamp of the original registration form and before any assessments have taken place. Application for refund of registration fees more than 30 days after the date of the original registration will only apply under special circumstances and will require evidence, e.g. medical certificate etc.
- Centres should note the separate instructions below for one-day and very short courses.
- Centres should note that where learners are registered more than once to the same course or programme they will be charged for **each unit** registration.



- These Registration guidelines will be strictly reinforced due to the need for compliance with the General Conditions of Recognition and Skills Funding Agency guidelines.

Promoting Quality in British Sign Language

Start of the Assessment Process

- IBSL will not authorise or approve any assessment to take place before Qualification Approval and Learner Registration fees have been paid for.
- No issue of qualification assessment paperwork (i.e. Applications for Achievement, assessment guidelines and materials) will be made by IBSL unless Qualification Approval and Learner Registration fees have been paid for.
- Registration of additional Learners to a course or programme will be subject to a separate assessment number and such assessments must not take place until Learner Registration fees have been paid for.
- Using assessment material previously issued for a different course and different learners for newly-registered learners is **strictly forbidden** and will be considered to be a form of **malpractice and maladministration**.

Issue of Certificates

- No certificates will be issued for successful learners unless it is confirmed that there are no outstanding payments due from the centre, **including assessment renewal and re-sit fees**.

One-day or very short courses. These are courses that are normally delivered in one day or over a weekend such as:

- Deaf Awareness courses
- Deafblind Awareness courses

For these very short programmes:

- A centre can register their course by email or telephone in order to obtain the examination or assessment papers (which may be sent electronically).
- Centres must follow up with learner registration details with the return of the completed examination papers within **FIVE** working days of the examination taking place.
- Copying or duplication of assessment materials previously issued for a similar course for use with the new course is **strictly forbidden** and will be considered to be a form of **malpractice and maladministration**.
- An invoice for the Learner Registration fees will be issued **immediately or within seven days** of telephone, email or postal notification received at Head Office and will be subject to terms of strictly 30 days for payment to be made.
- Certificates will **NOT** be issued until the fees are paid within 15 working days of the one-day course.

Ofqual General Conditions of Recognition (GCRs):	Condition C2 Arrangements with Centres
Responsible staff:	Specific GCRs referenced:
Administration Team	C2.2 & C2.3



Ofqual General Conditions of Recognition (GCRs):	Condition G5 Registration of Learners
Responsible staff:	Specific GCRs referenced:
Administration Team	G5.1