

Re-issue of Certificates

Requests for a certificate to be re-issued should be made in writing to OCN NI, please follow the process below:

- Your Centre must write to the OCN NI confirming details of lost or incorrect certificates.
- The letter should provide details of the circumstances leading to the loss or destruction of the certificate.
- The letter must formally request a re-issue.
- The letter must also contain the certificate number (which the OCN NI can provide), the learner's correct name, address and date of birth.

On receipt of the letter, the OCN NI will authenticate the claim and a replacement certificate will be issued.



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How To Register Courses and Learners

"Recognising the value of
learning through accreditation"

Course and Learner Registration

Once you are approved to offer Open College Network Northern Ireland (OCN NI) accreditation you should register courses and learners with OCN NI. Early notification is required to ensure that the necessary documentation can be sent to you and that the award of credit for learners can be completed quickly and efficiently. Please use the Course and Learner Registration Form provided by OCN NI to do this.

How to complete the Course and Learner Registration Form

- Select the units that meet the needs of particular groups of learners. Each group of units selected for an identified group of learners becomes the course.
- Complete all learner details to be registered on this specific course. You must check where NOCN qualifications (or units from NOCN qualifications) are included in the course that learners are registered prior to the qualification accreditation end date (see qualification guide for this information).

For short courses (less than 12 weeks duration) course and learners should be registered within 25 working days from the start date of the course. For all other courses, course and learners should be registered within 40 working days from the start date. If you have any problems complying with these arrangements please contact OCN NI to discuss this. A late registration fee of up to £10 per learner will be charged for non-compliance.

OCN NI will enter both course and learners onto their database from your completed registration documents. The information on the form will be used to generate:

- A Recommendation for the Award of Credit (RAC) form, which will be issued to the Centre Administration Contact.
- An invoice, which will be sent to the Centre Finance Contact. This will be according to OCN NI's Charging Structure.

Amending Course Runs

Please notify OCN NI of changes to the course. Amendments may include:

- Additional units being added to a course run after you have registered the course with OCN NI.
- If your approved Internal Moderator for the course changes during the course.
- Change to learner details / additional learners.

Awards

The Recommendation for Award of Credit form (RAC) will be sent to you by OCN NI once your learner registrations have been processed. This form contains details of the units and learners for each course run you have registered. The RAC is used by the tutor to recommend the award of credit and by the Internal Moderator to verify this.

Checklist for completing the RAC:

- Please check that all learners are listed on the RAC and names are spelt correctly. Any amendments to names should be corrected on the RAC form. This is to avoid inaccuracies appearing on learners' certificates.
- Should a learner's name need to be added to the course run, please append/email full learner registration details with the RAC.
- The Internal Moderator must initial any changes/additions made to the RAC (except corrections to spelling of learner names).
- In no circumstances should unit information be amended on this form.

- Pre-printed information should not be amended except for spelling mistakes.
- The tutor must clearly indicate all of the unit(s) achieved by each learner. If a learner has previously been awarded credit for the unit(s), this will be pre-printed on the RAC.
- The Internal Moderator must sign the RAC to verify the achievement of credits. This must be an original signature to ensure the process of awarding credit is reliable and robust.
- Your Administration contact will:
 - Receive RACs,
 - Distribute to relevant tutors for completion,
 - Receive completed forms from tutors, ensuring that the Internal Moderator has confirmed achievement,
 - Check the RAC form is fully completed,
 - Return the RAC to the OCN.

Recommendation for the Award of Credit Forms must be returned to OCN NI no later than 15 working days after the internal moderation date of the course.

Issue of Certificates

OCN NI will issue certificates for learners who have successfully completed unit(s) **within 35 working days of receipt of completed RAC form**. This certificate will show the title, credit value and level of units achieved by the learner. If a learner has achieved units from a NOCN Qualification, this will be indicated on the unit certificate. All certificates will be forwarded to your Centre, via a secure route for the attention of the specified contact for distribution to learners.