



CANDIDATE REGISTRATION – GUIDANCE 2011/2012

Note: Please register your candidates on-line using the centre password at www.cpcab.co.uk/registrations.

DOCUMENTATION FOR REGISTERING CANDIDATE GROUPS:

- **CR1** Candidate registration form¹
- **CR2** Candidate recognition of prior learning (RPL) form
- **CR3** Application for reasonable adjustments form
- **CR3a** Notification of reasonable adjustments form
- **CR3b** Application for special consideration form
- **CR4** Administrative contacts form
- **CR5** Certification request for deferred candidates form
- **CR6** Declaration of external assessment integrity form
- **CR7** Request for credit certificate form
- **CR8** Application for replacement certificate form

Please keep each of the enclosed forms as a blank ‘master’ which you can photocopy as required for future groups. Copies can be downloaded from the CPCAB website: www.cpcab.co.uk or from the tutor CD.

CR1: CANDIDATE REGISTRATION FORM

1. Candidates should be registered **within six weeks of the course start date** (except for short courses such as ELSK-L2, LSK-L2, USM-L2 and ICSK-L2 where they need to be registered within 4 weeks). A £50 late registration fee will be added for group registrations received after this time and such candidates may be excluded from the next external assessment. (Please also see paragraph 7 below about late registrations.)
2. Each new candidate group must be registered separately.
3. The government requires information on candidates’ cultural origin (not nationality), so please ensure that column 8 on page 2 of the candidate registration form is completed.
4. For candidates needing reasonable adjustments that require prior CPCAB agreement to complete external assessment, please complete **form CR3 (Application for reasonable adjustments)**.
5. For candidates needing reasonable adjustments that do not require prior CPCAB agreement, please notify CPCAB by completing **form CR3a (Notification of reasonable adjustments)**.
6. For candidates requiring special consideration because they are unable to sit the external assessment on the scheduled date, please complete **form CR3b (Application for special consideration)**.
7. **Late registrations:** CPCAB will not guarantee to accept group registrations if they are received later than the times specified in paragraph 1 above.

It is acceptable for one or two candidates to join a candidate group (and register with CPCAB) after the start of a course, provided that at least 90% of the course-programme, as measured in guided learning hours, still remains to be covered.

CPCAB strongly recommends, however, particularly for the advanced programmes (level 3 and above) that the introduction of a new course member should be very carefully considered and discussed with both the prospective member and the group.

8. CPCAB will not dispatch the tutor CD until the group has been registered.

¹ This form should only be used by centres that do not have access to the internet.

9. **Mixed registration groups:** CPCAB does not accept 'mixed registration' groups (candidate groups in which only some candidates are registered with CPCAB, whilst others are not).

10. **Candidate drop-outs /refunds of registration fees:**

CPCAB will give full refunds of registration fees – less an administration charge of £15 per candidate – for each candidate that withdraws from a course, for whatever reason, provided CPCAB is notified of such withdrawal **within six weeks** of the course start date. Beyond this cut-off point for full-refunds, CPCAB offers a 50% refund of registration fees for withdrawal on medical grounds where confirmed by the centre concerned.

CR2: CANDIDATE RECOGNITION OF PRIOR LEARNING (RPL) FORM

1. Centres are responsible for ensuring that candidates are given recognition of their prior learning and experience (RPL) as well as meeting the CPCAB entry requirements. Centres are required to complete Form CR2 for all candidates being registered for units/qualifications at level 3 and above. Please also see the section on *Candidate entry requirements* in the Qualification Document concerned.
2. The RPL process is in place to ensure that candidates are enrolled in appropriate courses and to avoid any future problems that might arise from inadequate screening at the pre-induction phase of the courses.
3. In order to ensure that centres carry out the RPL procedures satisfactorily, CPCAB samples the centre RPL process during external verification visits. It is the centre's responsibility to ensure that CPCAB guidelines are followed and that appropriate records are kept.

CR3 and CR3a: REASONABLE ADJUSTMENTS

1. Forms **CR3** and **CR3a** are available from both the CPCAB website and the tutor CD.
2. Centres can make certain reasonable adjustments to meet candidates' learning and external assessment needs *without* prior agreement from CPCAB. Please see the reverse of **form CR3a (Notification of reasonable adjustments)** for the guidance table - category A.
3. **ALL** reasonable adjustments made in this way must be notified to CPCAB on **form CR3a**.
4. If candidates require reasonable adjustments that require *prior agreement* from CPCAB (category B in the guidance table) please complete **form CR3 (Application for reasonable adjustments)**.
5. Please return the **form CR3** to CPCAB **at least eight weeks prior to the external assessment** to allow sufficient time to provide extra DVDs and/or papers in larger font sizes. CPCAB cannot guarantee materials will be available if the required notice period is not observed. **Form CR3a** should be returned as early as possible and well before the external assessment date.

CR3b: APPLICATION FOR SPECIAL CONSIDERATION

1. Candidates who are registered to undertake an **external assessment** on a particular date but who are unable to do so because of a temporary illness, injury or indisposition, are eligible for **special consideration**.
2. The eligibility criteria are set out in **form CR3b** which is available on the tutor CD and the website.
3. Please complete **form CR3b** and return to CPCAB with relevant supporting documents.

CR4: ADMINISTRATION CONTACTS FORM

Please complete the enclosed form to keep your contact details up-to-date. This will help to ensure the prompt delivery of your CD, external assessment papers, external verification reports, invoices and other relevant documentation.

CR5: CERTIFICATION REQUEST FOR DEFERRED CANDIDATES

Please complete this form to request certification for a candidate who has completed internal assessment after the course has finished. Please note that if a candidate is likely to exceed the acceptable one year extension for client hours, then the core tutor must ask permission for a further extension in writing from CPCAB, before the twelfth month has expired.

CR6: DECLARATION OF EXTERNAL ASSESSMENT INTEGRITY

You will be asked by CPCAB to complete this form if the person handling the external assessment material in your centre is also in contact with candidates.

CR7: REQUEST FOR CREDIT CERTIFICATE

Please complete this form to request a credit certificate for a candidate who has completed whole units of a CPCAB qualification but who has not completed the whole qualification. Credit cannot be awarded for part-achievement of units. There is an administrative charge of £15.

CR8: REQUEST FOR REPLACEMENT CERTIFICATE

Please complete this form to request replacement certificates for candidates in the event of loss or damage. Certificates can only be re-issued in the original name of the candidate and will be marked 'replacement'. Applicants are required to give a clear reason and to provide identification. There is an administrative charge of £35.

The CPCAB website www.cpcab.co.uk contains information about our units and qualifications (both current and in development), external verification and external assessment systems. A wide range of supporting documents can be directly down-loaded from this site including:

Qualification Documents (a different one for each qualification). These include the full specification, tutor requirements, candidate entry requirements and minimum assessment requirements.

Tutor Guides (a different guide for each CPCAB qualification). These include the guidance on the delivery and assessment of the units/qualification and guidance on any additional practice requirements.

Candidate Guides (a different guide for each CPCAB qualification). These include a candidate learning record and guidance to the unit specifications and practice requirements as well as detailed guidance to the learning outcomes and assessment criteria.

A number of DVDs can also be purchased from the CPCAB on-line shop.

Please send all completed forms to:
CPCAB, PO Box 1768, Glastonbury, Somerset BA6 8YP
Email: admin@cpcab.co.uk or Fax: 01458 852055.