



# Handbook for Awarding Organisations

## 2017



# CCEA Regulation Handbook for Awarding Organisations

## Contents

<b><u>Section 1</u></b>	<b><u>Northern Ireland Policy Requirements</u></b>	<b>1</b>
	<u>DE Requirements</u>	1
	<u>Entitlement Framework Policy and Designation</u>	1
	<u>Northern Ireland Discount Code</u>	2
	<u>Additional Northern Ireland Specific Detail on Register</u>	2
	<u>DfE Requirements</u>	2
<b><u>Section 2</u></b>	<b><u>Recognition of Awarding Organisations</u></b>	<b>4</b>
	<u>The Recognition Process</u>	5
	<u>After Recognition</u>	5
<b><u>Section 3</u></b>	<b><u>Statement of Compliance</u></b>	<b>6</b>
	<u>Completing the SoC</u>	7
	<u>SoC Submission Process</u>	7
<b><u>Section 4</u></b>	<b><u>Accreditation of Qualifications</u></b>	<b>8</b>
	<u>GCSE and GCE Qualifications</u>	9
	<u>Professional and Technical (Vocational) Qualifications</u>	9
	<u>Quarterly Return</u>	9
	<u>Accreditation Process</u>	10
<b><u>Section 5</u></b>	<b><u>Scrutiny and Monitoring</u></b>	<b>13</b>
	<u>Scrutiny and Monitoring</u>	14
<b><u>Section 6</u></b>	<b><u>Certificates and Logos</u></b>	<b>15</b>
	<u>GCSE and GCE Qualifications</u>	16
	<u>Professional and Technical (Vocational) Qualifications</u>	16
	<u>Logo Requirements</u>	16

<b><u>Appendix 1 – Condition B2 The annual statement to CCEA Regulation</u></b>	<b>18</b>
<b><u>Appendix 2 – CCEA Regulation Annual Statement of Compliance 2017</u></b>	<b>19</b>
<b><u>Appendix 3 – Condition E5 Assurance that qualifications comply with the conditions</u></b>	<b>29</b>
<b><u>Appendix 4 – AO Quarterly Return July–September 2017</u></b>	<b>30</b>
<b><u>Appendix 5 – CCEA Regulation Logo Requirements</u></b>	<b>31</b>
<b><u>Appendix 6 – CCEA Regulation Additional Certificate Requirements</u></b>	<b>35</b>
<b><u>Appendix 7 – Condition B5 Representations regarding qualifications</u></b>	<b>37</b>

# Section 1

## Northern Ireland Policy Requirements



## Northern Ireland Policy Requirements

CCEA Regulation acts on behalf of the Department of Education (DE) and the Department for the Economy (DfE) to regulate the qualifications offered to learners in Northern Ireland. These functions are enabled by the Education (Northern Ireland) Order 1998<sup>1</sup>. The scope of our regulation was extended to cover all qualifications in Northern Ireland from May 2016.

Along with our regulatory role, we provide advice, support and guidance on all aspects of qualifications, including development activities, to both DE and DfE. In addition, we currently have a key role in implementing European initiatives such as the European Qualifications Framework to support the transparency and recognition of knowledge, skills, and competences to make it easier to study and work anywhere in Europe.

### DE Requirements

#### Entitlement Framework Policy and Designation

The Entitlement Framework (EF) is the post-14 curriculum in schools in Northern Ireland. It aims to provide access for pupils to a broad and balanced curriculum. Under the EF, all pupils must have access to a minimum number of courses at Key Stage 4 and post-16, of which at least one third must be general and one third applied.

DE must approve a qualification for use in schools in Northern Ireland. Schools and/or awarding organisations can submit a request for approval to DE by completing the qualification approval request form and emailing it to DE (qualsapprovals@education-ni.gov.uk). For DE to consider a qualification for use in schools, the qualification must be put through an accreditation process and ticked 'offered in Northern Ireland' on the Register of Regulated Qualifications (the Register).

After approving the qualification, DE assigns it an EF designation of general, applied or not eligible. To be classified as general or applied, a qualification must meet the following requirements for level and size:

- at Key Stage 4, the qualification must provide opportunities to reach Level 2 and have a minimum of 120 guided learning hours (GLH); and
- at post-16, the qualification must provide opportunities to reach Level 3 and have a minimum of 360 GLH.

DE uses the following definitions:

#### General

The assessment arrangements are designed to enable learners to demonstrate the level

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<sup>1</sup>Education (Northern Ireland) Order 1998 Article 75

of their knowledge, understanding and skills through written tasks. The learning and assessment focus is set within a subject specific context.

### Applied

The assessment arrangements are designed to enable learners to demonstrate their knowledge, understanding and skills through practical demonstration and/or within a context related to employability.

### Northern Ireland Discount Code

The purpose of a discount code is to group qualifications with similar content together and compare them to the other qualifications with that code. For an awarding organisation to offer a qualification in Northern Ireland schools, it must assign the qualification a discount code from the [Northern Ireland Discount Codes](http://www.ccea.org.uk) list (available at [www.ccea.org.uk](http://www.ccea.org.uk)). A qualification is assigned a discount code on the basis of the subject it covers. Discount codes are used by DE in Northern Ireland for the purpose of measuring school performance. Although similar to the system in England and Wales, the Northern Ireland discounting system uses different discount codes. If you intend to offer your qualification in Northern Ireland schools, you should use the Ofqual/CCEA Portal (the Portal) to assign the qualification a discount code from the Northern Ireland Discount Codes list. If your qualification has been requested for use in a school and you have not assigned it a discount code, we contact you to request the code. This may slow down the qualification approval process.

### Additional Northern Ireland Specific Detail on the Register

Once DE have approved the qualification for use in schools, we calculate additional details for the qualification, such as the GCE or GCSE size equivalence and performance points. This is to enable schools to make their qualification achievement returns to DE in August each year. For all qualifications that DE has approved for use in schools, the GCE or GCSE size equivalence and other additional Northern Ireland specific detail, such as the EF designation, appear on the Register alongside the Northern Ireland discount code. We populate these fields on the Register for your qualifications.

### DfE Requirements

Professional and technical (vocational) qualifications offered in further education colleges and training organisations in Northern Ireland are subject to DfE policy requirements. To receive public funding in Northern Ireland, such qualifications must be offered by awarding organisations that we recognise and their qualifications must be accredited by us.

DfE also funds qualifications for offer in its apprenticeships and training programmes if they meet DfE policy requirements and have been accredited by us. We tick the 'DfE funded' field on the Portal. This information is then displayed on the Register. DfE has reviewed its

programmes in training, apprenticeships and further education within the last three years. Further details can be found as follows:

- [Securing our Success](#) for apprenticeships (available at [www.economy-ni.gov.uk](http://www.economy-ni.gov.uk));
- [Generating our Success](#) for youth training (available at [www.economy-ni.gov.uk](http://www.economy-ni.gov.uk));  
and
- [Further Education Means Success](#) for further education (available at [www.economy-ni.gov.uk](http://www.economy-ni.gov.uk)).

## Section 2

# Recognition of Awarding Organisations





## Recognition of Awarding Organisations

For those awarding organisations recognised by Ofqual to operate in Northern Ireland prior to May 2016, we accepted the Ofqual recognition status. Since then, any organisation wishing to offer regulated qualifications in Northern Ireland must meet the [CCEA Criteria for Recognition – May 2017](#) (available at [www.ccea.org.uk](http://www.ccea.org.uk)) to be recognised by us. The following information sets out how we can recognise you as an awarding organisation.

### The Recognition Process

It is important that you and, in particular, your governing body understand fully the [CCEA Criteria for Recognition – May 2017](#) and the [CCEA General Conditions of Recognition – May 2017](#) (GCOR) (also available at [www.ccea.org.uk](http://www.ccea.org.uk)). Before applying for recognition, you must carry out a robust evaluation of your operations, and you must submit evidence of this in the [Application for Recognition Applicant Evaluation Template](#), along with the completed [Application for Recognition Form](#) (available at [www.ccea.org.uk](http://www.ccea.org.uk)). You should email both completed documents to [ccearegulation@ccea.org.uk](mailto:ccearegulation@ccea.org.uk)

You can also use our Application for Recognition Form to apply to the regulators in England (Ofqual) and Wales (Qualifications Wales). Each regulator makes its own decision, but all regulators use the same evidence, where appropriate. There is no cost for this service.

The first check we carry out is for completeness of the application. If it is not complete, we return it to you. If everything is correct, we take up to 45 working days to process the application. We evaluate it in line with the CCEA Criteria for Recognition and the GCOR.

If necessary, we meet with your representatives (including members of your governing body) to test and validate the evidence provided and to seek clarification. If your application is unsuccessful, we communicate our decision to you with an explanation.

### After Recognition

Once recognised, you are subject to the GCOR and may also be subject to any specific qualification conditions. In order to stay recognised, you must retain ongoing compliance with the GCOR and this is monitored through your annual Statement of Compliance (SoC) submitted to us (see Section 3).

# Section 3

## Statement of Compliance



## Statement of Compliance

This section sets out how you should evidence compliance with our regulatory requirements on an ongoing basis as required by our Condition B2 (see Appendix 1). You are responsible for the quality and standards of your qualifications. To assure us that these meet our requirements, you must evaluate objectively and critically your levels of compliance with the GCOR. You should have systems and processes in place to compare what you do, and how you do it, with the requirements of the GCOR. You must report your levels of compliance annually by submitting a SoC to us using a template (see Appendix 2). We may use your SoC to inform our future monitoring activity.

### Completing the SoC

In our template, we ask you to confirm if you are currently fully compliant or non-compliant and whether you are, within the next 12 months, likely to remain compliant or be non-compliant. If you declare non-compliance or likely future non-compliance, you must describe each non-compliance or potential non-compliance and report the action you are planning to take to become compliant. In addition, our SoC template asks you to:

- give details of how you conducted face-to-face meeting with centres;
- give details of your Quarterly Returns in the last year (see Section 4);
- provide evidence that you have awarded qualifications in Northern Ireland in the previous 12 or 24 months; and
- declare that your statement is accurate and has been approved by your responsible officer and the chair of your governing body.

### SoC Submission Process

We normally request return of your SoC between 1 June and 30 September each year. You can submit your statement at any time during this submission window. We communicate our annual SoC requirements at least two months before the start date of the submission window. There is one submission window per year.

You should return the completed SoC by email to [ccearegulation@ccea.org.uk](mailto:ccearegulation@ccea.org.uk) before the given closing date. Currently the SoC template is in Microsoft Word format only. We confirm receipt of your SoC by email. We also write to you after the closing date and either confirm that your SoC is satisfactory or request further information or clarification to assure us that you are compliant. If you have provided us with an action plan, we monitor your progress against this on an ongoing basis.

## Section 4

# Accreditation of Qualifications



## Accreditation of Qualifications

From May 2016, we became responsible for the accreditation and quality assurance of all qualifications offered in Northern Ireland, including GCSE, GCE and professional and technical (vocational) qualifications. We accredit qualifications seeking public funding from DfE and/or those intended for use in schools. However, we regulate all qualifications from the awarding organisations we recognise, even if these qualifications are not publicly funded.

### GCSE and GCE Qualifications

If you are a recognised awarding organisation wishing to offer GCSEs and GCEs in Northern Ireland, you must first ensure that your qualifications meet the requirements detailed in the [N Ireland GCE and GCSE Qualifications Criteria](#) document (available at [www.ccea.org.uk](http://www.ccea.org.uk) – see the Compliance page of the Regulation section).

You must then submit the specification and specimen assessment materials (SAMs) for each proposed qualification to us for accreditation. During the accreditation process, subject experts review the specification and other materials against qualification level criteria and, where they exist, subject level criteria.

If Ofqual or Qualifications Wales has accredited your GCEs and GCSEs and these qualifications are in line with Northern Ireland qualifications policy, we accept the qualifications for use in Northern Ireland and you do not have to submit materials for us to accredit.

Once your qualification has been accredited by CCEA Regulation, Ofqual or Qualifications Wales, you will be made aware of the decision and informed that you may upload your qualification to the Register. You should ensure that the 'offered in Northern Ireland' box is ticked for those GCEs and GCSEs that comply with Northern Ireland qualifications policy.

### Professional and Technical (Vocational) Qualifications

The procedures for professional and technical (vocational) qualifications apply to all qualifications other than GCSE and GCE types. All awarding organisations we recognise must make a return to us on a quarterly basis listing the professional and technical qualifications they intend to upload to the Register. This is outlined in our Condition E5.2 (see Appendix 3). We monitor returns to ensure that we receive a response from all awarding organisations that are active in Northern Ireland.

### Quarterly Return

Before the start of the quarter, we send you a Quarterly Return template to complete (see Appendix 4). For example, you must complete a template by 2 October 2017 for the qualifications that you are submitting for accreditation in the months of October, November and December. Your next return after that is due on 8 January 2018 for the months of January, February and March 2018.

It is only qualifications that are new or significantly amended that you must include in the return. **You must make a nil return if you have no qualifications for accreditation in a quarter.** If you are unsure whether or not to submit particular qualifications, please contact us at [ccearegulation@ccea.org.uk](mailto:ccearegulation@ccea.org.uk) for further advice.

You must not display 'offered in Northern Ireland' for these qualifications on the Register until we inform you that you may do so.

### Accreditation Process

See Figure 1 below for the accreditation process for publicly funded qualifications.

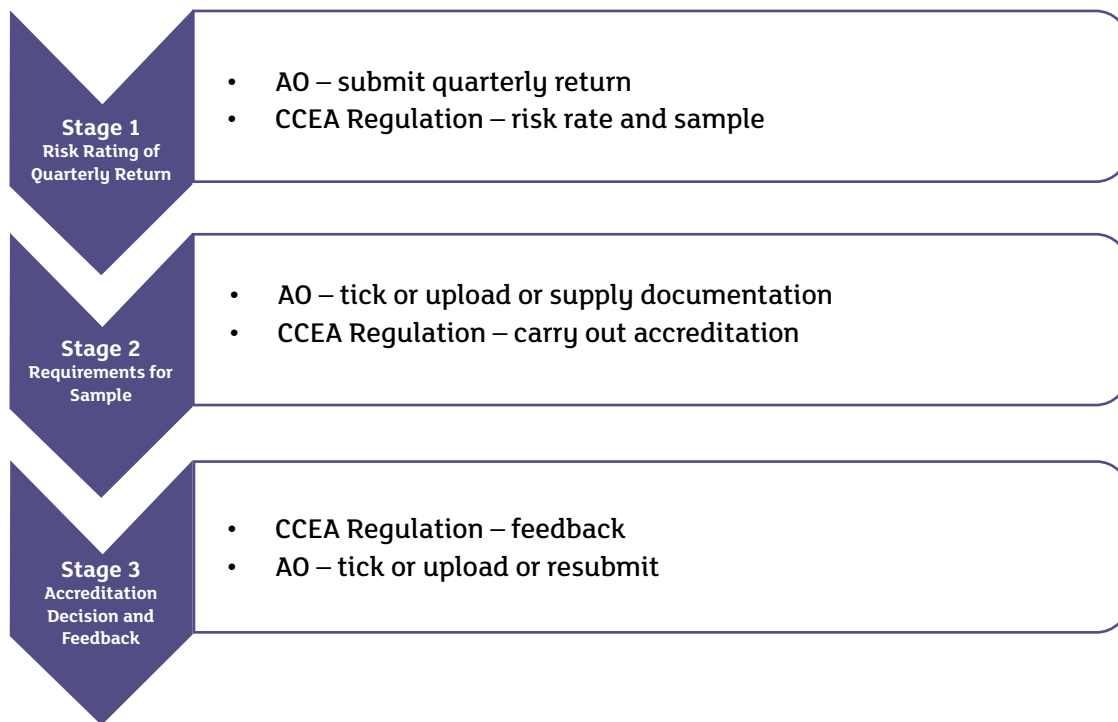


Figure 1 – CCEA Regulation Accreditation Process for Professional and Technical (Vocational) Qualifications

## Stage 1 Risk Rating of Quarterly Return Qualifications

You must send us the Quarterly Return by email ([ccearegulation@ccea.org.uk](mailto:ccearegulation@ccea.org.uk)). We then risk rate the qualifications in your return, taking into account factors such as:

- whether the qualification has the potential to meet the EF requirements;
- your status as a newly recognised awarding organisation, if applicable;
- whether the qualification falls within the Northern Ireland priority skills areas such as business services (specifically ICT), financial services, manufacturing (including advanced manufacturing and engineering), food and drink or agri-food, life and health sciences, creative industries, and digital media;
- whether the qualification has the potential to meet the requirements of the DfE apprenticeship or youth training programmes;
- whether the qualification leads to an industry licence to practice (for example first aid, manual handling or teaching qualifications);
- whether the qualification is Level 4 and above; and
- the number of accreditation resubmissions you have made in previous quarters.

From each awarding organisation, we then select a minimum 10 percent sample of those qualifications that are risk rated with a high score.

## Stage 2 Requirements for the Sample

If none of your qualifications fall into this 10 percent category, we then contact you to let you know that we can accredit your qualifications immediately and so, you may tick them 'offered in Northern Ireland' on the Portal or upload them directly to the Register.

If we select some or all of your qualifications, we contact you to let you know that we are putting these qualifications through the accreditation process. You must not tick any of these qualifications 'offered in Northern Ireland' on the Portal or upload them to the Register until we advise you to do so.

For each of your qualifications that we are accrediting, you must supply us with the following documentation and information:

- specifications, SAMs and associated mark schemes for the qualification;
- the rationale and purpose of the qualification;
- evidence of sector support for the qualification (at least one item should be from a Northern Ireland company or delivery partner, or one that operates throughout the UK); and
- how the content of the qualification was developed.

### Stage 3 Accreditation Decision and Feedback

If we select a qualification for accreditation, we assess it against criteria from the GCOR (see Figure 2 below). You must not tick 'offered in Northern Ireland' on the Portal or upload to the Register any of your qualifications listed in the Quarterly Return until we advise you to do so.

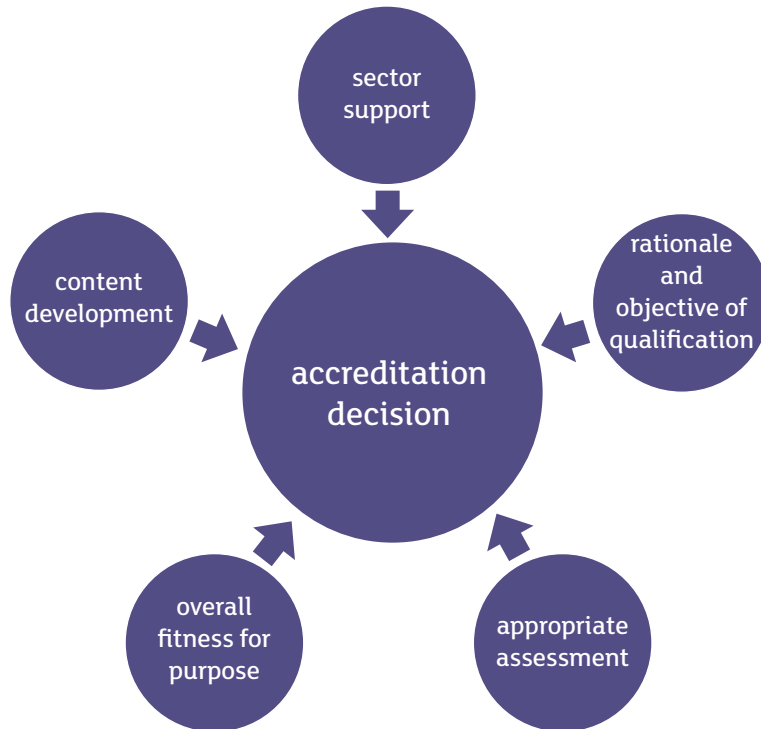


Figure 2 – CCEA Regulation Accreditation Criteria

We provide feedback on our decision within 15 working days. You receive an accreditation feedback report outlining where we have identified non-compliances with our regulatory requirements. We ask you to amend these as required to ensure compliance. The report also outlines our recommendations to you based on good practice. It is your decision whether to implement these recommendations.

If we accredit your qualification, you may then tick 'offered in Northern Ireland' on the Portal or upload it to the Register. If we have asked you to amend your application, you must do this and return it to us for an accreditation decision. The process continues in this way until you have made all amendments to a satisfactory standard.

As part of this process, we may require a further sample of qualifications from your Quarterly Return. When we have accredited these qualifications, you may upload all the qualifications that you submitted in the Quarterly Return.



# Section 5

## Scrutiny and Monitoring



## Scrutiny and Monitoring

Our scrutiny and monitoring of qualifications is proportionate to the level of risk we perceive to be associated with any awarding organisation or with an individual qualification or a group of qualifications. Risks can arise from a range of sources, for example:

- internal factors in awarding organisations, such as governance, finance, internal processes, expertise, or systems or processes; and/or
- external factors, such as competition between awarding organisations or changes in government legislation and/or funding.

We also assess intelligence gathered (for example, through the SoC, Quarterly Returns and accreditation process) and work closely with our fellow regulators Ofqual and Qualifications Wales in gathering and sharing information.

Before undertaking any monitoring activity, we give sufficient notice to the awarding organisations involved.

# Section 6

## Certificates and Logos



## Certificates and Logos

### GCSE and GCE Qualifications

For guidance on how to use the CCEA Regulation logo along with the logos of Ofqual and Qualifications Wales on learners' certificates for GCSE and GCE qualifications, see this [letter](#) to awarding organisations (available at [www.gov.uk](http://www.gov.uk)).

### Professional and Technical (Vocational) Qualifications

To use the CCEA Regulation logo on your professional and technical (vocational) qualification certificates, you must be recognised by us to offer qualifications in Northern Ireland. For these certificates:

1. if the qualification is offered in Northern Ireland only, you **must** display the CCEA Regulation logo only; and
2. if the qualification is offered in Northern Ireland and also regulated by Ofqual and/or Qualifications Wales, you **must** display the CCEA Regulation logo and **may** display the Ofqual and/or Qualifications Wales logo(s).

All awarding organisations that we recognise have until 5 May 2018 to update their certificates with the CCEA Regulation logo.

### Logo Requirements

When using the CCEA Regulation logo, you must comply with requirements set out in our CCEA Regulation Logo Requirements (see Appendix 5) and CCEA Regulation Additional Certificate Requirements (see Appendix 6). This is a requirement of our Condition B5.3 (see Appendix 7).

We do not regulate a qualification outside of its regulation start and end dates. Under our Condition B5 (see Appendix 7), we expect you to remove the CCEA Regulation logo from certificates for unregulated qualifications.

# Appendices



## Appendix 1

### Condition B2 The annual statement to CCEA Regulation

- B2.1** An awarding organisation must provide to CCEA Regulation an annual statement in accordance with this condition.
- B2.2** The statement must specify either –
- (a) that the awarding organisation is fully compliant with its Conditions of Recognition at the date of the statement, or
  - (b) that it is not so compliant, in which case the statement must describe each instance of non-compliance and the date by which the awarding organisation expects to rectify the failure.
- B2.3** The statement must also specify either –
- (a) that the awarding organisation has no cause to believe that it will be likely to fail to comply with any of its Conditions of Recognition during the period of twelve months immediately following the date of the statement, or
  - (b) that it does have such a cause for belief, in which case the statement must describe each instance of potential non-compliance, the grounds for believing it to be likely to occur, and the steps being taken by the awarding organisation in relation to it.
- B2.4** The statement must be accurate, formally approved by the Governing Body of the awarding organisation, and signed by the chair of the Governing Body and the responsible officer.
- B2.5** The statement must be made in any form and on any date as may be notified to the awarding organisation by CCEA Regulation.
- B2.6** The statement must include a report on how the awarding organisations conducted face to face meetings with centres/teachers in Northern Ireland in the previous 12 months.

## Appendix 2



### CCEA Regulation Annual Statement of Compliance 2017

The Council for Curriculum, Examinations and Assessment (CCEA) has responsibility for the regulation of qualifications in Northern Ireland. Working independently from CCEA Awarding Organisation, CCEA Regulation is responsible for the accreditation and quality assurance of all qualifications offered in Northern Ireland, including GCSE, GCE and Professional and Technical (Vocational) qualifications. Our regulatory work also includes the recognition and monitoring of Awarding Organisations, ensuring that they have the capability to deliver the qualifications in their portfolio and that they meet our General Conditions of Recognition.

Condition B2 of the CCEA General Conditions of Recognition May 2017 requires all recognised Awarding Organisations to submit an annual statement to us. Your annual statement provides us with your judgements about your levels of compliance with our General Conditions of Recognition. Condition B2.4 requires that your statement is accurate. If we, through our regulatory work, identify that your statement is inaccurate you may be non-compliant with this condition and we may take regulatory action.

You are required to complete this statement in full.

You may include additional evidence and/or documents in section 9 to support your statement. However, the evidence you include will only be reviewed if it is relevant to your responses and clearly referenced to the conditions and the section that it is used to support.

#### Submitting your statement

Please submit your completed statement as a PDF document to: [ccearegulation@ccea.org.uk](mailto:ccearegulation@ccea.org.uk)

The submission window for your statement is between Thursday 1 June and midnight on Friday 29 September 2017. You must submit your statement during this window.



## CCEA Regulation Annual Statement of Compliance 2017

Please complete this template to make your annual statement to CCEA Regulation, as required by Condition B2 of the CCEA General Conditions of Recognition (GCOR).

### Your statement

Awarding Organisation name: \_\_\_\_\_

As Chair of the Governing Body I confirm that (indicate with 'X' as appropriate):

Statement	X
We are fully compliant with all of the CCEA GCOR.	
We have no cause to believe that we are likely to fail to comply with any of the CCEA GCOR within the next twelve months.	
We are not fully compliant with all of the CCEA GCOR and have indicated such non-compliance in section 2	
We are likely to be non-compliant with some or all of the CCEA GCOR within the next twelve months and have indicated likely non-compliance in section 3	



## Section 1: Declaration

We confirm that our Governing Body has reviewed and formally approved this statement, indicating their assent and confirming the accuracy of it.

We confirm that the answers we have given in this statement are accurate and describe our current position.

We understand that we may be in breach of condition B2.4 if CCEA Regulation finds that this statement is incorrect.

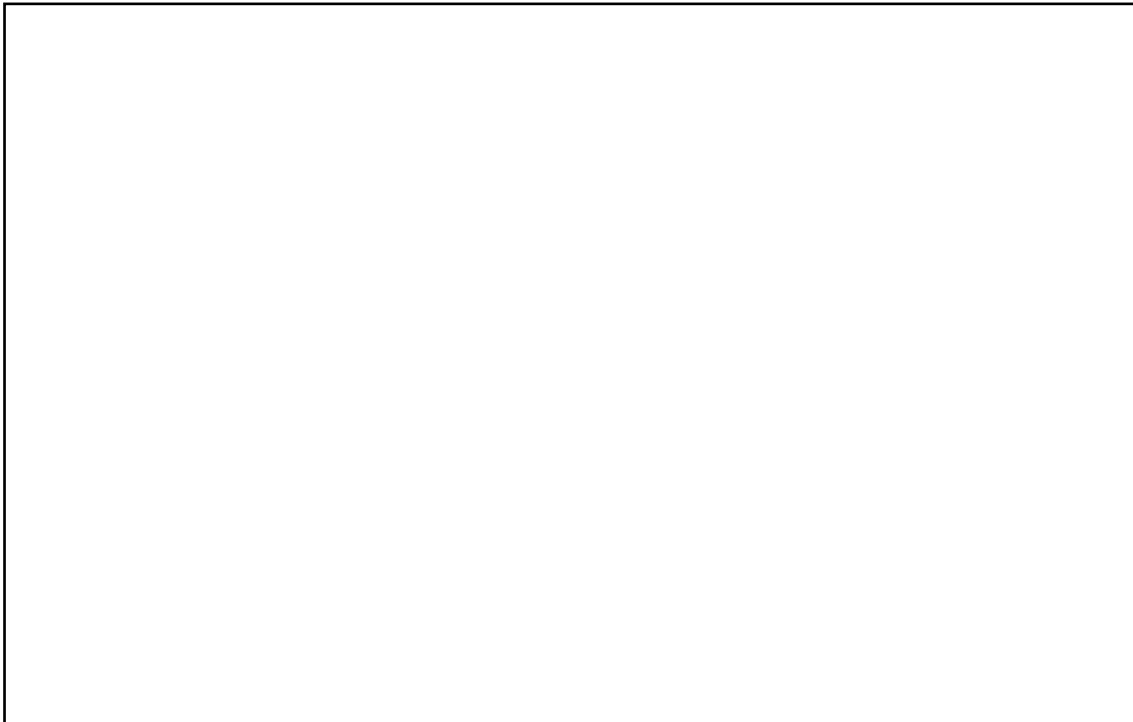
We understand that, in accordance with Condition B3.1, we must promptly notify CCEA Regulation if we have cause to believe that any event has occurred, or is likely to occur, which could have an adverse effect.

<b>Your name (Chair of Governing Body)</b>	
<b>Your signature</b>	
<b>Your name (Responsible Officer)</b>	
<b>Your signature</b>	
<b>Awarding Organisation</b>	
<b>Date of statement</b>	

## Section 2: Current non-compliance

If you have indicated that you are currently not compliant with some or all of the CCEA GCOR please describe below:

- The Conditions with which you are not compliant
- How you know that you are not compliant
- When you expect to become compliant

A large empty rectangular box with a black border, intended for the user to provide details about their current non-compliance with the CCEA GCOR. The box is currently blank.

### Section 3: Likely future non-compliance

If you have indicated that you are likely to become non-compliant with some or all of the CCEA GCOR, please describe below:

- The Conditions with which you are likely to fail to comply
- How you know that you are likely to fail to comply

### Section 4: Awarding Organisation action plan

If you have identified in section 2 and/or section 3 that you are currently not compliant and/or likely to become non-compliant in the future, you must complete the action plan below. Please detail the action(s) you are taking and/or intending to take to become compliant and the planned dates for the completion of the action(s). You may include additional rows in your action plan.

This action plan will be reviewed by CCEA Regulation against the information included in your statement and against other information that we hold. This action plan will be regularly monitored by CCEA Regulation and will be used to monitor your progress towards compliance.

Awarding Organisation action plan					
Current non-compliance action plan					
Non-compliance (e.g. A1.3)	Action you are taking to become compliant	Proposed completion date	Progress against the planned action	Completion date	Validation by CCEA Regulation
					To be completed by CCEA Regulation
Likely future non-compliance action plan					
Likely non-compliance (e.g. A1.3)	Action you are taking and/or intending to take to ensure compliance	Proposed completion date	Progress against the planned action	Completion date	Validation by CCEA Regulation
To be completed by CCEA Regulation					To be completed by CCEA Regulation

## **Section 5: Maintaining confidentiality of assessment materials, including the conduct of specified training events (G4)**

The CCEA GCOR G4 seeks to ensure the integrity of qualifications is not compromised by awarding organisation's contacts with centres/teachers in N Ireland.

G4.2 In particular, an awarding organisation –

- (a) must take all reasonable steps to ensure such confidentiality is maintained where it (or any person connected or previously connected to it) provides training or training materials in relation to such a qualification,
- (b) Must not provide or endorse any prohibited training, and
- (c) Must take all reasonable steps to ensure that any person connected or previously connected to it does not provide or endorse any prohibited training.

State how your Awarding Organisation conducted face to face meetings with centres/ teachers in N Ireland in the previous 12 months.

If you have not held meetings within the past 12 months, please explain why.

## Section 6: Assurance that qualifications comply with the conditions (E5)

The CCEA GCOR E5 seeks to ensure any qualification offered in N Ireland complies with the requirements of its Conditions of Recognition.

- E5.2 Before submitting a qualification to the Register in N Ireland, an awarding organisation must –
- (a) on a quarterly basis, submit a list of such qualifications to CCEA Regulation for accreditation, and
  - (b) await an approval accreditation decision before uploading to The Register the availability of the qualification in N Ireland.

Please complete the table below

Quarter	Return Made	No of Qualifications submitted	No of Qualifications accredited
July – Sept 16	Yes/No		
Oct – Dec 16	Yes/No		
Jan – June 17	Yes/No		

## Section 7: Awarding Organisation activity (A1.5)

The CCEA GCOR A1.5 states that an awarding organisation must take all reasonable steps to ensure that no two-year period passes in which it does not award a qualification in N Ireland. A qualification is awarded in N Ireland if there are learners who have been, or are likely to be, assessed wholly or mainly in N Ireland.

Please provide evidence that you have awarded qualifications in N Ireland:

- a) in the previous 12 months; or if not, then
- b) in the previous 24 months.

Your evidence should include all of the following:

- Number of active centres in N Ireland
- Total number of certificates awarded in N Ireland in each of the previous two years
- Number of N Ireland learners currently registered on or working towards qualifications

## Section 8: Documentation and evidence

This section is for you to record any documentation and evidence that you are submitting to CCEA Regulation to support your statement.

This is optional, but anything that you do submit will only be reviewed if it is relevant to your responses and clearly referenced to the conditions and the section that it is supporting.

Evidence name, number or reference	What is this evidence supporting and how? (include the section and condition(s) that it is supporting)



## Appendix 3

### Condition E5 Assurance that qualifications comply with the conditions

E5.1 Before submitting a qualification to the Register or for accreditation, an awarding organisation must –

- (a) review that qualification, and
- (b) assure itself that the qualification complies with the requirements of its Conditions of Recognition, making any changes to the qualification which are necessary for that purpose.

E5.2 Before submitting a qualification to the Register in N Ireland, an awarding organisation must –

- (a) on a quarterly basis, submit a list of such qualifications to CCEA Regulation for accreditation, and
- (b) await an approval accreditation decision before uploading to The Register the availability of the qualification in N Ireland.



## **Appendix 5**

### **CCEA Regulation Logo Requirements**



# CCEA Regulation Logo Requirements



CCEA Regulation  
29 Clarendon Road, Clarendon Dock,  
Belfast, BT 1 3BG

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## Introduction

CCEA Regulation is responsible for the regulation of all qualifications in Northern Ireland.

Qualifications are subject to statutory regulations because learners, employers and other 'customers' have a legitimate interest in the continuing availability of high quality qualifications that are fit for purpose, command public confidence, and are understood both by those who study for them and those who use them.

All qualifications that are regulated are listed in the Register of Regulated Qualifications.

## CCEA Regulation Logo Requirements

These Logo Requirements cover CCEA Regulation's identity, which includes the usage of the logo on certificates. It is the responsibility of the awarding organisation to make sure that it is compliant with CCEA Regulation Logo Requirements. There are three versions of the logo available for qualification certificates; colour, grayscale and a version for coloured backgrounds.

The logo featured in this document is only to be used on qualification certificates that refer exclusively to qualifications published on the Register of Regulated Qualifications. The logo may not be used on unit certificates or any other certificates. The logo should only be used on certificates for qualifications that CCEA Regulation regulates.

The use of the logo is not permitted for any other purposes without explicit written permission from CCEA Regulation .

The high resolution logo supplied should always be used on the front of certificates. The minimum size for the logo is 35mm wide and may not be resized. It is not permitted to place the logo against a pattern, change the colours, distort, skew, stretch, tilt, angle or in any other way alter the logo.

## Positioning

The logo must feature on the front of all qualification certificates at all times.

## Colour Version



Minimum size 35mm wide

## Greyscale Version



Minimum size 35mm wide

## Colour Background



Minimum size 35mm wide

## Exclusion area

No other graphic material or type-face should interfere with the logo or fall within the exclusion area indicated here.



Exclusion area

To receive the artwork in print ready formats please contact [ccearegulation@ccea.org.uk](mailto:ccearegulation@ccea.org.uk)



### Positioning

The logo must feature on the front of all qualification certificates at all times.

### Colour Version



Minimum size 35mm wide

### Greyscale Version



Minimum size 35mm wide

### Colour Background



Minimum size 35mm wide

### Exclusion area

No other graphic material or typeface should interfere with the logo or fall within the exclusion area indicated here.



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## Appendix 6

### CCEA Regulation Additional Certificate Requirements

This document details the additional certificate content an awarding organisation must include in the regulated qualification certificates it issues. These additional requirements do not apply to unit certificates which Awarding Organisations may issue. This document must be read and complied with in conjunction with condition I3 The design and content of certificates in the CCEA Regulation General Conditions of Recognition.

An awarding organisation must ensure that the design and production of each certificate it issues in relation to a regulated qualification which it makes available includes the following requirements clearly and distinctly expressed on the front of the certificate:

1. the full name of the awarding organisation as recognised by CCEA Regulation
2. the full name of the Learner as registered
3. the Qualification Number as assigned on the Register
4. the level of attainment of the Learner
5. the level of the qualification
6. the date (day/month/year) the awarding organisation confirms the Learner's attainment by issue of a certificate
7. CCEA Regulation's logo in line with CCEA Regulation logo requirements which may be published by CCEA Regulation and updated from time to time

An awarding organisation may include other relevant logos, including those of other regulators where appropriate.



## Appendix 7

### Condition B5 Representations regarding qualifications

#### Statements regarding qualifications which are not regulated qualifications

B5.1 An awarding organisation must not (and must take all reasonable steps to ensure that any person connected with it does not) make any statement that would be likely to lead Users of qualifications to believe that a qualification it makes available is a regulated qualification when it is not a regulated qualification.

#### Advertising and promotion of qualifications

B5.2 An awarding organisation must not (and must take all reasonable steps to ensure that any person connected with it does not) advertise or promote its qualifications in a manner that is likely to be misleading to Users of qualifications.

#### Use of CCEA Regulation's Logo

B5.3 An awarding organisation must ensure that its use of CCEA Regulation's Logo complies with Logo Requirements and Certificate Requirements which may be published by CCEA Regulation and revised from time to time.



For further information or copies of this report, please contact:

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