Achieve UK Training Registration and Certification Policy

Effective Date: March 2025
Last Review Date: March 2026

1. Registration Requirements:

- **Eligibility**: Learners must meet the specified criteria to enrol in the program, which may include educational prerequisites, prior qualifications, or experience.
- **Registration Deadline**: Learners must register within **90 days** of starting the course or training program. Failure to register within this timeframe may result in a **late fee**.
- **Late Fee**: If registration occurs after the 90-day period, a **late fee** may be charged. The exact amount will depend on the policies of Achieve UK Training Ltd.

2. Certification Process:

- **Completion of Assessments**: To qualify for certification, learners must successfully complete all required assessments, assignments, or examinations.
- **Verification and Quality Assurance**: All assessments must be checked and verified by the **Assessor** to ensure that they meet the standards required for certification.
  - The **Internal Quality Assurer (IQA)** will conduct **sampling** of learner work to ensure that assessments are fair, consistent, and meet the standards.
  - The **External Quality Assurer (EQA)** may also be involved in auditing the process to ensure that Achieve UK Training Ltd adheres to regulatory standards.
- **Issuance of Certification**: Upon successful completion of all required assessments and internal quality assurance processes, learners will be awarded their certification by **Achieve UK Training Ltd**.

3. Tutor Responsibilities:

- Tutors are responsible for providing guidance and support to learners throughout the training program.
- Tutors must notify the **IQA** when it is time to initiate **sampling** of the learner's work for quality checks.

4. Appeal Process:

- If a learner feels that their assessment was unfair or their certification was unjustly withheld, they may appeal the decision. The appeal process will be outlined in the learner's handbook and will involve a review by the **IQA** or **EQA**.

5. Learner Support:

- Learners will have access to support throughout their training, including:
  - **Tutoring support** for academic questions.
  - **Technical support** for any issues related to the portal or course materials.
  - **Assessment guidance** from Assessors and the IQA.

6. Certification Expiry/Validity:

- Certifications awarded by Achieve UK Training Ltd may have an expiry date or be valid for a specified period, depending on the type of qualification. Learners should check the validity period of their certification after receiving it.

This policy ensures that learners understand the necessary steps to register for their program, the criteria for receiving certification, and the roles of different individuals involved in the process.

If you need specific details or clarification regarding Achieve UK Training Ltd's policy, it might be best to consult the official documents provided by the training center or contact them directly.

Contact Details for Inquiries:

Achieve UK Training
95 Grove Lane, Handsworth,
Birmingham, West Midlands, B21 9HF
Phone: 0121 454 2525
Mobile: 07941015599 or 07868348192
Email: contact@achieveuktraining.com
Website: www.achieveuktraining.com

Approved by:
Manav Arora
Director and Head
01 March 2025