

# Frequently Asked Questions

For CILT(UK) Awarding Organisation Learning Partners

## **CILT(UK) Awarding Organisation (AO) requirements for all Learners**

As a regulated awarding organisation, CILT(UK) requires that:

- Learning Partners enrol each Learner with CILT(UK) at the beginning of the course of study
- Each Learner undertakes a course of study delivered by the Learning Partner to prepare Learners for the relevant CILT(UK) qualification assessments
- The Learning Partner registers each learner separately with CILT(UK) AO for each assessment.

## **Can CILT(UK) AO Learners take an examination held by a Learning Partner different to the one that they studied with?**

**Yes, but it must be agreed beforehand and administered by the Learning Partner who initially enrolled the Learner with CILT(UK).**

- Learners are normally expected to take a CILT(UK) assessment at the Learning Partner where they undertook the course of study.
- Learners who cannot do this – for instance, those who have undertaken an open or distance learning programme provided by a CILT(UK)-accredited Learning Partner, where the location or timing of assessment is not convenient to the Learner, may decide to take an assessment at another host CILT(UK) AO Learning Partner.
- Learners wishing to do this must identify another suitable host Learning Partner offering the relevant examination and may be charged an additional fee by the host Learning Partner to offer this service.
- The Learning Partner that enrolled the Learner must manage the registration for the assessment, regardless of where the Learner is sitting. The two Learning Partners must liaise with each other to ensure that this registration is processed correctly.
- The decision to accept a Learner on this basis from another Learning Partner is at the discretion of the Learning Partner hosting the examination.
- It is the responsibility of the Learning Partner that enrolled the Learner to ensure that Learners are prepared for the relevant CILT(UK) qualification assessment.

## **How can a Learner transfer from one CILT(UK) AO Learning Partner to another (Transfer of enrolment)?**

- Learners are advised to discuss the circumstances of the potential transfer with their current and proposed new CILT(UK) AO Learning Partner.
- Learners should use the list of CILT(UK) AO Learning Partners available on the CILT(UK) AO website to identify a suitable Learning Partner offering the relevant qualification (See 'Where to Study'): <https://ciltuk.org.uk/Qualifications>.

- Transfers of enrolment are accepted at the discretion of the Learning Partner and at the Learning Partner's own risk.
- Learners should be aware that they may be charged additional fees by the new Learning Partner to offer this service.
- The current Learning Partner must inform CILT(UK) AO of the details of the transfer (Relevant Learner information, date of the transfer, etc).
- A transfer fee is payable to CILT(UK) AO by the new Learning Partner.
- CILT(UK) AO will then transfer the Learner's existing enrolment to the new CILT(UK) AO Learning Partner. The Learner's existing enrolment start and end dates will remain unchanged.
- It is the responsibility of the new Learning Partner to ensure that Learners are prepared for the relevant CILT(UK) qualification assessments.

**Can non-CILT(UK) learners undertake assessments for CILT(UK) qualifications without enrolling and participating in a course of study for the relevant qualification?**

**No**

- Non-CILT(UK) AO Learners may approach CILT(UK) AO Learning Partners that have studied qualifications with other Awarding Organisations in the past (e.g. OCR that withdrew from offering CPC qualifications in 2021), to undertake CILT(UK) assessments without wishing to enrol and / or undertake course preparation for the relevant CILT(UK) qualification. CILT(UK) AO expects Learning Partners to regard potential Learners making such requests as if they were any other Learner new to the relevant CILT(UK) AO qualification.
- All CILT(UK) AO Learners undertaking CILT(UK) qualification assessments must enrol with a Learning Partner and undertake a course of study before undertaking CILT(UK) AO assessments.
- It is the responsibility of the Learning Partner to ensure that their Learners are sufficiently prepared for all relevant CILT(UK) qualification assessments.
- For the avoidance of doubt, CILT(UK) AO **does not** offer or permit an 'assessment-only' option for any of its qualifications, where Learners are permitted to register directly for an assessment without enrolment or course preparation before assessment registration.
- CILT(UK) qualification syllabuses, content and assessments are unique to CILT(UK) AO. They are entirely separate regulated qualifications regardless of whether the levels and titles appear to be similar to those offered by other Awarding Organisations.
- CILT(UK) AO has its own requirements in terms of enrolment, registration, policies and procedures, etc, which must be followed by all Learning Partners and Learners.
- CILT(UK) does **not** recognise prior learning or qualifications on an individual basis as exemptions for non-CILT(UK) AO qualifications. For further information, CILT(UK) AO's published Recognition of Prior Learning Policy is available on the CILT(UK) AO website (See 'Awarding Organisation Policies and Procedures'): <https://ciltuk.org.uk/Qualifications>.

**Contact Details**

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