

# ARC Training Services

## Claiming Units



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### Procedure for claiming units:

In order to promote holistic assessment and avoid the possibility of a learner's work becoming lost, plan, review and feedback records will remain with the assessor. All other documentation will remain in the learner's portfolio until completion of their qualification.

1. Internal Quality Assurers (IQAs) need to sample portfolios in preference to individual units. This enables them to check the introductory section, the portfolio structure and tractability of evidence. Unit verification is still permitted, subject to agreement with the internal quality assurer.
2. Once units have been signed by the IQA, a claim can be made by the organisation for certification.
3. The documents submitted to ARC Training Services must be copies of the:
  - Unit Declaration sheet
  - Evidence Location sheets (ELS) for the unit
  - Plan Assessment/Review/Feedback sheets relating to the unit.
  - The portfolio, on completion of the qualification. The centre must retain assessment records for a minimum of three years.
4. On completion of the award, the learner's portfolio must be submitted to a Development Officer from ARC Training Services in its entirety for summative sampling and signing of the Qualification Summary of Achievement sheet. The portfolio will then be sent to the centre for claiming of certificates and retained until the next External QA visit. The final certificate will not be issued until the completed portfolio is at the centre.
5. The portfolio will be returned to the learner and must be kept as it is for three years.
6. A copy of every Internal Quality Assurer Feedback Report and Sampling Plan must be sent to the centre. These records must be kept for a minimum of three years.

### Units previously achieved or achieved with another awarding organisation

Units achieved by a learner with one awarding organisation might be accepted as achieved by other awarding organisations. Therefore awarding organisations assessing learners who have achieved units with either City and Guilds or another awarding organisation, must check and accept them. The centre must carry out checks to establish the authenticity of a learner's claim to having previously achieved the unit. The original certificate must be seen by the assessor and a signed copy placed in the learner's portfolio behind the Qualification Summary sheet.

The Unit Accreditation Number and the unit title must be carefully checked to ensure they are identical to the unit being claimed via a direct transfer (RPL). The unit should be entered on to the Qualification Summary of Achievement sheet with the method RPL documented and a statement by the assessor on the PRF record that this has been checked and accepted.

If there are any doubts about the origin of the certificate the original certificate should be sent to the centre. Checks will be made with the issuing awarding organisation or learner's Achievement Record by the centre. Once authenticity is firmly established, the original certificate should be returned to the learner with a photocopy, which has been signed and dated by the Centre Qualifications Manager and placed in the learner's portfolio. External Consultants may request to see original certificates when sampling selected learner portfolios. IQAs will sample transferred units as part of the sampling plan.

On occasions, when a unit for transfer has been completed with the awarding organisation but cannot be found on their Learner Record of Achievement the above procedure will apply.

