



**Access to HE Provider Handbook
Registration of Students**

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1. Registration Deadlines

1.1 It is the Providers responsibility to ensure that all students are registered with AIM Qualification and Assessment Group no later than 6 weeks (42 calendar days) from the learner's start date, to ensure AIM Qualification and Assessment Group adhere to QAA regulations. Providers will then have a further 6 weeks to make amendments. Units must be selected no later than 12 weeks (84 calendar days) from the learner's start date. Students must also be registered before the submission of their UCAS applications.

1.2 In order to ensure that the QAA regulations are met the following rules must be observed:

- a) All credit exemption claims, whether through transfer or recognition of prior learning, must be completed and approved by the AVA before student registration.
- b) Students must be registered to a specific, named Diploma, with
 - 45 Level 3 graded credits
 - 15 ungraded credits at either Level 2 or 3.
- c) Once registered with the AVA, a student's registration profile cannot be changed in any way throughout the duration of their Diploma course unless there are 'Exceptional Circumstances' Providers must contact the AVA in such circumstances. A fee per learner will be incurred in line with AIM Fees and Charges policy.
- d) It is the Provider's responsibility to ensure that all students' names are spelt correctly on the registration form. Subsequent amendment requests will incur a charge.
- e) All late registrations will be reported to QAA.

2 How to Register Students

2.1 Full guidance on registering and awarding students is available on [Quartzweb](#)

2.2 Those within Providers with responsibility for the registration of students will need to have the Access to HE Administrator role on Quartzweb. The Contacts Manager feature on Quartzweb can be accessed under the Administration tab and is to be used to add contacts and select the appropriate role for the individual. Please then send an email to acesstohe@aimgroup.org.uk requesting the role to be activated.



Welcome to your AIM Qualificatio

Administration

Invigilation Assignment

Estimated Registrations

Contact Manager

Below is a link to detailed instructions for the use of you

0844 225 3377 or email enquiries@aimgroup.org.uk

2.3 Students must be registered within the stated registration deadlines. Providers must complete the Access to HE Registration Form and submit this via Quartzweb. The Provider should carry out checks both prior to and following registration to ensure that all students have been registered correctly and the correct units selected.

3 Late Registrations

3.1 All late registrations (including late unit registrations) must be reported to the AVA via a Late Registration Form which can be accessed [here](#) under the forms section. Once completed it must be submitted to acesstohe@aimgroup.org.uk along with a copy of the Provider's Registration and Certification Policy and Procedure.

3.2 The form should be fully completed to avoid delays in processing the registration.

3.3 Late registrations will incur a charge in line with AIM Fees and Charges policy.

4 Recognition of Prior Learning

4.1 Recognition of Prior Learning is an 'umbrella' term that is used to denote the processes of Accreditation of Prior Experiential Learning (APEL) and Accreditation of Prior Certificated Learning (APCL), whereby a student's prior learning is recognised.

4.2 All requests for the Recognition of Prior Learning (RPL) must be sent to AIM Qualification and Assessment Group for processing before Providers register students with the AVA. Providers cannot authorise credit exemptions.

4.3 APEL is the process used to give credit exemption to a student with former learning that has not been certificated or for skills and knowledge they already possess that matches the course they wish to study.

4.4 APCL is the process used to give credit exemption to a student who has previous achievement.

4.5 Acceptable evidence, in order of preference is:

- a certificate of achievement

- a statement of provisional results or a letter from an education provider that confirms prior achievement.

4.6 50% of credits can be gained through RPL. A student can claim up to 30 credits, but these will be capped at a PASS only for APEL and APCL.

5 Credit Transfer

5.1 Credit Transfer is the process whereby credit exemption for no more than 30 credits is given for previous achievement on another Access to HE course, if it:

- has been achieved within the previous three years
- forms a coherent package of study when combined with the subjects currently being studied.

5.2 When credits for Graded Units are transferred, grades are transferred with them.

5.3 Credit exemption can be claimed by contacting the AVA and requesting for the appropriate form to be sent for completion.

5.4 RPL cannot be used:

- For any student unable to provide the necessary evidence at the point of registration with the AVA.
- As a mechanism late in the course as a remedy for a student not achieving credits.
- If the evidence being used for RPL is more than 3 years old. For further guidance, please refer to the AIM Qualification and Assessment Group Recognition of Prior Learning and Achievement Policy and Process on the website.

6 Recommendation for the Award of Credit (RAC) and Gradetraka

6.1 The Recommendation for the Award of Credit (RAC) will be accessible from Quartzweb and available for downloading following student and unit registrations, providing the Rules of Combination (ROC) has been met.

6.2 RACs should be downloaded and checked as soon as they are available, and any admin errors or changes can be made on Quartzweb free of charge and within QAA regulations for up to 12 weeks (84 calendar days) from the learner's start date.

6.3 Please ensure that all pages of the RAC are checked to ensure that any approved APL / RPL is showing correctly. If any other prior achievement is identified that you did not know about, please contact the AVA as soon as possible.

6.4 [Gradetraka](#) is used by all Access to HE Providers and allows tutors to track their student's progression and grade profiles throughout the academic year and then export this information ready for the Final

Awards Board. The AVA will upload the RACs to Gradetraka for the Providers to access. GradeTraka also has the advantages of calculating students UCAS points as the course progresses and providing learner progress summary reports that can be used for tutorial discussions. The summary report could also be used to support students in confirming achievement with HEIs.

6.5 Programme and learner data will be pre-loaded into Gradetraka following registration and tutors will be able to add, amend or view the grades learners have achieved against their units. This information will also be able to be viewed as a summary suitable for tutorials with students or emailed to students to keep them up to date with their own progress.

6.6 If you require any additional tutors or class runs to be added to Gradetraka, please contact the Access to HE Team at accesstohe@aimgroup.org.uk.

7. Student who register on a second Diploma

7.1 Students who have previously studied an Access to HE Diploma may wish to register to study another Diploma of the same or different title. If the student is to be registered against units which have been previously achieved but they wish to resit the unit and assessment again, then this is only permitted if an assessment different to the original is set. Providers should inform the AVA if this is a case so that a RAC can be made available that will allow for a new grade to be entered. Students must be made aware that the grade achieved on the new registration is the grade that will stand.

8 Registration Amendments (Previously Exceptional Circumstances)

8.1 The application from a Provider to amend a student's registration after the permitted deadline, 12 weeks from the start of the course, must be formally requested using the appropriate Registration Amendment Form which can be accessed [here](#) under the Forms section.

8.2 The amendment may be due to circumstances beyond the control of the student e.g., an accident or serious illness, a Provider administration error, or failure of the Provider to register students before the permitted deadline.

8.3 The form will require an action plan to be completed if the situation is due to Provider error. This will identify how the issue will be addressed and prevented from happening again.

8.4 In order for the application to be considered, the Provider should ensure that:

- the student will not at any time, be registered for or be able to achieve more, or fewer, than 60 credits
- the new registration details are consistent with the ROC
- the change must not be allowed if the unit to which the amendment relates is one that has already been achieved on the student's course and for which other students have already been assessed
- the change must not be used in any way to allow a student to improve grade profile through substitution of a new unit for one already achieved. Where the amendment to registration is agreed, the AVA will issue an official confirmation of the approval to the Provider who must inform the student.

8.5 Once completed the form is to be submitted to acesstohe@aimgroup.org.uk for review.

8.6 A charge of £50 per form will be invoiced to the Provider.

8.7 Please note that Exceptional Circumstances are separate to the Extenuating Circumstances of a student that you may wish to discuss with the AVA Access to HE Coordinator at the Final Award Board.

8.8 Providers should advise students who amend their registration details after submitting their application to UCAS to notify the HEIs they have applied to. Failure to do so may result in the withdrawal of the offer of a place when the HEI receives the transcript of student achievement after Diploma completion.

8.9 The AVA will:

- keep records of all requests and outcomes
- monitor patterns of requests and identify Providers who require support and or intervention due to the volume of late registrations and or programme amendments submitted.
- report to QAA any incidences of late student and unit registration.