



Certification Policy

To be read in conjunction with the “Fair Assessment, Special Consideration and Appeals Policy”

Certain Red Snapper Learning training courses or qualifications result in a certificate being issued to the learner.

Certificates issued by the Red Snapper Learning can include:

- Certificate of Attendance
 - Where a learner has attended an un-assessed training or briefing event
- Certificate of Completion
 - Where a learner has successfully complete an assessed training event
- BTEC Qualification Certification (Accredited via Edexcel Pearson)
 - Where a learner has successfully completed a BTEC qualification

BTEC Qualifications

Certificates for BTEC qualifications will only be issued when the following criteria is met;

- The learner has completed **all** required elements or units of the qualification to the prescribed level and this has been assessed by the centre and if applicable the awarding body.
- The learner’s course fees have been fully paid
- The learner’s identification has been verified

Most Red Snapper Learning BTEC qualifications require attendance at tutorials and assessment through submission of assignments, course work or examination. Attendance at tutorials alone does not constitute completion of a BTEC qualification and certificates will only be issued to learners who complete the entire course programme at the required standard.

Disqualification

In the context of this policy disqualification means a learner being withdrawn from a course or programme and not being permitted to re-engage with any further elements without written agreement from the centre. Disqualification will not result in a refund of course fees paid or due for payment.

You may be disqualified from taking or continuing in course process, or from receiving certification, if Red Snapper Learning have determined through either examiner observation



or statistical analysis that you were engaged in collaborative, disruptive or other unacceptable behaviour before, during or following the administration of the course.

Disqualification can also occur where

A learner does not attend the prescribed tutorials without providing prior notice to the centre (no later than 48 hours before the tutorial date/s).

A learner fails to submit any required assignments or coursework within the time set without the prior agreement from the centre.

Awarding and Dispatch of Certificates

Subject to the criteria above and unless otherwise stated certificates will be issued by post to the address provided by the learner after successful completion of the qualification. Certification times may vary.

It is the learner's responsibility to inform the centre of any changes to their postal address.

Replacement certificates required as a result of incorrect information being provided by the learner will result in an additional certificate replacement charge.

All certificates will be sent in hard backed protective packaging via first class post with a clearly visible return to sender address.

The centre cannot reasonably be held responsible for a certificate after it has been dispatched.