

Early Years Educator/Practitioner qualifications – ‘knowledge only’ option- process for transferring learners and claiming certificates

We communicated last month to inform you that new **‘knowledge-only’ versions of Early Years Educator and Early Years Practitioner qualifications** were going to be available to enable progression for learners who are unable to access a work placement due to the current restrictions. We are pleased to be able to share with you what that process will look like and the steps you will need to follow to make a claim for certificates for the ‘knowledge only’ versions of the Early Years Educator and/or Early Years Practitioner qualifications. Please see below for further information.

1. Decide which learners you wish to transfer to the ‘knowledge only’ versions of the qualification/s
2. Contact the **Customer Recovery Team (CRT)** and:
 - a. state your **batch number**
 - b. confirm which qualification/s learners are **currently** registered on and confirm which qualification/s you are requesting **transfer** to
 - c. for **each learner** you wish to transfer include their **name, date of birth and their ULN** (if applicable).

Email this information to: customerrecovery@ncfe.org.uk

Please ensure that you do not bank any grades in the meantime on the original version/s of the qualifications for any learners that you are considering transferring to the ‘knowledge only’ versions.

3. Following receipt of your request, CRT will then email you within 72 hours confirming that you are able to access the Portal and submit unit grades (if applicable) and make your certification claims.

Useful information

Will there be any fees for transferring learners?

If you wish to transfer learners to the ‘knowledge only’ qualification/s no additional fees will be incurred.

Can learners that have transferred over to the new knowledge only version, transfer back to the original version if they want to?

Yes, learners can do this if they do not complete their learning on the ‘knowledge only’ version, however, in this instance a transfer fee will apply. If learners have made a certificate claim on the ‘knowledge only’ version and wish to then undertake the original version a new registration fee will apply but learners will be able to RPL over all the ‘knowledge only’ content.

What happens to any banked grades that have been submitted on the original qualifications?

The CRT will ensure that any banked grades that have already been submitted on the original versions are carried over to the 'knowledge only' versions of the qualifications as part of the transfer.

What are the titles of the new 'knowledge only' qualifications?

The new 'knowledge only' qualification titles and the original titles have been listed below:

| QRN | Current Early Years Educator/Practitioner qualification titles | New 'knowledge only' QRN | New 'knowledge only' qualification titles |
|------------|---|--------------------------|---|
| 601/2147/6 | NCFE CACHE Level 3 Diploma in Early Years Education and Care (Early Years Educator) | 601/2147/6/KNO | NCFE CACHE Level 3 Diploma in Early Years Education and Care (Knowledge only pathway) |
| 601/8438/3 | NCFE CACHE Technical Level 3 Diploma in Early Years Education and Care (Early Years Educator) | 601/8438/3/KNO | NCFE CACHE Technical Level 3 Diploma in Early Years Education and Care (Knowledge only pathway) |
| 601/2629/2 | NCFE CACHE Level 3 Diploma for the Early Years Workforce ((Early Years Educator) | 601/2629/2/KNO | NCFE CACHE Level 3 Diploma for the Early Years Workforce (Knowledge only pathway) |
| 601/4000/8 | NCFE CACHE Level 3 Diploma in Childcare and Education (Early Years Educator) | 601/4000/8/KNO | NCFE CACHE Level 3 Diploma in Childcare and Education (Knowledge only pathway) |
| 601/8437/1 | NCFE CACHE Technical Level 3 Diploma in Childcare and Education (Early Years Educator) | 601/8437/1/KNO | NCFE CACHE Technical Level 3 Diploma in Childcare and Education (Knowledge only pathway) |
| 603/3723/0 | NCFE CACHE Level 2 Diploma for the Early Years Practitioner | 603/3723/0/KNO | NCFE CACHE Level 2 Diploma for the Early Years Practitioner (Knowledge only pathway) |

If you have any questions regarding the guidance provided here, please contact your External Quality Assurer.