



# about VCerts.

**V Certs are our range of NCFE qualifications for schools. NCFE V Cert qualifications have been developed in line with the Department for Education measures as to what meets GCSE equivalency.**

V Cert qualifications are graded and contain internally assessed units and, in some cases, an external assessment element. Please check the Qualification Specification to see if an external assessment is part of the qualification you're delivering. Each V Cert qualification is equivalent to one GCSE.

## Resources

We've a range of free sample materials and support resources including Qualification Specifications, Delivery Guides and Sample Portfolio/ Assessments. The way our V Cert qualifications have been developed means you may be able to utilise existing GCSE resources to deliver V Cert qualifications, as long as they meet our Assessment Criteria. We're also continuing to develop our range of free resources. More information can be found on our website.



# getting started.

## Remember:

You should plan any external assessment into your V Cert qualification delivery. The externally assessed components must be delivered to the pupils before they sit the assessment.

When registering pupils on the NCFE Portal, you'll be asked to choose the assessment window you'd like your pupils entered on.

External assessment results are released in line with the published assessment windows. These dates are available on our website.

## 7 Easy steps to delivering V Certs

- step 1** Choose which V Cert(s) you'd like to deliver and gain approval on the NCFE website.
- step 2** **Register and enter** your pupils on the NCFE Portal in one easy step and start to deliver the qualification(s) (duration can vary depending on Guided Learning Hours). You'll now be allocated an External Quality Assurer who will visit you when a date is arranged.
- step 3** Submit your internal unit grades on the NCFE Portal as soon as possible after the completion of a unit and organise the date for your first visit directly with your External Quality Assurer (EQA).
- step 4** Your first external quality assurance visit will then take place to monitor processes, sample pupil's work and check the occupational competence of Assessors and Internal Quality Assurers.
- step 5** Your unit grades are then banked or rejected following your external quality assurance visit.
- step 6** A second external quality assurance visit will take place to sample remaining pupils's work and unit grades will be banked or rejected.
- step 7** You can now claim certificates when your pupils have banked grades for all the units and a result for the external assessment. Certificates will be issued to you within one working day.

# easy approval.

## Getting approved

Getting approved to run V Certs is easy and is the same as our other technical qualifications. Just request approval for the qualifications via our website, **ncfe.org.uk**. If you've any questions about getting approved to run V Certs then please contact the approvals team at **approvals@ncfe.org.uk** or call us on **0191 239 8000**.

## Using the Portal

The Portal is our online administration interface. To access the NCFE Portal you'll need to apply for a username and password. This can be done by completing the NCFE Portal registration form which is located on the Portal login page and can be accessed through our website.

From the home page you can register and enter your pupils in one easy step, enter them for an external assessment resit, submit unit grades or claim a certificate.

Unit grades should only be submitted once the work has been internally assessed and a sample has been internally quality assured. Once this has been done, please submit the applicable grades for each pupil. The unit grades will be stored until your EQA visit at which point they will be banked or rejected. If you wish to claim certificates for your pupils, this should be done once all internal unit grades have been banked by your EQA and your pupils have a result for the external assessment (if applicable). You can claim a unit certificate for any pupils who haven't completed the full qualification, but who'd still like recognition for the parts they've successfully completed.

If you've any queries about registering your pupils, entering them for an external assessment, submitting unit grades or claiming certificates, please contact your Customer Support Assistant.

You can also use the NCFE Portal for the following;

- registering pupils
- entering pupils for an external assessment resit
- submitting unit grades
- claiming pupil certificates
- downloading forms, orders and reports
- viewing your pupils' status 24 hours a day



# easy does it.

## Registration

Pupil registration for V Certs follows the same process as other qualifications so there's no need to worry!

Registrations are a vital step in ensuring your programme delivery goes according to plan and that successful pupils receive their certificates quickly. You can find out qualification/unit codes from our current Directory of Products and Services or from the Qualification Finder at **[ncfe.org.uk](https://ncfe.org.uk)**.

Once your pupils are registered with NCFE we'll allocate a unique 'batch number' to your group. The batch number is used to track groups of pupils from registration to certification and you should use this batch number when making enquiries.

Please ensure that you register your pupils with NCFE as soon as possible. This ensures you receive all the help and support you need from us, including prompt allocation of your EQA.

**Your External Quality Assurer won't be able to visit until you've registered pupils.**

For further information on our Portal, please see the Centre Support Guide or the Portal Handbook. A list of all our guides are available at [ncfe.org.uk/resources/ncfe-resources/support-guides](https://ncfe.org.uk/resources/ncfe-resources/support-guides)

Select the **Registration** link to start the registration process. You can register pupils in **3** different ways:

- 1** Key in – where you type your pupils' details directly into the Portal
- 2** CSV upload – where you can upload your pupils' details from an Excel spread sheet
- 3** Bulk CSV upload – where you can import your pupils' details directly from your MIS system (if you use the Tribal ebs software).

When you've decided which of these options you'd like to use, simply follow the onscreen instructions to complete your registrations. You'll be able to view your pupils' details on the Portal straight away. The Portal handbook provides more detailed instructions on how to use the Portal. Your Customer Support Assistant can talk you through it, or we have webinars throughout the year you could attend.

Once registered, you will need to select an assessment window so that pupils are entered for the external assessment.

## Submit internal Units

You can submit completed internal unit grades for a pupil on the NCFE Portal this gives you an accurate representation of the pupil's progress and current level of learning.

As soon as the pupil has been successfully registered, you'll be able to submit pupil grades based on pass, merit, distinction or not yet achieved following assessment and internal quality assurance. Your EQA will then receive notification that units have been submitted for a batch or pupil. Your EQA will visit you and the grades will then either be banked or rejected following discussion and support provided during the visit. An email will be sent to your centre contact.

Once the work is banked by your EQA, the pupil will have one attempt at resubmitting the work to achieve a higher grade. If a resubmitted grade is rejected by an EQA, this would count as their one extra attempt.

# more important stuff.

## External Assessment of V Certs

You must ensure that the externally assessed component (where applicable) is delivered to the pupils before they sit the external assessment. Pupils are allowed one resit opportunity for an external assessment. The highest grade will count.

This section focuses on how to manage entries and results for external assessment, where applicable.

## Registration and entries

You can now register and enter in one easy step for V Certs. When registering pupils, you'll need to select the date of the external assessment window. You'll still need to follow the entries process for

any resits you have. Click on the **Entries** button and search for your pupil using the batch number or programme code. The system will allow you to select an active assessment window which the assessment will be allocated to.

This Portal feature will not allow an entry to be allocated to an assessment window which has already started.

You can then select which pupils you're entering for the external assessment (including resits). If you need more guidance on this, the Portal Handbook provides more detailed instructions on how to use the Portal.

**Centres must enter pupils at least 10 working days in advance of their chosen assessment window date.**

**Schools must enter all pupils via the NCFE Portal by the advertised entry cut-off date in the assessment windows document.**

# supporting you.

The external assessment must be conducted in line with our Regulations for the Conduct of External Assessment V Certs. Once your pupils have completed an external assessment their evidence will be externally marked by the Examiner.

You should look at the assessment windows advertised within our assessment windows document which can be downloaded from our website when planning when the external assessment will take place.

Following the completion of the external assessment, pupil's evidence and relevant documentation needs to be returned to NCFE within 24 hours of the end of assessment window.

Pupils will be awarded one of the following grades for the external assessment;

- **Pass**
- **Merit**
- **Distinction**
- **Not Yet Achieved**

The results will be released on the advertised release date and will be available on the Portal, like the internally assessed units and can be viewed following results release date.

## Online certification

To claim a pupil's full qualification certificate, all internal units must be completed, assessed, Quality Assured and banked. The external assessment must also be achieved. You can do this by doing the following;

- **Search for pupils in several ways**
- **Check pupil status**
- **Claim for pupils or batches**
- **Print confirmation reports**

Once we receive a claim through the Portal we'll produce and send you the certificates within one working day. If we can't do this (for example, there is incorrect or missing information) we'll be in touch as soon as possible and explain what needs to be done before the certificates can be produced.

If you have any queries regarding the qualification, please call your customer support assistant, or our dedicated schools team on **0191 2408822**.

# up, up and away!

We understand that you might be asked about the value of vocational qualifications and V Certs by pupils and parents during options, career and parents meetings.

But how can you demonstrate the opportunities that are out there for pupils once they leave school? What benefit is there in doing a Level 2 V Cert in Art and Design or Music Technology? What are the possibilities?

To help, we've put together a collection of V Cert resources on our V Cert webpages.

**Just visit the [V Cert qualification page](#) or give us a call on 0191 240 8822\*.**

**NCFE**

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**Website: [ncfe.org.uk/vcerts](http://ncfe.org.uk/vcerts)**