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Administration Catalogue for Verified Schemes September 2004 - August 2005

Edition 1

September 2004

A600 0406

This Administration Catalogue shows the fee rates, qualification titles and codes to be used when completing forms for verified schemes in respect of:

- Application for Approval as an OCR Centre (**VQ1**)
- Seeking Approval for additional NVQs (**VQ1a**)
- Candidate Registration (**D79**)
- Certification Summary Form (**UB99**)

Centres will receive amendments and updates to the Catalogue as required. Fees quoted in the Catalogue are effective from 1 September 2004.

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Centre Approval for Verified Schemes

A fee of £175 will be charged to existing centres to add new verified qualifications (Form VQ1a). A fee of £250 will be charged to new centres for the processing of a centre approval for verified qualifications. This fee will cover all schemes listed on a single Application for Approval form (Form VQ1).

Please note that approval is subject to continued satisfactory verification of centre activity. If there are no registrations, entries or certifications for a qualification within three years of approval to offer OCR N/VQs, the approval will automatically lapse for that qualification.

Fee Options

OCR offers customers the facility to choose between two NVQ fee options. **Option 1** consists of a “pay as you go” approach whereby there is a **registration fee** followed by a **fee for each unit** certified. **Option 2** consists of a simple **one off payment** covering the registration and certification fee for a whole NVQ.

NVQs

National Vocational Qualifications

| | | Qualification Number | No. of Units | Candidate Registration £ | Option 1 Unit Price £ | Total Cost £ | Option 2 Full Award Fee Payable in Advance |
|----------------------------|---|----------------------|--------------|--------------------------|---------------------------------|--------------|--|
| Administration | | | | | | | |
| 01802 | Administration Level 1 | 100/1397/0 | 5 | 23.00 | 6.70 | 56.50 | 46.45 |
| 01803 | Administration Level 2 | 100/1398/2 | 8 | 23.00 | 4.60 | 59.80 | 48.75 |
| 01804 | Administration Level 3 | 100/1399/4 | 9 | 23.00 | 7.00 | 86.00 | 67.10 |
| 01805 | Administration Level 4 | 100/1400/7 | 9 | 45.85 | 9.65 | 132.70 | 106.65 |
| Advice and Guidance | | | | | | | |
| 01733 | Advice and Guidance Level 2 | 100/1365/9 | 6 | 32.00 | 10.30 | 93.80 | 75.30 |
| 01734 | Advice and Guidance Level 3 | 100/1366/0 | 8 | 41.35 | 12.40 | 140.55 | 110.80 |
| 01735 | Advice and Guidance Level 4 | 100/1367/2 | 10 | 51.80 | 11.05 | 162.30 | 129.15 |
| 03494 | Careers Education and Guidance Level 4 | 100/3135/2 | 11 | 49.85 | 10.65 | 167.00 | 131.90 |
| 03780 | Learning, Development and Support Services (for children, young people and those who care for them) Level 3 | TBC | 9 | 39.00 | 11.70 | 144.30 | 112.75 |
| 03781 | Learning, Development and Support Services (for children, young people and those who care for them) Level 4 | TBC | 11 | 48.90 | 10.40 | 163.30 | 129.00 |
| Call Handling | | | | | | | |
| 01747 | Call Handling Operations Level 2 | Q1054383 | 6 | 23.00 | 7.75 | 69.50 | 55.55 |
| 01748 | Call Handling Operations Level 3 | Q1054384 | 8 | 23.00 | 9.20 | 96.60 | 74.55 |
| 01749 | Supervising Call Handling Level 3 | Q1054385 | 8 | 23.00 | 9.20 | 96.60 | 74.55 |
| 01750 | Managing Call Handling Level 4 | Q1054386 | 10 | 51.60 | 7.85 | 130.10 | 90.85 |

| | | Qualification Number | No. of Units | Candidate Registration £ | Option 1 Unit Price £ | Total Cost £ | Option 2 Full Award Fee Payable in Advance |
|---------------------------|---|----------------------|--------------|--------------------------|--------------------------|--------------|---|
| Care | | | | | | | |
| 03551 | Care Level 2 | 100/3281/2 | 9 | 23.10 | 4.65 | 64.95 | 52.40 |
| 03552 | Care Level 3 | 100/3282/4 | 12 | 23.10 | 7.00 | 107.10 | 81.90 |
| 03554 | Registered Managers (Adults) Level 4 | 100/3213/7 | 10 | 50.40 | 13.05 | 180.90 | 141.75 |
| Customer Service | | | | | | | |
| 01686 | Customer Service Level 2 | Q1053818 | 5 | 23.20 | 8.85 | 67.45 | 54.20 |
| 01687 | Customer Service Level 3 | Q1053819 | 6 | 23.20 | 14.25 | 108.70 | 83.05 |
| 03787 | Customer Service Level 4 | 100/3502/3 | 7 | 47.40 | 10.30 | 119.50 | 97.85 |
| Estate Agency | | | | | | | |
| 01850 | Sale of Residential Property Level 2 | 100/2152/8 | 7 | 60.60 | 12.95 | 151.25 | 124.10 |
| 01852 | Sale of Residential Property Level 3 | 100/2153/X | 9 | 74.95 | 19.50 | 250.45 | 197.80 |
| Financial Services | | | | | | | |
| 01806 | Insurance (General and Intermediaries) Level 2 | 100/2207/7 | 6 | 31.00 | 5.55 | 64.30 | 54.35 |
| 01807 | Insurance (General and Intermediaries) Level 3 | 100/2208/9 | 7 | 39.75 | 13.25 | 132.50 | 104.70 |
| Health and Safety | | | | | | | |
| 03402 | Occupational Health and Safety Level 3 | 100/2680/0 | 7 | 41.30 | 13.45 | 135.45 | 107.25 |
| 03403 | Occupational Health and Safety Practice Level 4 | 100/2681/2 | 13 | 51.80 | 8.30 | 159.70 | 127.35 |
| 03404 | Occupational Health and Safety Practice Level 5 | 100/2682/4 | 12 | 68.85 | 9.55 | 183.45 | 149.10 |
| 03405 | Health and Safety Regulation Level 5 | 100/2692/7 | 9 | 68.85 | 11.45 | 171.90 | 141.00 |
| 01414 | Competence Award in Working Safely | - | 1 | 40.65 | 4.55 | 45.20 | N/A |
| 01415 | Competence Award in Managing Safety and Investigation | - | 5 | 40.65 | 4.55 | 63.40 | 56.60 |
| 01416 | Competence Award in Managing Safety and Promotion | - | 5 | 40.65 | 4.55 | 63.40 | 56.60 |
| 01417 | Competence Award in Health and Safety Review | - | 2 | 40.65 | 4.55 | 49.75 | 47.05 |
| 01418 | Competence Award in Environmental Safety | - | 1 | 40.65 | 4.55 | 45.20 | N/A |

| | | Qualification Number | No. of Units | Candidate Registration £ | Option 1 Unit Price £ | Total Cost £ | Option 2 Full Award Fee Payable in Advance |
|-------------------------------|--|----------------------|--------------|--------------------------|--------------------------|--------------|---|
| Information Technology | | | | | | | |
| 08670 | Developing Information Technology Programs Level 2 | Q1052695 | 6 | 23.20 | 9.65 | 81.10 | 63.75 |
| 08671 | Developing Information Technology Systems Level 3 | Q1052696 | 8 | 23.20 | 9.45 | 98.80 | 76.15 |
| 08672 | Developing Information Technology Systems Level 4 | Q1052697 | 9 | 23.20 | 11.45 | 126.25 | 95.35 |
| 08674 | Installing and Supporting Information Technology Systems Level 2 | Q1052693 | 6 | 23.20 | 8.05 | 71.50 | 57.05 |
| 08675 | Installing and Supporting Information Technology Systems Level 3 | Q1052694 | 8 | 23.20 | 9.45 | 98.80 | 76.15 |
| 08676 | Managing Information Technology Systems Level 4 | Q1052698 | 9 | 23.20 | 11.45 | 126.25 | 95.35 |
| 08677 | Operating Information Technology Systems Level 2 | Q1052691 | 5 | 23.20 | 9.65 | 71.45 | 57.00 |
| 08678 | Operating Information Technology Systems Level 3 | Q1052692 | 9 | 23.20 | 8.35 | 98.55 | 75.85 |
| 03384 | IT Users Level 1 | TBC | N/A | N/A | N/A | N/A | 39.15 |
| 03385 | IT Users Level 2 | TBC | N/A | N/A | N/A | N/A | 55.25 |
| 03386 | IT Users Level 3 | TBC | N/A | N/A | N/A | N/A | 73.75 |
| International Trade | | | | | | | |
| 00364 | International Trade and Services Level 2 | Q1022025 | 7 | 23.20 | 6.70 | 70.10 | 56.05 |
| 00362 | International Trade and Services Level 3 | Q1022021 | 9 | 41.30 | 6.05 | 95.75 | 79.45 |
| 00363 | International Trade and Services Level 4 | Q1022022 | 10 | 51.80 | 7.05 | 122.30 | 101.15 |
| Languages | | | | | | | |
| 01692 | National Language Units English Levels 1–4 | - | N/A | 23.20 | 5.75 | N/A | N/A |
| 01693 | National Language Units French Levels 1–4 | - | N/A | 23.20 | 5.75 | N/A | N/A |
| 01694 | National Language Units German Levels 1–4 | - | N/A | 23.20 | 5.75 | N/A | N/A |
| 01695 | National Language Units Irish Levels 1–4 | - | N/A | 23.20 | 5.75 | N/A | N/A |
| 01696 | National Language Units Italian Levels 1–4 | - | N/A | 23.20 | 5.75 | N/A | N/A |
| 01702 | National Language Units Spanish Levels 1–4 | - | N/A | 23.20 | 5.75 | N/A | N/A |
| 01703 | National Language Units Welsh Levels 1–4 | - | N/A | 23.20 | 5.75 | N/A | N/A |

| | | Qualification Number | No. of Units | Candidate Registration £ | Option 1 Unit Price £ | Total Cost £ | Option 2 Full Award Fee Payable in Advance |
|--|--|-------------------------|-----------------|--------------------------------|--------------------------------|--------------------|--|
| Learning and Development | | | | | | | |
| 03345 | Learning and Development Level 3 | 100/2538/8 | 11 | 41.30 | 8.45 | 134.25 | 106.40 |
| 03346 | Learning and Development Level 4 | 100/2539/X | 12 | 51.80 | 9.40 | 164.60 | 130.80 |
| 03347 | Learning and Development Level 5 | 100/2540/6 | 12 | 68.85 | 10.30 | 192.45 | 155.40 |
| 03413 | Direct Training and Support Level 3 | 100/2417/7 | 9 | 41.30 | 10.40 | 134.90 | 106.85 |
| 03414 | Management of Learning and Development Provision Level 4 | 100/2418/9 | 8 | 51.80 | 14.10 | 164.60 | 130.80 |
| 03412 | Co-ordination of Learning and Development Provision Level 4 | 100/2419/0 | 7 | 51.80 | 16.10 | 164.50 | 130.70 |
| 03435 | OCR Level 3 Award in Assessing Candidates Using a Range of Methods | 100/2414/1 | 1 | 41.30 | N/A | N/A | N/A |
| 03434 | OCR Level 3 Award in Assessing Candidates' Performance Through Observation | 100/2413/X | 1 | 41.30 | N/A | N/A | N/A |
| 03436 | OCR Certificate in Coaching Learners in the Workplace | N/A | 4 | 41.30 | 9.45 | 79.10 | 67.80 |
| 03438 | OCR Certificate in Initial Assessment and Support of Learners | N/A | 4 | 41.30 | 9.45 | 79.10 | 67.80 |
| 03439 | OCR Level 4 Award in Conducting Internal Quality Assurance of the Assessment Process | 100/2416/5 | 1 | 41.30 | N/A | N/A | N/A |
| 03440 | OCR Certificate in Mentoring in the Workplace | N/A | 4 | 41.30 | 9.45 | 79.10 | 67.80 |
| 03441 | OCR Certificate in Review and Assessment of Learning | N/A | 3 | 41.30 | 9.45 | 69.65 | 61.15 |
| Lift Truck Operations | | | | | | | |
| 08684 | Specialised Plant and Machinery Operations (Lift Truck) Level 2 | Q1052709 | 4 | 41.30 | 14.55 | 99.50 | 82.05 |
| Management and Business Support | | | | | | | |
| 01705 | Business Start-up Level 3 | 100/1453/6 | 5 | 41.35 | 12.20 | 102.35 | 84.05 |
| 01833 | Business Information Level 3 | 100/2341/0 | 4 | 44.10 | 22.45 | 133.90 | 107.00 |
| 01834 | Business Advice Level 4 | 100/2342/2 | 4 | 49.60 | 24.80 | 148.80 | 119.05 |
| 01840 | Business Development Level 4 | 100/2303/3 | 6 | 49.60 | 15.40 | 142.00 | 114.30 |
| 01065 | Management Level 3 | Q1050000 | 7 | 62.85 | 16.85 | 180.80 | 121.85 |
| 01066 | Management Level 4 | Q1050013 | 9 | 51.85 | 14.95 | 186.40 | 119.15 |
| 01069 | Energy Management Level 4 | Q1050014 | 9 | 62.85 | 13.70 | 186.15 | 124.50 |
| 01070 | Quality Management Level 4 | Q1050015 | 9 | 51.85 | 14.90 | 185.95 | 118.90 |

| | | Qualification Number | No. of Units | Candidate Registration £ | Option 1 Unit Price £ | Total Cost £ | Option 2 Full Award Fee Payable in Advance |
|-------|----------------------------------|----------------------|--------------|--------------------------|--------------------------|--------------|---|
| 01067 | Operational Management Level 5 | Q1050016 | 10 | 68.90 | 15.45 | 223.40 | 146.15 |
| 01068 | Strategic Management Level 5 | Q1050017 | 10 | 68.90 | 15.45 | 223.40 | 146.15 |
| 01486 | Environmental Management Level 4 | Q1050974 | 9 | 62.85 | 13.70 | 186.15 | 124.50 |
| 01742 | Team Leading Level 2 | 100/2121/8 | 6 | 22.05 | 8.25 | 71.55 | 56.70 |

Police

| | | | | | | | |
|-------|---|-----|----|-------|-------|--------|--------|
| 03762 | OCR Level 3 NVQ in Police Supervisory Management | TBC | 12 | 40.00 | 10.00 | 160.00 | 124.00 |
| 03763 | OCR Level 3 NVQ in Policing | TBC | 11 | 40.00 | 10.00 | 150.00 | 117.00 |
| 03765 | OCR Level 4 NVQ in Police Operational Management* | TBC | 11 | 50.00 | 12.00 | 182.00 | 142.40 |
| 03766 | OCR Level 4 NVQ in Police Organisational Management** | TBC | 11 | 50.00 | 12.00 | 182.00 | 142.40 |
| 03769 | OCR Level 4 NVQ in Policing | TBC | 11 | 50.00 | 12.00 | 182.00 | 142.40 |
| 03770 | OCR Level 5 NVQ in Police Strategic Management** | TBC | 14 | 66.00 | 11.00 | 220.00 | 173.80 |
| 03771 | OCR Level 5 NVQ in Police Operational Management* | TBC | 14 | 66.00 | 11.00 | 220.00 | 173.80 |

* Planned release date 1 December 2004

** Planned release date 1 February 2005

Procurement

| | | | | | | | |
|-------|---------------------|----------|----|-------|------|--------|--------|
| 00807 | Procurement Level 2 | Q1025815 | 7 | 23.20 | 7.70 | 77.10 | 60.95 |
| 00810 | Procurement Level 3 | Q1025816 | 9 | 41.30 | 7.05 | 104.75 | 85.75 |
| 00820 | Procurement Level 4 | Q1025817 | 10 | 51.80 | 9.55 | 147.30 | 118.65 |

Retail and Distribution

| | | | | | | | |
|-------|--|------------|---|-------|------|--------|-------|
| 01860 | Distributive Operations Level 1 | 100/2325/2 | 6 | 23.20 | 4.90 | 52.60 | 43.80 |
| 01861 | Distribution, Warehousing and Storage Operations Level 2 | 100/2105/X | 8 | 23.20 | 4.75 | 61.20 | 49.80 |
| 01862 | Distribution, Warehousing and Storage Operations Level 3 | 100/2106/1 | 8 | 41.35 | 7.25 | 99.35 | 81.95 |
| 01879 | Retail Operations Level 2 | 100/2103/6 | 8 | 23.20 | 4.65 | 60.40 | 49.25 |
| 01880 | Retail Operations Level 3 | 100/2104/8 | 8 | 41.35 | 9.55 | 117.75 | 94.85 |
| 00232 | Mail Operations Level 2 | Q1027222 | 6 | 41.20 | 3.60 | 62.55 | 56.15 |

Road Transport

| | | | | | | | |
|-------|--------------------------------|------------|----|-------|------|--------|--------|
| 03564 | Driving Goods Vehicles Level 2 | 100/3180/7 | 7 | 23.20 | 7.95 | 78.85 | 62.20 |
| 03565 | Driving Goods Vehicles Level 3 | 100/3181/9 | 10 | 62.80 | 9.10 | 153.80 | 126.50 |

| | | Qualification Number | No. of Units | Candidate Registration £ | Option 1 Unit Price £ | Total Cost £ | Option 2 Full Award Fee Payable in Advance |
|-----------------------------|---|-------------------------|-----------------|--------------------------------|--------------------------------|--------------------|--|
| Sales | | | | | | | |
| 01400 | Sales Level 2 | Q1051453 | 7 | 32.00 | 4.35 | 62.45 | 53.35 |
| 01401 | Sales Level 3 | Q1051454 | 10 | 41.30 | 5.40 | 95.30 | 79.10 |
| 01402 | Telesales Level 2 | Q1051451 | 6 | 32.00 | 5.40 | 64.40 | 54.70 |
| 01403 | Telesales Level 3 | Q1051452 | 10 | 41.30 | 5.40 | 95.30 | 79.10 |
| 01404 | Key Account Management Level 4 | Q1051456 | 11 | 51.80 | 5.10 | 107.90 | 79.85 |
| 01405 | Sales Management Level 4 | Q1051455 | 11 | 51.80 | 5.10 | 107.90 | 79.85 |
| Sport and Recreation | | | | | | | |
| 01398 | Sport, Recreation and Allied Occupations: Operations and Development Level 3 | Q1050873 | 10 | 41.30 | 4.45 | 85.80 | 72.45 |
| 01636 | Sport, Recreation and Allied Occupations: Coaching, Teaching and Instruction (Adults Exercise and Fitness) Level 3 | Q1052680 | 10 | 41.30 | 4.05 | 81.80 | 69.65 |
| 03546 | OCR Level 1 in Sport, Recreation and Allied Occupations | 100/2983/7 | 6 | 23.20 | 4.55 | 50.50 | 42.30 |
| 03547 | OCR Level 2 Activity Leadership | 100/2982/5 | 7 | 41.30 | 2.95 | 61.95 | 55.75 |
| 03548 | OCR Level 2 Operational Services | 100/2981/3 | 7 | 41.30 | 3.05 | 62.65 | 56.25 |
| 03549 | OCR Level 2 in Instructing Exercise and Fitness | 100/2871/7 | 5 | 41.30 | 2.35 | 53.05 | 49.55 |
| 03566 | OCR Level 2 in Sport, Recreation and Allied Occupations: Coaching, Teaching and Instructing in the context of Association Football | 100/2948/5 | 5 | 41.30 | 2.35 | 53.05 | 49.55 |
| Teaching Assistants | | | | | | | |
| 01845 | OCR Level 2 for Teaching Assistants | 100/2095/0 | 7 | 22.05 | 6.60 | 68.25 | 54.40 |
| 01846 | OCR Level 3 for Teaching Assistants | 100/2096/2 | 10 | 22.05 | 5.55 | 77.55 | 60.90 |

Other Verified Qualifications

| | Qualification Number | No. of Units | Option 1 | | Option 2 | | |
|-----------------------|---|--------------|--------------------------|--------------|--------------|-----------------------------------|-------|
| | | | Candidate Registration £ | Unit Price £ | Total Cost £ | Full Award Fee Payable in Advance | |
| Administration | | | | | | | |
| 01050 | Higher Diploma in Administrative Procedures | N/A | 10 | 23.40 | 6.30 | 86.40 | 67.50 |
| 01051 | Higher Diploma in Administrative and Secretarial Procedures | N/A | 10 | 23.40 | 6.30 | 86.40 | 67.50 |
| 01171 | Higher Bilingual Diploma in Administrative Procedures (Welsh/English) | N/A | 10 | 23.40 | 6.30 | 86.40 | 67.50 |

ESOL

| | | | | | | | |
|-------|--|--|--|-------|-------|-----|-----|
| 00860 | English for Speakers of Other Languages* | | | 11.75 | 18.55 | N/A | N/A |
|-------|--|--|--|-------|-------|-----|-----|

*This qualification is due to expire on 31 March 2005.

Exercise & Fitness

| | | | | | | | |
|-------|---|------------|--|-----|-------|-------|-----|
| 01859 | OCR Level 2 Certificate in Teaching Exercise and Fitness† | 100/1075/0 | | N/A | 18.75 | 59.80 | N/A |
|-------|---|------------|--|-----|-------|-------|-----|

Teacher/Trainer Qualifications

| | Qualification Number | No. of Units | Candidate Registration £ | Unit Price £ | Group registration | Candidate entry | Certification |
|-------|--|--------------|--------------------------|--------------|--------------------|-----------------|---------------|
| | | | | | | | |
| 00574 | Certificate in Counselling Skills and Learning Support | N/A | | | 108.15 | 16.70 | 23.45 |
| 00563 | Certificate in Counselling Skills in the Development of Learning | N/A | 1 | | 213.85 | 72.85 | 33.40 |
| 03430 | OCR Level 3 Certificate for Adult Literacy Subject Support† | 100/2977/1 | 6 | N/A | 28.85 | 139.05 | N/A |
| 03432 | OCR Level 4 Certificate for Adult Literacy Subject Specialists† | 100/2978/3 | 7 | N/A | 25.75 | 144.20 | N/A |
| 03431 | OCR Level 3 Certificate for Adult Numeracy Subject Support† | 100/3269/1 | 5 | N/A | 34.80 | 139.05 | N/A |
| 03433 | OCR Level 4 Certificate for Adult Numeracy Subject Specialists† | 100/3270/8 | 6 | N/A | 29.90 | 144.20 | N/A |
| 03572 | OCR Level 4 Certificate in Teaching Learners with Specific Learning Difficulties (Dyslexia)† | 100/3141/8 | 4 | N/A | 43.30 | 139.05 | N/A |

† Please note that for this qualification, all candidates must be registered using form NQF1 OCR Vocational Qualifications Entry Form (named route). Registrations made on a D79 will not be accepted.

| | | Qualification Number | No. of Units | Option 1 | | Option 2 | |
|--|--|----------------------|--------------|--------------------------|------------------------|-----------------------------|-----------------------------------|
| | | | | Candidate Registration £ | Unit Price £ | Total Cost £ | Full Award Fee Payable in Advance |
| 03573 | OCR Level 5 Certificate in Assessing and Teaching Learners with Specific Learning Difficulties (Dyslexia)* † | 100/3143/1 | 5 | N/A | 47.20 | 188.70 | N/A |
| 03574 | OCR Level 5 Diploma in Assessing and Teaching Learners with Specific Learning Difficulties (Dyslexia)† | 100/3144/3 | 7 | N/A | 36.05 | 200.85 | N/A |
| <p>*Step-up fee: Candidates wishing to achieve the Level 5 Diploma in Assessing and Teaching Learners with Specific Learning Difficulties (Dyslexia) having gained the Level 5 Certificate in Assessing and Teaching Learners with Specific Learning Difficulties (Dyslexia) should enter quoting the following scheme code:</p> | | | | | | | |
| 03575 | OCR Level 5 Diploma in Assessing and Teaching Learners with Specific Learning Difficulties (Dyslexia)* † | 100/3144/3 | N/A | N/A | N/A | 78.30 | N/A |
| | | | | | Candidate Entry (Unit) | Candidate Entry (Full Qual) | |
| 03465 | OCR Level 4 Certificate in FE Teaching Stage 1† | 100/2709/9 | 5 | N/A | 23.45 | 93.80 | N/A |
| 03466 | OCR Level 4 Certificate in FE Teaching Stage 2† | 100/2710/5 | 6 | N/A | 25.55 | 122.60 | N/A |
| 03467 | OCR Level 4 Certificate in FE Teaching Stage 3† | 100/2711/7 | 6 | N/A | 28.15 | 134.95 | N/A |

† Please note that for this qualification, all candidates must be registered using form NQF1 OCR Vocational Qualifications Entry Form (named route). Registrations made on a D79 will not be accepted.

Apprenticeship Packages

OCR now offers centres the opportunity to register Apprenticeship candidates under one scheme code at a discounted price.

The prices indicated below encompass the fees for the NVQ, Technical Certificate (if applicable) and all relevant Key Skills.

For more details on these packages, please contact our Information Bureau on 024 7685 1509.

Information Technology

| | £ |
|---|--------|
| 03503 Apprenticeship for IT User | 71.50 |
| 03482 Advanced Apprenticeship for IT User | 138.00 |

Business Administration

| | |
|---|-------|
| 03520 Apprenticeship in Business Administration* | 79.25 |
| 03521 Advanced Apprenticeship in Business Administration* | 98.55 |

Call Handling

| | |
|--|--------|
| 03538 Apprenticeship in Call Handling | 71.80 |
| 03539 Advanced Apprenticeship in Call Handling (Operations) | 152.85 |
| 03550 Advanced Apprenticeship in Call Handling (Supervising) | 152.85 |

Customer Service

| | |
|--|--------|
| 03783 Apprenticeship in Customer Service (Route A)** | 70.50 |
| 03784 Apprenticeship in Customer Service (Route B)** | 124.30 |
| 03782 Advanced Apprenticeship in Customer Service | 159.25 |

Retail

| | |
|---|--------|
| 03786 Apprenticeship in Retail | 119.70 |
| 03785 Advanced Apprenticeship in Retail | 170.50 |

* A new technical certificate will be launched during 2004-05; this will result in a change in the package fee.

** The Apprenticeship in respect of Customer Service is available without the technical certificate (Route A).

Key Skills

Please note: The Key Skills tests have been discontinued in Wales from September 2004. The scheme codes and fees for Wales are therefore listed separately from those for England and Northern Ireland to reflect this change.

England and Northern Ireland

| Qualification Code | Description | Fee |
|--------------------|---|--------|
| 01710 | Access to all six Key Skills Qualifications | £22.90 |
| 01711 | Communication | £8.90 |
| 01712 | Application of Number | £8.90 |
| 01713 | Information and Communication Technology | £8.90 |
| 03904 | Working with Others | £6.90 |
| 03905 | Improving Own Learning and Performance | £6.90 |
| 03906 | Problem Solving | £6.90 |
| | Test resit | £5.80 |
| | Proxy Claim | Free |

The overarching code (1710) is a one-off payment giving access to all six Key Skills. This fee entitles a candidate to:

- Take each of the six Key Skills qualifications
- Enter each qualification at any one level (Levels 1 – 4)
- Enter the tests for Communication, Application of Number and ICT
- Moderation of portfolio evidence
- Certification.

Each individual Key Skill qualification fee entitles a candidate to:

- Enter that individual qualification at any one level (Levels 1 – 4)
- Entry to a test at any level (Level 1 – 4), where applicable
- Moderation of portfolio evidence
- Certification.

Wales

| Qualification Code | Description | Fee |
|--------------------|--|--------|
| 03900 | Access to all six Key Skills Qualifications | £20.00 |
| 03901 | Communication Level 1 | £6.90 |
| 03902 | Application of Number Level 1 | £6.90 |
| 03903 | Information and Communication Technology Level 1 | £6.90 |
| 03904 | Working with Others | £6.90 |
| 03905 | Improving Own Learning and Performance | £6.90 |
| 03906 | Problem Solving | £6.90 |
| | Proxy Claim | Free |

The overarching code (3900) is a one-off payment giving access to all six Key Skills. This fee entitles a candidate to:

- Take each of the six Key Skills qualifications
- Enter each qualification at any one level (Levels 1 – 4)
- Moderation of portfolio evidence
- Certification.

Each individual Key Skill qualification fee entitles a candidate to:

- Enter that individual qualification at any one level (Levels 1 – 4)
- Moderation of portfolio evidence
- Certification.

National Vocational Qualifications (Certification Only)

The qualifications listed below have reached the QCA/OCR expiry dates. Centres may claim certification, but are no longer able to register candidates. Centres approved for these qualifications will be informed of last certification dates.

| | | Certification Summary Form (UB99) | | |
|-------------------------------|---|--|---------------------|-------------------------|
| | | Qualification Number | Unit Fee | No. of Units |
| Accounting | | | | |
| 01704 | Accounting Level 2 (revised 2000) | Q1053278 | 4.80 | 7 |
| 01222 | Accounting Level 3 | Q1050622 | 9.60 | 5 |
| 00504 | Accounting Level 4 | Q1050623 | 9.55 | 8 |
| Community Justice | | | | |
| 01409 | Community Justice (Work with Offending Behaviour) Level 3 | Q1050684 | 8.35 | 10 |
| 01410 | Community Justice (Work with Offending Behaviour) Level 4 | Q1050686 | 8.85 | 12 |
| Estate Agency | | | | |
| 01008 | Residential Estate Agency Level 3 | Q1026628 | 20.20 | 7 |
| 01128 | Residential Property Letting and Management Level 3 | Q1050683 | 15.45 | 8 |
| Financial Services | | | | |
| 00377 | Insurance (General) Level 3 | Q1020436 | 13.05 | 7 |
| 00709 | Insurance (Intermediaries) Level 3 | Q1018504 | 13.15 | 7 |
| 00259 | Providing Financial Advice (Insurance) Level 3 | Q1024820 | 12.10 | 6 |
| 00260 | Providing Financial Advice (Building Societies) Level 3 | Q1024821 | 12.10 | 6 |
| 00839 | Insurance (Life Offices) Level 2 | Q1022200 | 4.90 | 7 |
| 00340 | Insurance (Life Offices) Level 3 | Q1022201 | 13.15 | 7 |
| 01406 | Providing Financial Services (Banks and Building Societies) Level 2 | Q1051082 | 7.95 | 7 |
| 01407 | Providing Financial Services (Banks and Building Societies) Level 3 | Q1051083 | 8.85 | 8 |
| 01408 | Providing Financial Services (Banks and Building Societies) Level 4 | Q1051084 | 8.30 | 9 |
| Health and Safety | | | | |
| 01210 | Occupational Health and Safety Practice Level 3 | Q1023582 | 11.75 | 8 |
| 01211 | Occupational Health and Safety Practice Level 4 | Q1023583 | 10.85 | 10 |
| 01212 | Occupational Health and Safety Regulation Level 4 | Q1026289 | 10.55 | 8 |
| Information Technology | | | | |
| 08679 | Using Information Technology Level 1 | Q1052686 | 4.90 | 5 |
| 08680 | Using Information Technology Level 2 | Q1052687 | 8.05 | 6 |
| 08681 | Using Information Technology Level 3 | Q1052688 | 9.45 | 8 |
| 08682 | Using Information Technology for Teleworking Level 2 | Q1052689 | 6.05 | 8 |

| | | Certification Summary Form (UB99) | | |
|--|---|--|---------------------|-------------------------|
| | | Qualification Number | Unit Fee | No. of Units |
| 08683 | Managing Information Technology for Teleworking Level 3 | Q1052690 | 8.45 | 9 |
| 00624 | Advanced Diploma in Information Technology | N/A | 4.65 | 10 |
| Management and Business Support | | | | |
| 00178 | Business Information Level 3 | Q1023668 | 15.15 | 6 |
| 00177 | Business Counselling Level 4 | Q1023667 | 20.60 | 5 |
| 01023 | Owner Management, Business Management and Development Level 4 | Q1027984 | 11.80 | 8 |
| Manufacturing | | | | |
| 00366 | Performing Manufacturing Operations Level 1 | Q1025208 | 8.70 | 4 |
| 00368 | Performing Manufacturing Operations Level 2 | Q1025209 | 8.45 | 6 |
| Recruitment | | | | |
| 01208 | Recruitment Consultancy Level 3 | Q1050630 | 9.40 | 9 |
| Retail and Distribution | | | | |
| 01024 | Distribution and Warehousing Operations Level 3 | Q1027835 | 9.10 | 6 |
| 01025 | Distribution and Warehousing Operations Level 4 | Q1027836 | 14.05 | 8 |
| 00379 | Retail Operations Level 3 | Q1021369 | 9.10 | 8 |
| 00380 | Retail Operations Level 4 | Q1021370 | 10.15 | 10 |
| Road Transport | | | | |
| 01142 | Organising Road Transport Operations Level 2 | Q1050374 | 7.95 | 7 |
| 01140 | Transporting Goods by Road Level 2 | Q1050372 | 7.95 | 7 |
| 01143 | Performing Road Haulage and Distribution Operations Level 3 | Q1051762 | 12.95 | 7 |
| Sport and Recreation | | | | |
| 01396 | Playwork Level 3 | Q1050875 | 4.60 | 11 |
| 01399 | Outdoor Education, Development Training, Recreation (Outdoor Education) Level 3 | Q1050874 | 4.45 | 9 |
| 01422 | Outdoor Education, Development Training, Recreation (Development Training) Level 3 | Q1050874 | 4.45 | 9 |
| 01423 | Outdoor Education, Development Training, Recreation (Recreation) Level 3 | Q1050874 | 4.45 | 9 |
| 01062 | Sport, Recreation and Allied Occupations: Activity Leadership NVQ Level 2* | Q1027846 | 2.40 | 5 |
| 01063 | Sport, Recreation and Allied Occupations: Operational Services NVQ Level 2* | Q1027847 | 2.40 | 5 |
| 01173 | Sport, Recreation and Allied Occupations: Coaching, Teaching and Instructing (Exercise to Music) NVQ Level 2* | Q1027845 | 2.40 | 5 |

* Last certification date is 31 March 2005.

**Certification
Summary Form
(UB99)**

| | | Qualification Number | Unit Fee | No. of Units |
|-------|---|---------------------------------|---------------------|-------------------------|
| 01174 | Sport, Recreation and Allied Occupations: Coaching, Teaching and Instructing (Step) Level 2* | Q1027845 | 2.40 | 5 |
| 01175 | Sport, Recreation and Allied Occupations: Coaching, Teaching and Instructing (Circuits) Level 2* | Q1027845 | 2.40 | 5 |
| 01176 | Sport, Recreation and Allied Occupations: Coaching, Teaching and Instructing (Gym) Level 2* | Q1027845 | 2.40 | 5 |
| 01177 | Sport, Recreation and Allied Occupations: Coaching, Teaching and Instructing (Aqua) Level 2* | Q1027845 | 2.40 | 5 |
| 01178 | Sport Recreation and Allied Occupations: Coaching, Teaching and Instructing in the context of Karate, Adults and Children Level 2* | Q1027845 | 2.40 | 5 |
| 01179 | Sport Recreation and Allied Occupations: Coaching, Teaching and Instructing in the context of Hockey, Adults and Children Level 2* | Q1027845 | 2.40 | 5 |
| 01180 | Sport Recreation and Allied Occupations: Coaching, Teaching and Instructing in the context of Swimming, Adults and Children Level 2* | Q1027845 | 2.40 | 5 |
| 01181 | Sport Recreation and Allied Occupations: Coaching, Teaching and Instructing in the context of Movement and Dance/Dance Fitness, Adults Level 2* | Q1027845 | 2.40 | 5 |
| 01182 | Sport Recreation and Allied Occupations: Coaching, Teaching and Instructing in the context of Chinese Martial Arts, Adults and Children Level 2* | Q1027845 | 2.40 | 5 |
| 01183 | Sport Recreation and Allied Occupations: Coaching, Teaching and Instructing in the context of Judo, Adults and Children Level 2* | Q1027845 | 2.40 | 5 |
| 01184 | Sport Recreation and Allied Occupations: Coaching, Teaching and Instructing in the context of Gymnastics (Men's Artistic), Adults and Children Level 2* | Q1027845 | 2.40 | 5 |
| 01185 | Sport Recreation and Allied Occupations: Coaching, Teaching and Instructing in the context of Gymnastics (Women's Artistic), Adults and Children Level 2* | Q1027845 | 2.40 | 5 |
| 01186 | Sport, Recreation and Allied Occupations: Coaching, Teaching and Instructing in the context of Gymnastics (Rhythmic), Adults and Children Level 2* | Q1027845 | 2.40 | 5 |
| 01187 | Sport, Recreation and Allied Occupations: Coaching, Teaching and Instructing in the context of Gymnastics (General), Adults and Children Level 2* | Q1027845 | 2.40 | 5 |
| 01188 | Sport, Recreation and Allied Occupations: Coaching, Teaching and Instructing (Football) Level 2* | Q1027845 | 2.40 | 5 |
| 01189 | Sport, Recreation and Allied Occupations: Coaching, Teaching and Instructing in the context of Ju Jitsu, Adults and Children Level 2* | Q1027845 | 2.40 | 5 |
| 01190 | Sport, Recreation and Allied Occupations: Coaching, Teaching and Instructing in the context of Canoeing (on inland waters), Adults and Children Level 2* | Q1027845 | 2.40 | 5 |

*Last certification date is 31 March 2005.

**Certification
Summary Form
(UB99)**

| | | Qualification Number | Unit Fee | No. of Units |
|-------|---|---------------------------------|---------------------|-------------------------|
| 01192 | Sport, Recreation and Allied Occupations: Coaching, Teaching and Instructing in the context of Aikido, Adults and Children Level 2* | Q1027845 | 2.40 | 5 |
| 01232 | Sport, Recreation and Allied Occupations: Coaching, Teaching and Instructing in the context of Tennis, Adults and Children Level 2* | Q1027845 | 2.40 | 5 |

* Last certification date is 31 March 2005.

Steel

| | | | | |
|-------|--|----------|-------|----|
| 01572 | Metal Processing and Allied Operations Level 2 | Q1052407 | 8.20 | 6 |
| 01576 | Specialised Plant and Machinery Operations Level 2 | Q1052709 | 12.30 | 4 |
| 01570 | Laboratory and Associated Technical Activities Level 2 | Q1052616 | 7.10 | 7 |
| 01594 | Laboratory and Associated Technical Activities Level 3 | Q1052617 | 5.65 | 9 |
| 01564 | Combined Working Practices Level 2 | Q1052620 | 6.15 | 8 |
| 01587 | Combined Working Practices Level 3 | Q1052621 | 5.10 | 10 |
| 01565 | Fabricating Constructional Steelwork Level 2 | Q1050417 | 6.15 | 6* |
| | | | 6.15 | 7* |
| | | | 6.15 | 8* |
| 01588 | Fabricating Constructional Steelwork Level 3 | Q1050418 | 6.15 | 6* |
| | | | 6.15 | 8* |

* depending on route selected.

Training and Development

| | | | | |
|-------|---|----------|------|----|
| 00036 | RSA Assessor Award | N/A | free | 2 |
| 00037 | RSA Internal Verifier Award | N/A | 8.05 | 1 |
| 00048 | RSA NVQ Tutor Award | N/A | 8.05 | 7 |
| 00051 | RSA Centre Co-ordinator Award | N/A | 8.05 | 7 |
| 00052 | RSA Mentor Award | N/A | 8.05 | 4 |
| 00053 | Occupational Trainer/Assessor Award | N/A | 8.05 | 4 |
| 00054 | RSA Programme Co-ordinator Award | N/A | 8.05 | 5 |
| 00056 | FOL Materials Designer Award | N/A | 8.05 | 3 |
| 00057 | RSA Trainer Award | N/A | 8.05 | 7 |
| 01152 | RSA Trainee Development Award | N/A | 8.05 | 4 |
| 00081 | Training and Development Level 3 | Q1019910 | 9.35 | 10 |
| 00082 | Training and Development (Learning Development) Level 4 | Q1019911 | 9.40 | 12 |
| 00083 | Training and Development (Human Resource Development) Level 4 | Q1019912 | 9.40 | 12 |
| 01213 | Training and Development Strategy Level 5 | Q1024788 | 9.55 | 13 |

Other Verified Qualifications (Certification Only)

The qualifications listed below have reached the QCA/OCR expiry dates. Centres may claim certification, but are no longer able to register candidates. Centres approved for these qualifications will be informed of last certification dates.

| | | Certification Summary Form (UB99) | | |
|---------------------------------------|--|--|---------------------|-------------------------|
| | | Qualification Number | Unit Fee | No. of Units |
| Teacher/Trainer Qualifications | | | | |
| 00582 | Teacher/Trainer Certificate in Information Technology | N/A | 6.35 | 5 |
| 00567 | Teacher/Trainer Diploma in Information Technology | N/A | 6.70 | 10 |
| 01233 | Teachers' Certificate in Administration Skills in the context of Typewriting | N/A | 6.35 | 5 |
| 01234 | Teachers' Diploma in Administration Skills in the context of Typewriting | N/A | 6.70 | 10 |
| 01235 | Teachers' Certificate in Administration Skills in the context of Shorthand and Audio-Transcription | N/A | 6.35 | 5 |
| 01236 | Teachers' Diploma in Administration Skills in the context of Shorthand and Audio-Transcription | N/A | 6.70 | 10 |
| 01237 | Teachers' Certificate in Administration Skills in the context of Word Processing | N/A | 6.35 | 5 |
| 01238 | Teachers' Diploma in Administration Skills in the context of Word Processing | N/A | 6.70 | 10 |
| 01239 | Teachers' Certificate in Administration Skills in the context of NVQ Administration | N/A | 6.35 | 5 |
| 01240 | Teachers' Diploma in Administration Skills in the context of NVQ Administration | N/A | 6.70 | 10 |
| 01241 | Teachers' Certificate in Administration Skills in the context of NVQ Accounting | N/A | 6.35 | 5 |
| 01242 | Teachers' Diploma in Administration Skills in the context of NVQ Accounting | N/A | 6.70 | 10 |
| 00307 | Certificate for Teachers of Learners with Specific Learning Difficulties | N/A | 9.10 | 9 |
| 00308 | Diploma for Teachers of Learners with Specific Learning Difficulties | N/A | 9.25 | 14 |
| 00309 | Certificate for Teachers of Foreign Languages to Adults | N/A | 20.45 | 4 |
| 00310 | Diploma for Teachers of Foreign Languages to Adults | N/A | 17.55 | 7 |
| 01555 | Certificate in Information and Communications Technology for Teachers and Trainers | N/A | 26.50 | |
| 01557 | Diploma in Information and Communications Technology for Teachers and Trainers | N/A | 53.60 | |

Teaching Assistant Qualifications

| | | | | |
|-------|--|-----|-------|---|
| 00556 | Certificate for Literacy and Numeracy Support Assistants | N/A | 4.45 | 5 |
| 01706 | Certificate in Supporting Teaching and Learning | N/A | 29.40 | |

SECTION 2: ADMINISTRATION PROCEDURES FOR VERIFIED QUALIFICATIONS

This section explains the administrative procedures involved in running unit-based verified qualifications. It outlines the principal steps in the administrative process and the forms which centres will use at each stage.

Separate administrative arrangements are published for the following verified qualifications:

- 00563 Certificate in Counselling Skills in the Development of Learning: please refer to the scheme book for this qualification, item code L59.

Please refer to the Administration Catalogue for OCR Vocational Qualifications, item code A850, for the following:

- 01859 OCR Level 2 Certificate in Teaching Exercise and Fitness
- 03430 OCR Level 3 Certificate for Adult Literacy Subject Support
- 03432 OCR Level 4 Certificate for Adult Literacy Subject Specialists
- 03431 OCR Level 3 Certificate for Adult Numeracy Subject Support
- 03433 OCR Level 4 Certificate for Adult Numeracy Subject Specialists
- 03572 OCR Level 4 Certificate in Teaching Learners with Specific Learning Difficulties (Dyslexia)
- 03573 OCR Level 5 Certificate in Assessing and Teaching Learners with Specific Learning Difficulties (Dyslexia)
- 03574 OCR Level 5 Diploma in Assessing and Teaching Learners with Specific Learning Difficulties (Dyslexia)
- 03465 OCR Level 4 Certificate in FE Teaching Stage 1
- 03466 OCR Level 4 Certificate in FE Teaching Stage 2
- 03467 OCR Level 4 Certificate in FE Teaching Stage 3

Approval to Run Qualifications

What Approval Means

Before centres may run any verified qualifications or additional units from a chosen qualification, they must gain approval from OCR. The fee paid for each initial application will cover all qualifications applied for at that time.

Centres who subsequently wish to extend their range of qualifications must seek further approval from OCR. A further evaluation fee will apply if the approval necessitates a further visit by an evaluator other than a centre's allocated OCR Verifier.

Please note that approval is subject to continued satisfactory verification of centre activity. If there are no registrations, entries or certifications for a qualification within three years of approval to offer OCR N/VQs, the approval will automatically lapse for that qualification.

The Application for Approval

Application for Approval as an OCR Centre (VQ1)

New centres who wish to seek approval for any verified qualifications should complete a form VQ1. Existing centres who wish to add qualifications should complete form VQ1a. Both forms are available on request from OCR Information Bureau, Coventry (telephone 024 7685 1509).

Forms VQ1 and VQ1a are completed by the centre and returned to OCR before the evaluation. The forms ask for general information about the centre and for more specific details about the way the centre will operate the qualifications for which it seeks approval.

Fees

- a) The fee for new centres is £250.00.
- b) For existing centres who wish to add to their qualifications or offer a higher level qualification, the fee is £175.00.
- c) Centres will normally be entitled to receive two external verifier visits free of charge during each financial year. However, OCR reserves the right to charge centres, with consistently low candidate numbers, the standard visit charge of £175.00 for one or more visits.

Candidate Registration

OCR Vocational Qualifications Candidate Registration Form (D79)

The D79 is used to:

- register the individual candidates and allocate candidate numbers
- pay candidate registration fees
- order a Cumulative Assessment Record (CAR) where applicable
- allocate an OCR Verifier (OCR will not allocate a verifier for newly approved qualifications until candidates have been registered).

Please complete all candidate details in full. In conjunction with this Administration Catalogue, insert the qualification code for the main qualification(s) and additional units required (see **Additional Units**).

If you need to register a candidate for two or more full qualifications please insert the letter 'C' in the continuation column. See the reverse of the D79 for completed examples.

Please photocopy the D79 for your records and send the original to OCR Operations, Progress House, Westwood Way, Coventry, CV4 8JQ. On receiving the D79, OCR will allocate an eight digit number to each new candidate. However, centres may use their own unique candidate number, either numeric or an alpha-numeric combination of up to twelve characters. Centres may also register candidates using an electronic D79 available through OCR Interchange.

OCR will return a Candidate Registration Update List to centres showing the candidates' details, their OCR number, the centre allocated number (if any) and the qualification(s) for which they have been entered. Centres may correct candidates' personal details (i.e. name, date of birth, sex) by amending the confirmation list and returning it to OCR Operations, Progress House, Westwood Way, Coventry, CV4 8JQ.

Candidates must be registered with OCR for at least 10 weeks prior to their first full NVQ certification claim. This rule also applies to the OCR Assessor and Verifier Awards and the A and V units individually.

Where centres wish to transfer candidates from one qualification and/or level to another, application must be made in writing to OCR Operations, Progress House, Westwood Way, Coventry, CV4 8JQ. For centre to centre candidate transfers please contact OCR Operations,

Coventry on 024 7647 0033 for further information. Requests to delete candidates must also be made in writing to OCR Operations in Coventry.

Please note: there will be no refund or transfer facilities where a candidate drops out.

Additional Units

Provided all registrations are made at the same time on the same form, NVQ candidates may be registered, at no extra cost, for four units from three further NVQs (4 x 3 = 12 Units). Certification for additional units will be charged at the normal rate.

There are combinations of full qualifications and additional units that could feasibly generate two full NVQ qualifications. If centres submit these combinations, OCR Operations will contact the centre to arrange payment of the second registration fee, if candidates wish to claim two full qualifications.

Candidates are not entitled to claim a full award if they have been registered under additional units.

Centres who do claim a full award under additional unit registration will be asked to pay the appropriate registration fee.

LSC Codes

The list shown on page 23 gives the codes for all LSCs in England and Wales. When registering candidates funded by LSCs for NVQs, the appropriate LSC code must be written in the space provided on the OCR Vocational Qualifications Candidate Registration Form (Form D79) for each candidate. This will allow OCR to notify candidates' NVQ achievements to the appropriate LSC.

Cumulative Assessment Records (CARs)

On receipt of the D79, OCR will send the relevant Certification Record Forms (CRFs) for each candidate. Where an OCR CAR is provided, this will be dispatched on registration.

Centres not wishing to use the OCR CAR may use their own recording system, provided that this has been previously agreed by the OCR External Verifier.

Sample CARs can be purchased from the OCR Information Bureau (telephone 024 7685 1509).

Certification

Certification Record Form (CRF)

- Centres must submit individual candidate claims for certification on a CRF.
- CRFs are to be completed by centres before the relevant OCR External Verifier visit.
- CRFs are to be signed by both the OCR External Verifier and the centre's Internal Verifier.
- Centres submitting CRFs for candidates who have achieved a full qualification should indicate on the CRF that a full award is being claimed.

Centres should not attempt to indicate on the CRF previously claimed units from OCR by changing the section marked 'Units Achieved with Other Boards'. Previous unit claims made on an OCR CRF are stored in our database.

The OCR External Verifier will take the CRFs and submit them to OCR, Coventry for the production of certificates. Centres that have Direct Claims Status may also submit claims for certification electronically through OCR Interchange.

Please note that although Profile Qualifications use a Certification Record Book (CRB), the procedures are the same as for the CRF.

After the first operational year, centres who have proven expertise within a specific qualification area may be considered for direct claims certification status by their Regional Manager. Centres awarded Direct Claims Status (DCS) will be informed separately of the procedure to be followed.

OCR will prepare the relevant certificates and return them to centres together with a Control Report listing the achievements for each candidate.

Certification Record Summary (UB99)

The UB99 is the means of summarising the total units with each batch of CRFs.

Although centres complete the UB99 the OCR Verifier is responsible for returning the first two copies to OCR with the batch of CRFs. OCR will use this form as the basis for preparing the invoice for certification fees. The third copy (yellow) is retained by the centre.

OCR Interchange

OCR Interchange has been developed to help you carry out day-to-day administrative functions quickly, and efficiently, online.

The site allows you to register candidates, submit certification claims and search candidate information. For NVQs you can:

- view your centre approval status
- make candidate registrations by using our online form or spreadsheet
- view candidate registrations
- make certification claims (Direct Claims Status only)
- view candidate certification achievements

This information is secure, free to use and can be accessed at your convenience.

To become an OCR Interchange user, visit our website at **www.ocr.org.uk** and access the Interchange VQ area of the site, where you can download an OCR Interchange registration form. Alternatively, you can contact the OCR Information Bureau on 024 7685 1509.

Fees

OCR offers the facility for centres to choose between two NVQ fees options. Option 1 consists of a “pay as you go” approach whereby there is a registration fee followed by a fee for each unit certified. Option 2 consists of a simple, discounted, one-off payment covering the registration and certification fee for a whole NVQ.

LLSC Identifying Codes

| Regional ID | LSC Number | |
|--|-------------------|-----|
| Derbyshire | EM | 010 |
| Nottinghamshire | EM | 020 |
| Lincolnshire and Rutland | EM | 030 |
| Leicestershire | EM | 040 |
| Northamptonshire | EM | 050 |
| Norfolk | EE | 060 |
| Cambridgeshire | EE | 070 |
| Suffolk | EE | 080 |
| Bedfordshire | EE | 090 |
| Hertfordshire | EE | 100 |
| Essex | EE | 110 |
| London North | GL | 120 |
| London West | GL | 130 |
| London Central | GL | 140 |
| London East | GL | 150 |
| London South | GL | 160 |
| Northumberland | NE | 170 |
| Tyne and Wear | NE | 180 |
| County Durham | NE | 190 |
| Tees Valley | NE | 200 |
| Cumbria | NW | 210 |
| Lancashire | NW | 220 |
| Greater Merseyside | NW | 230 |
| Greater Manchester | NW | 240 |
| Cheshire and Warrington | NW | 250 |
| Oxford, Milton Keynes, Buckinghamshire | SE | 260 |
| Bracknell Forest/West Berkshire | SE | 270 |
| Hampshire and Isle of Wight | SE | 280 |
| Isle of Wight Satellite | SE | 281 |
| Surrey | SE | 290 |
| Sussex | SE | 300 |
| Kent and Medway | SE | 310 |
| Devon and Cornwall | SW | 320 |
| Truro Satellite | SW | 321 |
| Somerset | SW | 330 |
| Dorset | SW | 340 |
| Avon | SW | 350 |
| Wiltshire | SW | 360 |
| Gloucestershire | SW | 370 |
| Shropshire | WM | 380 |
| Staffordshire | WM | 390 |
| Black County | WM | 400 |
| Birmingham and Solihull | WM | 410 |
| Herefordshire and Worcestershire | WM | 420 |
| Coventry and Warwickshire | WM | 430 |
| North Yorkshire | YH | 440 |
| West Yorkshire | YH | 450 |
| South Yorkshire | YH | 460 |
| Humberside | YH | 470 |
| Mid Wales Region | - | 604 |
| South West Wales Region | - | 607 |
| North Wales Region | - | 608 |
| South East Wales Region | - | 609 |

www.ocr.org.uk

Oxford Cambridge and RSA Examinations

OCR Information Bureau

Vocational Qualifications

Telephone: 024 76 851509

Facsimile: 024 76 421944

Email: cib@ocr.org.uk

*For staff training purposes and
as part of our quality assurance
programme your call may be
recorded or monitored.*

Vocational Qualifications

Progress House

Westwood Way

Westwood Business Park

Coventry CV4 8JQ



INVESTOR IN PEOPLE



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