

Learner Certification Policy

1. Introduction

This policy is for qualifications offered by ABP and all those involved with the delivery and quality assurance of its qualifications. We have ensured that this policy complies with ethical obligations and applicable laws.

2. Scope

This policy applies to all ABP staff. The ABP Governance Body has the responsibility of implementing this policy on a day-to-day basis, monitoring its use and effectiveness, and addressing any queries relating to it.

3. Application of the Certification Policy

3.1 ABP will ensure that:

3.1.1 All certificates which it issues clearly and uniquely identify both the Learner and the certificate itself;

3.1.2 All certificates which it issues clearly display the title of the qualification as it appears on the ABP official records;

3.1.3 Any replacement certificate is clearly identifiable as being a replacement;

3.1.4 It publishes the expected dates or timescales for the issue of certificates;

3.1.5 The issue of certificates is timely;

3.1.6 It issues only certificates which are accurate and complete and which reflect accurate and complete results;

3.1.7 It maintains a record of all certificates and replacement certificates which it issues;

3.1.8 It issues a certificate and any replacement certificate to any Learner who has a valid entitlement to that certificate or replacement certificate;

3.1.9 It does not issue any certificate to a Learner who does not have a valid entitlement to that certificate;

3.1.10 It revokes any certificate if the result on the certificate is false because of malpractice, maladministration, or is revealed to be inaccurate as a consequence of an appeals process;

3.1.11 It meets any date or time scale published by it in respect of the issue of certificates and replacement certificates.