

Awarding Learners

(Secure Portal Guidance)



Certificating Learners

There are four parts to the certification process:

1. [Downloading the Access RAC](#)
2. [Completing the Access RAC](#)
3. [Verification and Certification](#)
4. [Certificate Confirmation](#)

Please see the relevant guidance, for example, if you require further information about downloading and checking the Access RAC, then see the guidance document, [Downloading the Access RAC](#).

If you require help with completion and submission of the Access RAC via the Secure Portal, please refer to the guidance document, [Completing the Access RAC](#).

For information regarding the verification and certification process and Open Awards certification service, please see the guidance document, [Verification and Certification](#).

If you are looking for further information about confirmation of the receipt of certificates, please see [Certificate Confirmation](#).

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Requests for the Amendment to the Award of Credit

Changes to the award of credit can be avoided through thorough checking of the Access RAC prior to submission. However, if errors are identified within one month from the date of the Final Awards Board (FAB), a request for the amendment of credit may be submitted to Open Awards.

For more information regarding amendments to the awards of credit, [see the guidance document](#).

All requests for amendment to the award of credit must be submitted on the [appropriate form](#).

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More Information?

For more information, [contact your Customer Service Advisor](#), who will be happy to help.