

## Learner Achievement Report Guidance

- Please click [here](#) for current pricing (under Other Fees and Charges). Payment **must** be made in advance.
- Open Awards can generate a **Learner Achievement Report**. The report is a source of reference and records your achievement accomplished through Open Awards for a particular course. If you are intending to use the report to apply for a job or enter Higher Education you may find that some employers or universities require an original certificate and may not accept this report as evidence of your achievement.
- The report is in a PDF format and will be sent to you electronically via email. The report will show your name, course title, centre name and unit details. If you have completed an Access to HE course it will also show the module and grade details.
  - [Click here](#) to view sample copy of Access to HE report
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- On 01/09/2004 national credit values changed so that 1 credit = 10 hours of learning. Prior to this date 1 credit = 30 hours of learning.
- To request a copy of the report please complete the [Learner Reissue Request](#) form.
- Depending on payment method the form and scanned copy of your ID can be emailed to [customerservices@openawards.org.uk](mailto:customerservices@openawards.org.uk).
- The report will be emailed to you within 5 working days of receipt of authenticated claims and once payment has been received and processed.