



Reference Number: CEN_SU_62

Eligibility Extension Policy and Procedure

Revision History

Version	Last revised	Next review date	Policy Owner	Notes
CEN_SU_62	July 2015	April 2016	Rebecca Bennett	Replaces PD_60
CEN_SU_62	Feb 2016	Jan 2017	Rebecca Bennett	



Eligibility Extension Policy and Procedure



Eligibility extension requests received from a centre will be acknowledged by NCC Education within two working days of receipt, and a full response issued within five working days subject to:

- receipt of the Application to Extend Eligibility approved by NCC Education (Appendix A)
- receipt of published extension approval fee

(<https://connect.nccedu.com/NCCEdu/CentreFees.AxCMS?ActiveID=1981>)

Introduction

All NCC Education qualifications have an eligibility period, within which a candidate must pass enough units to meet the qualification requirements and be awarded a certificate. The eligibility period is given in the qualification specification, and is normally three years. If the candidate does not complete the qualification within the eligibility period, they will not receive a certificate and transcript, but will instead be entitled to a record of achievement indicating which units have been passed during that period.

NCC Education appreciates that sometimes there are circumstances and events outside of a candidate's control, and that these may cause a candidate to run out of time before they can complete a qualification. In these circumstances, a candidate may submit an Application to Extend Eligibility Period using this form. Applications will be reviewed by NCC Education, and the Centre will be informed of the outcome within five working days of receipt of the application.

Eligibility Extension notes and regulations

- An extension will only be granted if the candidate has already passed 75% of units required for the award at the time the extension is requested. If this condition is not met, the candidate will not be granted an extension and must register again for the qualification and can apply for exemptions for any units which have been passed. Please note that exemptions can only be granted for 50% of units within any given award.
- Where a change of specification has taken place during the candidate's eligibility period, candidates should be made aware that an extension may require them to make a transition onto a new syllabus. It is also possible that the award title and certification content may change, and that therefore candidates who seek an extension may need to transfer their credits onto an award of a different title to the one for which they originally registered. In these cases, the decision statement in Section C will make clear what units are required to complete the award, and what certificate they will be eligible to receive.
- Each request for extension is considered on the merits of the individual case and the maximum period of extension is 12 months from the date agreed.
- Where a request is granted to a candidate, no further extensions will be permitted.

Applying for and Eligibility Extension

- The candidate must complete Section A of the 'Extension to Eligibility Application Form' and pass it to their Centre
- The Centre must complete Section B and return the form to Centre Support
- The application will be assessed by NCC Education
- The form will be returned to the Centre with the decision indicated in Section C
- If the application is successful, NCC Education will send the Centre an invoice for the published extension approval fee.



Appendix A Application to Extend Eligibility



SECTION A: TO BE COMPLETED BY THE CANDIDATE

Candidate full name:	
Candidate ID number:	
Centre name:	
Qualification:	
Reason(s) for non-completion within eligibility period:	<input checked="" type="checkbox"/>
a.) Financial	<input type="checkbox"/>
b.) Personal	<input type="checkbox"/>
c.) Illness – medical note is required	<input type="checkbox"/>
d.) Other reason – please give details below	<input type="checkbox"/>
Candidate supporting statement:	
Length of extension requested: (Up to a maximum of 12 months)	
Signed (or type name):	
Date:	

Important: After completing Section A, this form must be passed to your Centre. They will complete Section B and forward the form to NCC Education. **If candidates send this form directly to NCC Education it will not be accepted.**



Appendix A Application to Extend Eligibility



SECTION B: TO BE COMPLETED BY THE CENTRE

Declaration: I support the application of this candidate to extend their eligibility period and I confirm that the centre is able to deliver the necessary assessments during the extended period of this candidate's registration.				
Signed (or type name):				
Job title:				
On behalf of (Centre name):				
Date:				
Do you agree with the length of extension requested?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
If you answered 'NO' above please suggest an alternative length of extension (up to a maximum of 12 months):				
If you wish to add any comments in support of this application, please do so in the box below:				

After completing Section B, please return this form to your Centre Support Executive

SECTION C: FOR NCC EDUCATION USE ONLY

Received by (CSE):	
Date:	
Decision – including conditions of extension, if appropriate:	
Date extension applies from:	
Total number of units outstanding:	
Final Assessment Cycle now permitted:	
Signed (or type name):	