

Learner Registration to Certification Flowchart

Learner Registration

- Centres must register all learners within 28 days of enrolment.
- Learner registration must be done using the prescribed registration sheet provided by OTHM.
- A system generated email is sent to each learner and a copy to the delivery centre individually confirming learner registration.

Delivering Qualifications

- The qualification specifications provide full information including unit aims, learning outcomes, assessment criteria, assessment methods, indicative content and reading list.
- It is the Centre's responsibility to prepare lesson plans and schemes of work to deliver the programme.
- Delivery centres are encouraged to produce their own assignment briefs subject to external quality assurance by OTHM.
- OTHM also has a full set of quality assured assignment briefs should the Centre wish to use them.

Assessment

- The Centre is responsible for the assessment and internal quality assurance of all learners work.
- OTHM provides relevant guidance and forms in the Centre Handbook.
- Free training events are available for centres who are new to the process or wish to update themselves of this.

Internal Quality Assurance

- After the assessment has been completed, centre Internal Quality Assurance will be undertaken in accordance with the process detailed in the Centre Handbook.

External Quality Assurance

- Following Internal Quality Assurance, the Centre will request OTHM for External Quality Assurance.
- The allocated External Quality Assurer (EQA) will quality assure internal decisions and assessment processes of learners work and prepare a report based on the findings.
- Once the report has been approved by the Head of Quality Assurance, a copy will be sent to the Centre for their attention and any actions will be followed up by OTHM.
- Further information on External Quality Assurance can be found in the Centre Handbook

Certification

- Upon confirmation of the results, certificates will be issued within 10 working days.
- All certificates are sent by secure means to the Centre for distribution to learners.