



Hospitality Apprenticeship/Advanced Apprenticeship completion certificate claims

1 Background

Recently, we have received a large number of claim forms for the hospitality apprenticeship certificates that have enclosed incorrect or incomplete evidence. As you will know this is causing a huge inconvenience on both sides, with People1st having to return evidence and providers and learners having to wait longer for certificates.

We therefore feel it would be appropriate to list some of the common issues that are arising and outline what the requirements are, so that everyone has a clear understanding of what we can accept.

2 Apprenticeship frameworks

Before sending off your claim please ensure that you check which framework the apprentice is certificated against.

The frameworks can be broken down into the following periods:

- Apprentices registered on or before 31st January 2006
- Apprentices registered between 1st February 2006 and 31st July 2006
- Apprentices registered from the 1st August 2006

Before sending the claim form and related evidence to People1st please check what the requirements of the relevant framework are, including any minor amendments that may have been made to the framework during its life, and ensure that all the requirements of that framework have been met.

3 Claim forms

Before sending your apprenticeship claim form to People1st, please ensure that all sections of the form are completed. Any incomplete forms will be returned to you. Please also ensure that you are completing an up-to-date form. If you are unsure whether you have the correct form please contact Lucy Plock at People1st on 01895 817034 or lucy.plock@people1st.co.uk.

4 Key skills relaxations and proxies¹

¹ For more information on key skills, see Department for Education and Skills (2005) 'Key Skills Policy & Practice: Your questions answered' (2005) (<http://www.keyskillssupport.net/files/organising/policy/joinqanda.pdf>)

4.1 Relaxations

The relaxation ruling allows who have achieved a grade A*-C GCSE in English (Language or Literature) (or Welsh) and/or Mathematics, to complete their frameworks without being required to take the level 2 Communication and/or Application of Number key skills qualifications.

This also applies to those who have achieved a GCE A/AS level at grade A-E in English Language, English Literature, or English Language and Literature and also GCE A/AS level at grade A-E in Mathematics, Pure Mathematics, or Further Mathematics (against the Communication and Application of Number key skills qualifications respectively).

Achievement of the GCSE/A/AS level must be no longer than five years before the date of registration on the apprenticeship framework. For framework completion purposes, those achieving an A*-C GCSE in the appropriate subject in the summer are deemed to have been certified on the 31 August, while the date for those achieving during the winter months is deemed to be 31 March.

The relaxation is distinct from the use of proxy qualifications, which is detailed in the section 4.3 below.

4.2 Accepted formats for relaxation evidence:

Where the above GCSE or A/AS Level certificates are being used as relaxations they must be sent to us in the following format:

- True and certified copies of the GCSE or A/AS Level certificate in the above subjects
- Final results slips from the awarding body with their logo on it

We will no longer be accepting letters from schools or other organisations stating the apprentices exam results.

It has been confirmed to us that provisional results are not acceptable when claiming a relaxation and therefore we will not be able to accept provisional statements of results.

We will not be able to accept these letters or provisional results for learners who are registered on the apprenticeship framework from the **1st June 2008**. These learners must provide the accepted format of evidence as stated above.

4.3 Proxies

Proxy qualifications are those qualifications that have been agreed to assess the same knowledge and skills as aspects of the key skills qualifications. Because of this overlap, candidates can claim exemption from all or part of particular key skills qualifications for up to three years from the date of the award of the specific accredited proxy qualification. The use of proxies is distinct from the relaxation ruling (see above).

Proxy qualifications are aimed at those wishing to obtain **formal accreditation** for the key skills qualifications and who want to use their previous qualification(s) as formal proxies to claim for either the test and/or portfolio components.

The QCA website will tell you what qualifications can act as proxies for the different levels and areas of key skills, and also whether it will apply to the portfolio and/or test element (see http://www.qca.org.uk/qca_6562.aspx)

There is a strict three-year time limit from the date of award of the relevant proxy qualification, within which the learner must provide proof of achievement of the proxy and either submit a portfolio of evidence or claim the key skills qualification (as appropriate).

It is important that if you wish a qualification to act as a proxy you **liaise with the Awarding Body directly** to obtain formal accreditation. **People1st cannot accept the portfolio and test element separately where a proxy qualification has been used against one or both elements. People1st will only accept the full key skills certificate unless it falls under the relaxation ruling above.**

In Wales only qualifications that cover the entire key skills will be suitable for use as a proxy in Wales.

In summary:

When submitting evidence for the key skills element of the apprenticeship framework, People1st will only accept the following against the relevant key skill:

- True and certified copies of the correct key skill certificate issued by the Awarding Body (not the portfolio and/or test element certificates separately)
- True and certified copies of the GCSE certificate in English (Language or Literature) (or Welsh) and/or Mathematics at Grade A*-C
- True and certified copies of the GCE A/AS Level certificate in English Language, English Literature, or English Language and Literature and/or GCE A/AS level in Mathematics, Pure Mathematics, or Further Mathematics at grades A-E
- Final results slips from the awarding body with their logo on it, in the above subjects and grades

4.4 Alternative certificates

We receive a number of requests to consider alternative qualifications to those that are listed on our apprenticeship framework.

To qualify for an Apprenticeship Certificate all parts of the Apprenticeship or Advanced Apprenticeship must be completed. Evidence must be forwarded to People 1st to confirm achievement of all mandatory outcomes. We will require qualifications to be those that are listed on the relevant apprenticeship framework (except where they qualify as key skills relaxations as above). However, we recognise that **in very exceptional circumstances**, People 1st would need to consider alternative qualifications when issuing a completion certificate where a clear correlation exists between the two.

Any requests to consider an alternative qualification as part of the hospitality apprenticeship **must be received by us within eight weeks of registering the**

candidate onto the apprenticeship. An 'Alternative Certificate Request Form' must be used in such cases. We will review each form and notify you in writing of our decision. If we accept your request, a copy of our decision should be sent in as part of the package of evidence when claiming the final apprenticeship certificate. In some cases we may ask that a mapping exercise is conducted to show the correlation. If no requests have been received during this period or we cannot approve your request, then all evidence submitted must be that which is listed on the framework. **We will not, under any circumstances, accept any requests for alternative qualifications at the end of the programme.**

This will apply to all learners who are registered on the apprenticeship framework from the **1st June 2008.**

Please direct your questions and queries by email to Lucy Plock – Apprenticeship Administration.

Lucy.plock@people1st.co.uk