

What is prior achievement?

Learners are able to include qualifications taken from as far back as January 2005 as part of their Diploma. Qualifications achieved before the learner account is opened in the Diploma aggregation service are known as prior achievement.

How do I get prior achievement added to a learner account?

Once you open a learner account, prior achievement may be added automatically by OCR. However, if this does not happen in the first ten days after you open a learner account, you will need to apply manually.

To apply manually, you need to complete and return a prior achievement form to the relevant component awarding body. This form allows for an application for one learner with up to two previously achieved qualifications to be claimed and is available to download from the OCR website at www.ocr.org.uk/administration/diplomas.html

Who sends in the prior achievement form?

The form, which could be completed by the learner or the centre, is normally sent to OCR by the centre where the learner is enrolled, even if this is not the centre where the qualifications were taken. It can also be sent by the centre where the qualifications were taken.

When do I send in the form?

If, after ten days of opening a learner account, prior achievements are not showing within the account, you should send in the prior achievement form. It is good practice to review the learner accounts in May in order to ensure that any prior achievement results that need to be credited are there before any June series results are issued.

What goes on the form?

Please only include OCR qualifications on the form.

You should complete as many of the details as possible. For OCR's general qualifications (e.g. GCSE, GCEs, etc), please include a candidate number, centre number and UCI. For vocational qualifications (including Functional Skills), please include the centre number and registration number or certificate number. It is essential that the learner's ULN is provided.

Where do I send the form?

Please email the form to priorachievement@ocr.org.uk. You should receive an automatic acknowledgement of your email.

If you are not able to email the form, you may fax the form to **01223 552646** or post it to prior achievement,

Centre Services, OCR, 1 Hills Road, Cambridge CB1 2EU. (An acknowledgement will not be sent.)

How long will it take for the results to appear in the learner account?

If the form has been completed correctly, the prior achievement results will appear in the learner account within ten working days of receipt.

What happens if the information is not correct?

OCR will contact you to resolve the issue. (NB the ten-day turnaround will not start until the ULN has been verified.)

