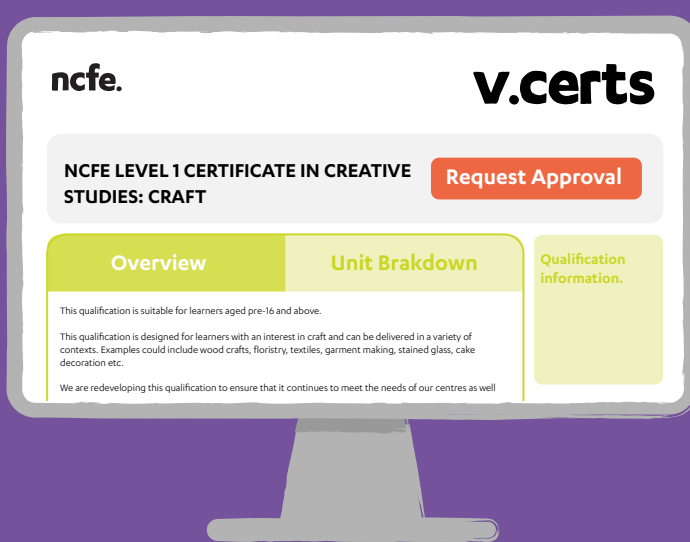


# 7 steps to getting started with v certs.

## 1 Choose V Certs and gain approval

Use the NCFE website to choose which V Cert(s) you'd like to deliver, shortlist the qualifications and request approval.



## Register pupils and start your delivery

Register and enter your pupils on the NCFE Portal and start to deliver the qualification(s) (duration can vary depending on Guided Learning Hours). You'll now be allocated an External Quality Assurer who'll visit you on the date you agree with them.



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## 3 Submit pupils' grades

Submit your internal unit grades on the NCFE Portal as soon as possible after the completion of a unit and organise the date for your first visit directly with your External Quality Assurer.

## 4 1st NCFE visit

Your first external quality assurance visit will then take place to monitor processes, sample pupils' work and check the occupational competence of Assessors and Internal Quality Assurers.



## 5 Grades processed

Your unit grades are then banked or rejected following your external quality assurance visit.

## 6 2nd NCFE visit

A second external quality assurance visit will take place to sample remaining pupils' work and unit grades will be banked or rejected.



## 7 Claim certificates

You can claim certificates when your pupils have banked grades for all the units and a result for the external assessment. Certificates will be issued to you **within one working day.**



## Planning external assessment

You should plan any external assessment into your V Cert qualification delivery. The externally assessed components must be delivered to the pupils before they sit the assessment.

External assessment results are released in line with the published assessment window. These dates are available on our website.

Visit [ncfe.org.uk/schools](http://ncfe.org.uk/schools) Call 0191 240 8833\* @ncfeschools

Email [schools@ncfe.org.uk](mailto:schools@ncfe.org.uk)