**RSL VQ Partial Achievement or Unit Certification Application Form**

Please complete this form to confirm the details for a partial achievement or unit certification where a learner has not achieved enough credits to certificate for the qualification they are registered on. Both partial achievement and unit certification are reliant on a successful external quality assurance sample having been completed in the academic year.

Partial achievement can be given where a learner has not achieved sufficient units to achieve the qualification registered on but has achieved enough units to achieve a smaller size qualification. The largest size qualification possible will be awarded.

If partial achievement is not possible (due to insufficient credits or a smaller size qualification does not exist) unit certification will be given for the individual units achieved.

Please return your completed form to [vocational@rslawards.com](mailto:vocational@rslawards.com) within 10 working days of the grading deadline in the year of certification. You will receive an email confirmation within 10 working days of RSL’s receipt of this document.

Please note, if partial achievement is applied for but there are not sufficient credits to achieve that qualification, unit certification will be given instead.

Please complete one form per learner.

Please complete all boxes fully.

|  |  |  |
| --- | --- | --- |
| **Name of learner** |  | |
| **Centre name** |  | |
| **Qualification Title** |  | |
| **Learner I.D number** |  | |
| **Please confirm which option you are applying for** | Partial Achievement |  |
| Unit Certification |  |

Please complete the relevant box below for the option you are applying for.

|  |  |
| --- | --- |
| **Partial Achievement** | |
| What qualification is the learner currently registered on? |  |
| Which qualification do you wish to claim certification for? |  |

|  |  |
| --- | --- |
| **Unit Certification** | |
| What qualification is the learner currently registered on? |  |
| Which units have they achieved that you wish to claim unit certification for? |  |

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| **By signing below, I confirm that the information provided on this form is a true and accurate reflection of the situation. I understand that partial achievement and unit certification are subject to successful moderation within the centre. I also understand that if I have applied for partial achievement and this is not possible, unit certification will be issued instead.** | |
| Signature: |  |
| Printed name: |  |
| Job Title |  |
| Date: |  |