



USER GUIDE: Credit Transfers

If you have registered a learner to a BCS qualification and they already have a valid prior achievement of one or more of the units it comprises, you can mark the unit(s) as complete using the QCF Credit Transfer process (previously known as APA – Accredited Prior Achievement).

For a list of contributing qualifications that can be used in this process, visit www.e-skills.com and navigate as follows:

Home > Standards and Qualifications > IT user qualifications (ITQ) > ITQ delivery, assessment and quality assurance > Contributing qualifications

Please note: The qualification in which you are crediting will usually have a 3-year time limit that begins from date of the first unit Pass. Therefore, if you credit a unit with a prior achieved result from 2 years ago, the learner will now only have 1 year remaining to complete the qualification. Please contact BCS Client Services if you would like further information.

Follow the step-by-step guide below to submit a Credit Transfer.

- **Log in** to the Approved Centre Forum and, from the homepage, click the **Ordering & Administration** tab. From the Ordering & Administration page, select **Result Entry** from the left-hand side.
- You will now see a sub-menu has appeared on the left-hand side under Result Entry.
- Enter the learner's BCS ID or ULN and click **Search**. The learner's name will appear below.

Learner Details	
BCS ID or ULN	<input type="text" value="BCS103783637"/>
<input type="button" value="Search"/>	
First name	Brian
Last name	Zebra

Note: If you do not know the learner's BCD ID or ULN, you can find this using the online centre reports facility on the Approved Centre Forum. You will find a user guide for this facility on the 'Ordering & Administration' page.

- When you are ready to continue, select the Qualification drop the drop-down options.

Note: The only qualifications that will be presented in the drop-down list are the ones the learner is registered for. If you do not see the qualification you are expecting, you will either need to first register the learner to that qualification or contact BCS Client Services (details at the end of this guide) if you believe there to be a problem.

- Next, select the unit you wish to credit with a prior achieved result.

Result Details	
Qualification	* Level 1 Award Flexiqua ▾
Unit	* Specialist Software : Level 1 ▾
Awarding body	* Please select ▾
Certificate date	* <input type="text"/>
Certificate seen & stored by	* Please select ▾

[reset]

- You will now need to select the 'Awarding body'. This is the awarding body through which the qualification was achieved. You will be able to identify this from the learner's certificate of achievement.
- Now you will need to enter the 'Certificate date'. This is the completion date of the unit and, again, can be found on the learner's certificate.
- You will then need to select either your name or the name of the colleague that has seen an original/copy of the learner's certificate and can confirm the prior achievement.

Note: If you do not see the name you require on the drop-down list, please contact BCS Client Services to have it added.

- Click **Add** and you will see the details appear under 'Test Results'. If you would like to amend any of the details, use the file icon under 'Edit'. If you would like to remove the record altogether, click the red X icon.
- Once you have entered the details for all of the units you wish to credit, click **Confirm Results**.

Your credit transfers are now complete. You can print a copy of the registrations by selecting **Print**. You can also click 'To enter further results click here' in order to return to the Credit Transfer page and enter further results.

If you experience any problems, please contact BCS Qualifications Client Services on 01793 417530 or email: centresupport@bcs.uk.