

**Application for the transfer of Functional Skills English components, in exceptional circumstances, between awarding organisations**

To be completed by the centre at which the learner is now studying

**Current centre details**

Centre number		Centre name	
Candidate number		Candidate name	
Planned assessment date		ULN	
Reason for application			

**Previous centre details.** A separate application must be made for each awarding organisation.

Centre number		Centre name	
Candidate number		Awarding organisation	

Details of component(s) for which transfer is requested.

Component	Level	Date achieved (month/year)

Declaration by learner
To the best of my knowledge, the information provided above is accurate.
Signature ..... Date .....

Declaration by Examination Officer
To the best of my knowledge, the information provided above is accurate.
Print name .....
Signature..... Date .....

For awarding organisation use

Please return completed form to:  
**Special Requirements Team**  
**OCR, 1 Hills Road**  
**Cambridge,**  
**CB1 2EU**

## Produced on behalf of all Functional Skills awarding organisations

### Notice to Centres

#### Transfer of credit - Functional Skills qualification in English

Transfer of credit may be available to individual students who have not achieved an overall Functional Skills qualification in English award but who have achieved individual components within the qualification with one awarding organisation and who are prevented from completing the Functional Skills qualification in English with that awarding organisation. These students may request the transfer of credit for the achieved component(s) from their original awarding organisation to another awarding organisation, under arrangements agreed between the regulators and the Functional Skills awarding organisations.

#### Candidate Eligibility

- The following candidates may be eligible to transfer components between awarding organisations:
  - Individual learners who are transferring midway through a course from one centre to another where a different specification is being taught.
  - Learners returning after a break to complete the Functional Skills qualification in English at another centre where a different specification is being taught, provided that this is within the shelf life of the original specification.
  - Learners returning to a centre after a break who find that the centre has changed the specification being offered during their absence, provided that this is within the shelf life of the original specification.
- Transfers of whole groups will only be agreed in very exceptional circumstances, at the discretion of the receiving awarding organisation. This is because it is not considered to be in the best interests of learners to transfer between specifications unless this is unavoidable.

#### How to Apply

- An application should be made using the electronic version of the transfer of credit application form, available for download on the receiving awarding organisation website. The form may be completed on screen, printed off and signed before sending to the receiving awarding organisation.
- Centres receiving learners who are transferring a component between awarding organisations **must** always retain the ULN allocated to the learner. The receiving awarding organisation will only be able to process transfers where full and accurate information has been provided by the receiving centre.
- The receiving awarding organisation will request from the original awarding organisation confirmation of the components achieved by the learner. Provided that the receiving awarding organisation is satisfied that the conditions set out for transfer have been met, the component(s) will be used as credit towards the achievement of the Functional Skills qualification in English.
- It is not possible to receive special consideration solely on the grounds of the transfer.
- Certificates will not have any indication that a transfer of credit has taken place.