**Change to Learner Registration Confirmation Form** Updated October 2023

Please complete this form to confirm the details for a change to learner registration. Please return your completed form to [vocational@rslawards.com](mailto:vocational@rslawards.com). You will receive an email confirmation within 10 working days of RSL’s receipt of this document, however please be aware that it may take longer if further details are required.

This form can be used for the following situations:

* Changing a learner registration within the centre i.e. adding/removing a unit.
* Withdrawing a learner

Please note, if the change required is the same across multiple learners, you only to need to complete this form once – however please ensure all learners are listed on this form. Otherwise, please complete one form per learner.

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| **Name of learner** |  | |
| **Centre name** |  | |
| **Please confirm which option you are applying for** | Changing a learner registration for one or more of the following -   1. Combination of Units 2. Assessment Year 3. Cohort |  |
| Withdrawing a learner |  |

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

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| **Changing a Learner Registration Within Centre** | | |
| 1. **Combination of Units**   This determines which core and optional units you wish the learner to complete towards their RSL qualification. Please use this section to amend a learner’s unit combination. | | |
| What course is the learner currently registered on? |  | |
| Which units need to be added/removed and in which year will this unit be completed? | **Unit No.** | **Add/Remove:** |
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| What is the reason for the change? |  | |

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| **Changing a Learner Registration Within Centre** | | |
| 1. **Assessment Year** | | |
| What course is the learner currently registered on? |  | |
| What is the completion date of the qualification? |  | |
| Please list any unit(s) you wish to amend the assessment year of. Please also state which year the unit(s) will be completed. **NB Assessment Year refers to the year the unit will be assessed in, not the year of certification.** | **Unit No.** | **New Assessment Year** *(e.g. 2019-20)* |
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| What is the reason for the change? |  | |

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| **Changing a Learner Registration Within Centre** | |
| 1. **Cohort** | |
| What qualification is the learner currently registered on? |  |
| Which **Cohort** does the registration need to be amended to?  *(Please state the title given to the Cohort created at registration)* |  |
| What is the completion date of the qualification? |  |
| What is the reason for the change? |  |

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| **Withdrawing a Learner**  Please note, the learner will not be able to claim partial achievement/unit certification once withdrawn. All withdrawals are final and cannot be reversed. | | |
| What qualification is the learner currently registered on? |  | |
| What is the reason for withdrawal? |  | |
| What plans have been put into place for the learner to ensure they are not disadvantaged? \* |  | |
| Have the learners completed enough units for certification? If so, please list the units completed. | **Unit No.** | **Unit Title** |
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*\*RSL will require confirmation on the destination of learners being withdrawn.*

*By signing the section below, I confirm that the information provided on this form is a true and accurate reflection of the situation.*

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| Signature: |  |
| Printed name: |  |
| Date: |  |