

**Important note for centre exams departments:
Changes to CPCAB's online Candidate Registration System**

Centres logging into our Candidate Registration System (CRS) - <http://www.cpcab-registrations.co.uk/> - will notice a few changes in the layout of some of the web-pages in relation to some CPCAB qualifications.

These changes have arisen because we have altered the CRS to reflect changes made as a result of the recent migration of our qualifications away from the old National Qualifications Framework (NQF) and into its replacement: the Qualifications & Credit Framework (QCF).

Apart from minor changes to some qualification titles (e.g. 'Award' replacing 'Certificate') and to the qualification accreditation numbers, the changes only affect:

ICSK-L2: Level 2 Award in Introduction to Counselling Skills (new qualification title)

ELSK-L2: Level 2 Award in Effective Listening Skills

LSK-L2: Level 2 Award in Listening Support Skills

USM-L2: Level 2 Award in Understanding Substance Misuse

In most cases the changes will be self evident, but you may wish to note the following details:

Changes for ICSK-L2, ELSK-L2, LSK-L2 and USM-L2

On the *Group Assessment* page:

- **Internal** assessment results must be entered for every candidate in the group concerned before the 'Update Assessment' button is used.

If this is not done an error message will appear and invite you to complete the internal assessment results for every candidate in the group before clicking again on the 'Update Assessment' button.

- For the **internal** assessment results (for these four qualifications) there will no longer be an option to select 'Deferred'. However, the other options still remain - i.e. 'Proficient', 'Not Proficient', 'Left Course' and 'Deceased'.

Changes for ICSK-L2 only

There is no longer an external assessment for ICSK-L2. Therefore, on the *Group Assessment* page:

- The column labelled '**External** Assessment' has been removed.
- '**External** Assessment Date' has been replaced by '**Internal** Assessment Date'.

Changes for ELSK-L2, LSK-L2 and USM-L2 only

External assessment has been replaced by independent verification. Therefore, on the *Group Assessment* page:

- 'External Assessment Date' has been changed to 'Independent Verification Date'.
- The column previously labelled 'External Assessment' is now labelled 'Independent Verification'.

Please note that successful candidates in groups that were registered before September 1st 2010 will receive certificates for the NQF version of our qualifications (i.e. not the QCF version).