

Registration & Awards Administration Training

Who should attend?

Exams officers and administrative staff who complete OCN Eastern Region forms for registering and awarding credit to learners.

Learning Objectives:

On completion participants will understand:

- How to complete the OCN learner registration forms
- How to correctly complete the OCN RAC forms
- Why OCN asks for the information.

This course will cover:

- Background to OCN Eastern Region
- Registering learners
- Recommendation for the Award of Credit (RAC)
- Fees and charges
- Frequently asked questions

Duration:

- Two hours
- Morning sessions will run from 10.30am to 12.30pm
- Afternoon sessions will run from 2.00pm to 4.00pm

Assessment:

There is no formal assessment.

Cost:

Free to recognised centres

Registration & Awards Administration Training (Access)

Who should attend?

Exams officers and administrative staff who complete OCN Eastern Region forms for registering and awarding credit to learners on the Access to HE Diploma.



Learning Objectives:

On completion participants will understand:

- How to complete the OCN learner registration forms
- How to correctly complete the OCN RAC forms
- Why OCN asks for the information.

This course will cover:

- Background to OCN Eastern Region
- Registering learners
- Recommendation for the Award of Credit (RAC)
- Fees and charges
- Frequently asked questions

Duration:

- Two hours
- Morning sessions will run from 10.30am to 12.30pm
- Afternoon sessions will run from 2.00pm to 4.00pm

Assessment:

There is no formal assessment.

Cost:

Free to recognised centres

Booking:

A booking form can be downloaded from the training and development section of the OCN Eastern Region website: www.ocner.org.uk.

Training for Administrators



Registration & Awards Administration Training (Offender Learning)

Who should attend?

Administrative staff who complete OCN Eastern Region forms for registering and awarding credit to learners, where learners are considered transient (e.g. Prisons).

Learning Objectives:

On completion participants will understand:

- How to complete the OCN combined learner registration and award of credit forms
- Why OCN asks for the information.

This course will cover:

- Background to OCN Eastern Region
- Registering courses
- Registering learners and claiming awards
- Fees and charges
- Frequently asked questions

Duration: Two hours (times to be confirmed)

Assessment:

There is no formal assessment.

Cost:

Free to recognised centres

Booking:

A booking form can be downloaded from the training and development section of the OCN Eastern Region website: www.ocner.org.uk.



The **Diversity** of Learning

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