

Procedure for Offering GA Qualifications Using Package 3

Complete Package of Teaching, Learning and Assessment Provided by GA

Initial Setup Requirements

1. For New Centres
 - a. Submit centre approval application
 - b. Submit Distributor Agreement (in place of Qualification Approval form)
2. For Existing Approved Centres
 - a. Submit Distributor Agreement to add product(s) to approvals list
3. Document Distribution

Once centre approval and Distributor Agreement are in place, the centre will receive:

- a. Candidate Application Form(s) specific to each course package
- b. Terms and Conditions for Candidates

Marketing Guidelines

Centres may commence marketing after receiving documentation.

****Important Marketing Notice**:** *Centres must be transparent about the arrangement and avoid claiming direct delivery or assessment of the qualification. All marketing materials should clearly indicate that GA provides the teaching, learning, and assessment services.*

Candidate Enrolment Process within the Centre

1. The centre responsibilities are to:
 - a. Collect the completed Candidate Application Form
 - b. Obtain and verify learner ID
 - c. Ensure all application form fields are complete and the form is signed
 - d. Verify ID matches learner information
 - e. Confirm that the candidate meets the relevant entry requirement for the qualification, if applicable (refer to the Qualification Specification)

Candidate Registration Procedure

Registration Steps

1. Access centre account on the Ark and proceed to register candidates
2. Select correct package
3. Register candidates using standard procedure

Additional Requirements

****Important**:** For Package 3 registrations, centres must complete an extra step:

Email the following to their GA Centre Administrator:

- Completed and signed candidate application form (one per candidate)
- Scanned copy of verified candidate ID

Post-Registration – Delivery Process

1. Once registration and all required information is received:

- Candidate will receive direct Moodle access to their package via their email
- Candidate will be allocated their personal tutor/assessor
- GA will establish direct contact with the candidate

2. Learning Management:

All instructions are provided to the candidate directly within Moodle.

GA manages all aspects of assessment, learner support and quality assurance.

Results and Certification

1. Results Communication:

- Results are confirmed directly to the candidate by GA

2. Certification:

- Certificates for successful candidates are issued directly to the candidate by GA