



## **Registration Procedure for Candidates**

Approved Centres should apply for candidate registration using the Membership Services Portal. All candidates are required to be registered prior to commencement of assessment activities. Approved centres will be charged for candidates in line with the fee structure.

ECITB processing of candidate registrations

### **SCQF Procedure**

The Approved Centre enters the candidate details into the Membership Services Portal in accordance with the user guide 'Register a Learner on a Vocational Qualification' located within the User Options section of the Membership Services Portal. If it is known that the candidate has been previously registered through another approved centre, this should be notified to the ECITB VQ administrator.

To ensure that the ECITB complies with Data Protection requirements, you must ensure that all candidates complete the ECITB Vocational Qualification Registration Form and Privacy Notice procedure.

Failure to complete the Vocational Qualification Registration Form and Privacy Notice procedure will result in the candidate not being registered.

If a previously registered candidate moves to another Approved Centre the registration may be transferred and the date of initial registration will be retained. The Approved Centre must notify the ECITB in writing in such circumstances.

### **De-Registration of Candidates**

Approved Centres should de-register candidates using the 'Deregister' button on the candidate's qualification registration in the Membership Services Portal.

### **Overseas Candidates**

Approved Centres must notify ECITB Awarding Body of any candidates that are working overseas before registration on qualifications.

## **Review Arrangements**

We will review this procedure as part of our continuous improvement arrangements and revise it, as and when necessary, in response to customer, learner or regulatory feedback (e.g. to align with any enquiries process established by the regulators) and to identify any trends that may emerge in the subject matter of enquiries received.

## **Contact us**

If you have any queries about any aspect of this process, please contact:

VQ Administrator  
Engineering Construction Industry Training Board  
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