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Oiliúna Chorcaí

*Cork Education and
Training Board*

QUALITY ASSURANCE

QA 6.20 ISSUING OF QQI RESULTS AND CERTIFICATION TO LEARNERS PROCEDURE

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PURPOSE

The purpose of this procedure is to outline the mechanisms that are in place in Cork ETB for the issuance of results and certification to learners. QQI provides opportunities for certification every two months (six times per year) in accordance with the schedule published by QQI on their website.

SCOPE

This procedure applies to all further education and training provision provided by Cork ETB campuses and centres or by organisations funded by Cork ETB to provide further education and training, whether accredited or unaccredited.

RESPONSIBILITIES

Responsibilities of the campus/centre:

- To print the final statement of results for each learner from the QQI Business System (QBS)
- To issue final results to learners by post or email including information on the appeals process in a timely manner
- To post certificates and transcripts to learners or present at an award ceremony as required
- To keep a record of the issuance of final results and certificates

PROCEDURE

6.20.1 Details

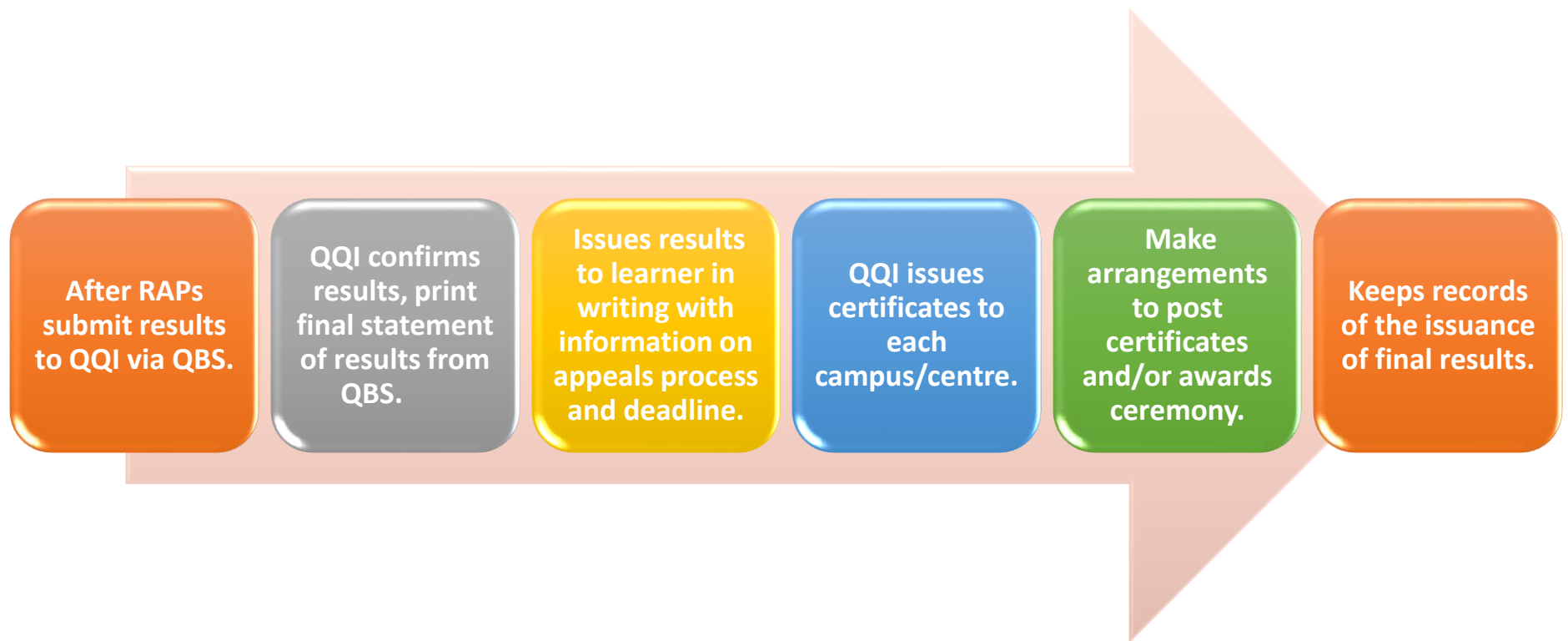
- After the results approval process has concluded, the centre submits results to QQI via QBS
- Once QQI confirms the results are final, the centre prints the final statement of results for each learner from QBS. These are usually available four days after the certification date for the period and are clearly stated on the QQI key dates document
- The centre will then issue the final statement of results to each learner in writing (by post or email). Information on the appeals process and deadline for application must be included. Any email communication will be to learners official Cork ETB email accounts
- QQI issues certificates and transcripts to each centre in accordance with the schedule published on their website
- The centre will make arrangements to post certificates and transcripts to learners or present them at a graduation ceremony
- The centre will ensure to keep a record of the issuance of final results, and certificates

[See Figure 1](#)

DOCUMENT DETAILS

Title:	QA 6.20 Issuing of Results and Certification to Learners Procedure
Authors:	Cork ETB Assessment Working Group
This Version Number:	2.0
Approval	Cork ETB FET Strategy Group
Status:	Active
Effective Date:	September 2023
Review Date:	April 2025 or as required
Templates/Resources	N/A

Figure 1





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