

## Registration and Certification Policy

### Additional guidance for centres (sub-sites) registering students through Crossfields Institute for NCFE CACHE qualifications.

Crossfields Institute is an approved centre for NCFE CACHE and is responsible for the delivery (including registration and certification claim) of the following qualifications at our approved centres:

- NCFE CACHE Level 3 Diploma in Holistic Baby and Child Care (EYE)
- NCFE CACHE Level 3 Diploma in Montessori Pedagogy – Birth to Seven (EYE)
- NCFE CACHE Level 4 Diploma in Montessori Pedagogy – Birth to Seven (EYE)
- NCFE CACHE Level 4 Diploma in Steiner Waldorf Early Childhood Studies (EYE)
- NCFE CACHE Level 5 Diploma in Steiner Waldorf Early Childhood Studies- Leadership and Management

Registrations and claims for these qualifications cannot be made on our Mercury system. Centres are required to make registrations in line with our Registration and Certification Policy, but to do so using a Registration spreadsheet (which can be supplied by contacting [info@crossfieldsinstitute.com](mailto:info@crossfieldsinstitute.com)). It is the centre's responsibility to ensure that learner's names are accurately completed on the spreadsheet, as this will be used to register learners on the NCFE CACHE online system. Please note: NCFE CACHE's cancellation policy will only offer refunds for cancelled registrations if the cancellation is made within five working days. Thereafter the fees are not refundable.

Centre should check learner details before submitting a claim for certification using a Recommendation for Award of Credit (RAC) spreadsheet – also available from [info@crossfieldsinstitute.com](mailto:info@crossfieldsinstitute.com).

If a change needs to be made to a learner's name for their certificate, please follow the guidance in the Crossfields Institute Registration and Certification Policy, and ensure that we are explicitly notified. Please do not just make a change on the RAC without informing us separately of the change, as it may go undetected. Failure to do this will result in a charge being made for a reprint certificate.

**Last reviewed: August 2020**

**Next review: September 2021**

**Reviewed by Alison Richards**