Apprenticeship Certification Guideline – England

To ensure that the system of National Certification runs smoothly training providers are asked to conform to the following procedures:

- All certificates must be requested via the Apprenticeship Certification England system (ACE)
- Providers are requested to register apprentices on the ACE system
- The law states that apprentices must apply for their own certificate, although this process can be facilitated by the provider. If an apprentice requests certification via a provider an apprentice declaration form must be signed and sent via ACE. If the apprentice wishes to request their own certificate this can be done via ACE using the link on the home page.
- Submit an official purchase order with each batch of certification requests, or alternatively enclose cheque payment. Certificates cannot be issued without receipt of a cheque or an official purchase order number.
- The cost of certification is £22.00 for certificates issued via ACE
- The charge for a copy certificate is £30.00
- Certificates will be sent to the apprentice c/o the training provider or company within 10 working days of Asset Skills receiving request for certification
- Please note that this 10 day turnaround can only be met if all the necessary paperwork has been submitted to ACE

For payment and invoice queries please contact

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