

LANTRA

Land-based and environmental skills

Apprenticeship Certificates England (ACE) Implementation: January 2012

From January 2012 the new ACE (Apprenticeship Certificates England) system will be implemented, which is an on-line certification system for certifying apprenticeship frameworks within England.

Lantra are in Phase 3 of the implementation process which begins on the 30th January 2012. All training providers must use the system by the 1st April 2012 and the last date we will receive paper copies of current certifications is the 2nd March 2012.

Process for Implementation

The process for implementation of the system is as follows:

- **Stage 1 – Pilot implementation 30th January 2012**

10 providers have agreed to pilot the new online system using the ACE online user manuals. Lantra staff will also be available to assist these providers if necessary.

Training providers will feedback from the pilot on the effectiveness of the user guides. Lantra will provide a summary of any questions raised and answers provided to all training providers in preparation for Stage 3.

- **Stage 2 – Final paperwork submissions for all training providers - Friday 2nd March 2012**

All final paperwork requests (current system) to be sent to Lantra no later than Friday 2nd March 2012.

Notification will be sent to all providers as to how to access the user guides in preparation for Stage 3.

- **Stage 3 – All training provider implementation - Monday 5th March 2012**

Lantra would like all training providers to request a password from Lantra and start familiarising themselves with the ACE on-line system from this date forward. For those training providers which have apprenticeships ready for certification, please start using the system.

Please note that even if you have no apprentices requiring certification during March, as of the **1st April 2012** we will not be able to accept any paper requests for certificates as they must all be requested using ACE online after this date.

The intention is for training providers to input all learners onto the system at the start of their apprenticeship, enabling you to upload evidence as and when it is received in preparation for applying for certification on the apprentices' completion.

New certification charge

Currently the certification charge for apprentices completing after the 13th April 2011 is £25.00 and this will remain the case for all paper applications. We have been informed that the new certification charge for applications made on the ACE online system will be £22 per certificate. We will be sending out a 'payment notification form' (which will also be available on our website) that must be completed, (irrespective of payment method) and sent to Lantra as soon as certification has been requested on-line and for the total amount of requests submitted.

Thank you for your support and co-operation with this. We will continue to keep you updated with the development of the system. If you have any queries, please do not hesitate to contact the Apprenticeship team.