

REVISED REFERRALS POLICY

The current position: A candidate can be referred at least once for all 30 learning outcomes (LOs). They can then be referred again after a second attempt when the referred unit is locked. Once unlocked (on payment of a fee of £5 per LO), a candidate can have a third attempt or as many attempts as they need to pass. Candidates should pass all learning outcomes by a final deadline of 15 months; this is not a deadline for submitting referred work.

The revised policy: It has been agreed that candidates with multiple referrals need additional training. They are therefore required to take a break of at least **three** months without submitting further work so that they can seek more support from a trainer or mentor. After the break, these candidates are required to pay a re-registration fee of **£200** to continue. Candidates are urged to seek help from a trainer or mentor if they are approaching any of the following:

1. **More than 10 LOs with first referrals which then require a second attempt:** these are cumulative across all units and even if a first referral has subsequently been passed, it counts as one of the 10.
2. **More than 5 LOs with second referrals which then require a third attempt:** if a candidate has up to and including 5 second referrals, they can have a third attempt on payment of an unlocking fee of **£10 per LO**. In this case, and if required, they will be given **two months** from the date of unlocking to submit their third attempts.
3. **Third referrals which require a fourth attempt will not be permitted and the candidate's portfolio is permanently closed. A candidate can take out a new registration allowing them to start again from scratch.**

In the first two cases, candidates must re-register within **six** months of the letter notifying them that they are required to take a break. If they cannot pass CiLCA within **six months** of re-registering (extensions not permitted), their portfolio is permanently closed. They can take out a new registration allowing them to start again from scratch.

The specific training provider and trainer should be made aware when a candidate is affected by the multiple referrals policy by receiving a copy of the letter. The letter should name the trainer from whom the candidate can receive additional support (this will be facilitated when candidates name trainers on registration). The trainer should actively contact the candidate to offer support. Training providers should also be aware that a candidate may not wish to return to a specific trainer and should therefore be able to offer an alternative. If necessary, the training provider should contact the CiLCA Administrator at the SLCC for guidance.

29th August 2019