

## Frequently Asked Questions (FAQs)

### CNAA Students

Students who hold an award which was conferred by the Council for National Academic Awards (CNAA) are able to make an application on the Open University Validation Partnerships (OUVP) website for a pro forma (certificate-style document), letter or email verifying their award. We cannot verify awards gained by students who have studied directly with The Open University (OU).

Please read our FAQ before making an online application:

#### 1. How do I know if my qualification was awarded by the CNAA?

The CNAA acted as an awarding body to institutions that did not have their own degree-awarding authority (i.e. University status) between the years of 1965-1992. These institutions were usually Polytechnics or Colleges of Arts, Technology or Education. Any awards dated before 1965 or after 1992, are **not** CNAA awards.

##### CNAA awards include:

- Bachelor's degrees (BA, BEd, BEng, BSc, BTP, LLB);
- Certificates in Education (CertEd);
- Council's Certificates;
- Diplomas of Higher Education (DipHE);
- Diplomas in Management Studies (DMS);
- Diplomas in Professional Studies in Education (DPS);
- Doctors of Philosophy (PhD);
- Master's degrees (MA, MBA, MEd, MEng, MPhil, MSc);
- National Council for Diplomas in Art and Design (NCDAD), including Higher Diplomas in Art and Design;
- Postgraduate Certificates in Education (PGCE);
- Postgraduate Diplomas (PGDip);
- Scottish Diplomas in Art and Design (SDA)

If in doubt, please call us on +44 (0)1908 332852 to check if we can assist with verification, before making an online application.

#### 2. What type of qualifications were definitely not awarded by the CNAA?

- Association of Chartered Certified Accountants (ACCA) awards
- BTEC awards
- Certificates of Qualification in Social Work (CQSW)
- City & Guild awards
- Foundation degrees
- Foundation courses in Accountancy
- General Certificates of Education (GCE)
- Graduateships of the Royal Society of Chemistry
- Higher National Certificates (HNC)

- Higher National Diplomas (HND)
- National Examining Board for Supervisory Management (NEBSM) Certificates
- Nursing/Midwifery training qualifications
- Ordinary National Certificates (ONC)
- Ordinary National Diplomas (OND)
- Polytechnic Diplomas

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### **3. What information can you verify about a CNAА award?**

The CNAА archives that we have care and custody of, only contain final award information. We can therefore only verify the information that would have been on your original certificate, i.e.

1. Your name (at the time of award)
2. Award title
3. Classification
4. Date of award
5. Institution with which study took place (including as they are now known)

We **cannot** verify any information that would be on a modern-day *transcript*, such as attendance dates, modules/components studied, individual module/component marks, etc. As far as we are aware, the institutions that students registered/studied with were responsible for maintaining this information. If they no longer hold transcript records, we do not know of anyone else who might.

We cannot verify any information if you did not complete your studies.

### **4. What happens if you cannot verify my award?**

Upon receipt of your application, we will check the CNAА database for a record of your award. If no record exists on the database, we will check the original CNAА archives (within the stated institution of study and programme of study) for a record of your award. We will check the archives for the stated year of award, as well as one year before and one year after. If we are unable to locate a record of your award, we will notify you by email and arrange a refund.

### **5. How do I apply for a letter or email verifying my award (rather than a pro forma) and what information will this contain?**

When you make an online application, our default service is to produce a pro forma (certificate-style document), however we can also verify a CNAА award by letter or email. To order a letter or email, please type '(Letter)' or '(Email)' after your name on the 'Online Application for CNAА Verification' form.

**Letter of Verification:** Confirms the basic details of your award (i.e. the same information that would have been on your original certificate), referred to in FAQ 3. Also provides some background information on the CNAAs and why the OU are custodians of their award records and an explanation with regards to transcripts (i.e. that the OU cannot verify transcript information).

**Email Verification:** Confirms the basic details of your award (i.e. the same information that would have been on your original certificate), referred to in FAQ 3. This would normally be sent directly to a third party, so please ensure that you include their email address on the online application form.

If you would like to see a sample letter or pro forma, please contact us on +44 (0)1908 332852 or via [ouvp-aftercare@open.ac.uk](mailto:ouvp-aftercare@open.ac.uk).

## **6. Why can't you issue me with an exact replica of my original CNAAs certificate?**

The CNAAs were abolished by the 1992 UK Further and Higher Education Act and the Department of Education and Science did not authorise any successor body to issue certificates following its dissolution. The OU accepted responsibility for the care and maintenance of CNAAs award records and for providing verification of entries in the records.

The pro formas we produce are styled in a similar format to an award certificate and hold exactly the same weight as the original certificate would have.

## **7. Can you verify my CNAAs award under a different name?**

The OU is not empowered to alter, amend or add any information to academic records or award conferment details. CNAAs awards must be verified in accordance with the details contained in the original CNAAs records. This is to reflect an historical fact and the legal status of the CNAAs, CNAAs award and award recipient at the time the award was conferred.

If you have changed your name as a result of a change in your gender identity and you would like the OU to issue a pro forma under your new name, this request will be granted upon receipt of proof of your name change. You will also be required to return your original degree certificate to us before the pro forma can be issued. Changes of name in other circumstances are not permitted.

## **8. Can you send verification of my CNAAs award to World Education Services (WES)?**

Yes. To enable us to issue verification of your award to WES, you would need to make an online application and pay the fee. Please type '(WES)' after your name on the 'Online Application for CNAAs Verification' form to ensure that the correct service is carried out.

Please send the Academic Records Request Form that WES have provided you with (with section A completed) to [ouvp-aftercare@open.ac.uk](mailto:ouvp-aftercare@open.ac.uk), along with copies of transcripts you would like us to send. Please note that the OU cannot supply you with copies or certify transcripts.

The OU will produce the letter of verification (referred to in FAQ 5), which will include your WES reference number. The completed Academic Records Request Form, letter of verification and any transcripts you have provided will be electronically transferred to WES.

A PDF copy of the documentation that we have sent to WES will be emailed to you for your records.