

# Frequently Asked Questions (FAQs)

## Third Party Verifications

Third Parties are able to make an application on the Open University Validation Partnerships (OUVP) website to verify an award of the Council for National Academic Awards (CNAA) or an Open University **validated** award. We cannot verify awards gained by students who have studied directly with The Open University (OU).

Please read the relevant section of our FAQ before making an online application:

- FAQs related to CNAA awards (page 1-2)
- FAQs related to OU validated awards (pages 3)

## FAQs in relation to CNAA awards

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

If your candidate has supplied a copy of their original certificate, then it will refer to the Council for National Academic Awards (CNAA).

The CNAA acted as an awarding body to institutions that did not have their own degree-awarding authority 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)

### 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

Any awards dated before 1965 or after 1992, are **not** CNAAs awards.

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

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

The CNAAs archives that we have care and custody of, only contain final award information. We can therefore only verify the information that would be on a student's certificate, i.e.

1. Student 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.

We cannot verify any information for students who did not complete their studies.

### **4. The candidate has already completed and signed our company's disclosure form, do they still need to complete and sign the 'Authorisation Form for Third Party Requests' on your website?**

Due to General Data Protection Regulation (GDPR) law, the candidate would still need to complete and sign the 'Authorisation Form for Third Party Requests'. This should be sent by secure electronic transfer to [ouvp-aftercare@open.ac.uk](mailto:ouvp-aftercare@open.ac.uk) and must include the candidate's name at the time of award and their physical signature.

### **5. What happens if you cannot find a record of my candidate's award?**

Upon receipt of an application, we will check the CNAAs database for a record of the candidate's award. If no record exists on the database, we will check the original CNAAs archives (within the institution of study and programme of study) for a record of the student's 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 the candidate's award, we will notify you by email.

## FAQs in relation to OU validated awards

### 1. How do I know if my candidate's award was validated by The Open University?

If your candidate has supplied a copy of their certificate, you will know that it is an OU validated award if it includes the following text (in the bottom left-hand corner):

An award validated  
under the authority  
of the Royal Charter  
of The Open University

Through its Royal Charter, since 1992 the OU has been able to validate the programmes of approved partner institutions that do not have their own degree-awarding powers, or alternatively that wish to offer OU validated awards. OU validated awards differ to awards gained following study directly with the OU as validated programmes are designed and delivered directly by partner institutions (usually in a face-to-face environment, rather than via distance learning).

To verify an award for a student who studied directly with the OU, please contact the OU Qualifications Centre by email to [cgc.verifications@open.ac.uk](mailto:cgc.verifications@open.ac.uk). Do not make an application on our website.

### 2. What information can you verify about an OU validated award?

The OU are the awarding institution for OU validated awards and produce the students' certificates; we can therefore verify final award information. Our partner institutions are responsible for producing transcripts and diploma supplements and should be contacted directly for verification of the information that would be contained within these documents.

### 3. The candidate has already completed and signed our company's disclosure form, do they still need to complete and sign the 'Authorisation Form for Third Party Requests' on your website?

Due to General Data Protection Regulation (GDPR) law, the candidate (student) would still need to complete and sign the 'Authorisation Form for Third Party Requests'. This should be sent by secure electronic transfer to [ouvp-aftercare@open.ac.uk](mailto:ouvp-aftercare@open.ac.uk) and must include the candidate's name at the time of award and their physical signature.