

25th August 2022

RE: Level 4 Diploma in Therapeutic Counselling – 500/9253/4

Final portfolio submission date / marking request

Dear Colleague

As you are aware the above qualification was redeveloped with a registration and certification end date implemented **August 15th 2019**. With this in mind, this is a further notification that we will **NOT** be able to certificate this qualification after the certification end date of **31st December 2022** as stated in previously issued communications.

The information below details timelines for which we are able to accept portfolio submissions, marking requests and certification claims. Beyond these dates we will **NOT** accept any marking requests, portfolio postal / email submissions, or certification claims:

- **31st October 2022** – This is the final date in which centres are able to make a marking request to have unit 7 (J/506/9114) externally assessed on AchieveLive.

Centres are advised that candidate portfolios **MUST** be completed and saved by this date on AchieveLive to ensure that the portfolio can be assessed and a result issued directly to the centre within 28 working days.

- **31st October 2022** - This is the final date in which Skills and Education Group Awards are able to accept postal / email submissions to have unit 7 externally assessed.

Centres are advised that candidate portfolios **MUST** be received by post / email by this date to ensure that the portfolio can be assessed and a result issued directly to the centre within 28 working days.

- **16th December 2022** – This is the final date in which Skills and Education Group Awards are able to accept certification claims for qualification 500/9253/4.

If a successful certification claim is received on the **16th December 2022** we have 5 working days to process the claim, this takes us to the **23rd December 2022** which is the date our offices close for the festive period. Claims made after **16th December 2022** will **NOT** be processed.

If you have any queries do not hesitate to contact,

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