



Company Name:	Highgrade Recruitment Ltd
Document:	Overseas Qualifications Policy
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Highgrade Recruitment Ltd will seek evidence of Overseas Trained Teachers and include the requirement that overseas qualifications will be checked via NARIC.

The following document will detail our policies and any relevant information that is important for work seekers to be verified from overseas. We will endeavour to ensure that the work seekers have the experience, training and qualifications and any other authorisations which we consider necessary, or which are required by law or by other relevant professional bodies to work in this position.

NARIC are:

The Centre for Professional Qualifications (CPQ) covers all aspects of professional qualifications in an international context, expanding beyond the EU borders. We provide advice and guidance to a variety of stakeholders in this area, including professionals, professional bodies, employers, and sector skills councils.

The CPQ also houses the Assistance Centre, which is designated by the UK Government to provide advice and guidance on the recognition of professional qualifications in line with [Directive 2005/36/EC](#) modified by [Directive 2013/55/EU](#). We are part of a wider network of Assistance Centres in the European Union (EU), European Economic Area (EEA) and Switzerland. The [Assistance Centre](#) replaces the UK National Contact Point for Professional Qualifications (UK NCP).

Outlined below are the standards of service that work seekers will be subject to:

Standard UK NARIC assessments are subject to the following standards of service:

1. Applicant refers to the individual, group or entity that has requested the services of UK NARIC.
2. On receipt of all necessary documentation, UK NARIC will complete a written application within 10-15 working days. However, this period is not guaranteed. In some cases, such as those requiring additional, in depth research, the applicant will be informed.
3. The applicant shall bear sole responsibility for ensuring the accuracy of the applicant's details supplied to UK NARIC.
4. UK NARIC will provide an assessment if the qualification(s) submitted are accredited in the country of origin and have been awarded by awarding bodies that are accredited/recognised in the country of origin. For qualifications that do not meet these criteria a NARIC Statement of Comparability will be issued, but no comparability will be provided.
5. For UK NARIC Statements of Comparability, additional qualifications submitted for assessment after a Statement of Comparability has been issued will incur a fee of £12.00 + VAT* (£14.40) plus your chosen delivery charge, additional qualifications submitted three months after the date of issue will incur a fee of £49.50 + VAT* (£59.40) plus your chosen delivery charge. These prices apply to all applications made on or after 26 June 2014. For applications made before this date, adding qualifications and ordering duplicate assessments will incur a fee of £49.50 + VAT* (£59.40) plus your chosen delivery charge.
6. UK NARIC will not take responsibility for original documents and cannot be held responsible for loss of paperwork in the post. In order to process an application, UK NARIC requires photocopies or scans of original certificates, photocopies or scans of certified translations and photocopies or scans of transcripts. In line with the Data Protection Act (1998), all documents will be destroyed

three months after completion, using a shredder to protect the identity of the applicant. Original documents should not be submitted.

7. UK NARIC may refuse to process or post the whole or any part of the applicants details if UK NARIC deems those details to be offensive or inappropriate or in its absolute discretion it believes those details to be inaccurate, untrue or a forgery, in whole or in part.
8. UK NARIC will take all reasonable steps to ensure provision of a high quality service but will not guarantee that the provision of the service will be uninterrupted or error-free. UK NARIC places particular importance on the service provided to all customers. Should the applicant be dissatisfied with the service provision or the information provided they can address their issues in writing to UK NARIC as specified in the [Application Procedures](#). The timeframe for submitting complaints / requests for clarification / requests for reassessment is six months after the service has been provided. Any complaints / requests for clarification / requests for reassessment submitted after that period cannot be considered.
9. UK NARIC cannot guarantee safe delivery of assessments; this is the responsibility of delivery companies. We reserve the right to charge clients again for delivery if statements are unsuccessfully delivered due to inaccurate information provided by the client.
10. These terms and conditions shall be governed by the laws of England and the parties submit to the exclusive jurisdiction of the Courts of England and Wales.

European Skills Passport

The European Skills Passport is an electronic portfolio that is designed to provide documentation to support and supplement your Europass CV.

You can upload any of the other Europass Documents (Language Passport, Europass Mobility, Diploma Supplement and Certificate Supplement), or any other document that might prove useful when you submit your CV, for example:

- Scans of qualification certificates or diplomas,
- Course transcripts
- Documents that provide information on the comparability or level of your qualification (for example UK NARIC statements of comparability)
- Employer or other references.

You can link the documents to sections of your Europass CV so that, when the documents are received in electronic format, the recipient can go straight to evidence of your experience directly simply by clicking the link.