

## Enrolment Process

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### Timeline

#### Step 1

Locate and select the relevant qualification from our website ([www.nvqlevel.com](http://www.nvqlevel.com)) according to your experience and skillset.

#### Step 2

Confirm the price from the booking form >> select any additional packages from the list according to your requirements (optional) >> select your preferred payment plan >> hit “Book NVQ Assessment” button >> fill out all the form fields >> submit your booking.

#### Step 3

Once we receive your booking details, we send out the NVQ Assessment Screening email to confirm your skillset, experience in the industry and eligibility to commence the NVQ assessment.

#### Step 4

You’ll be required to respond to our Screening email to confirm your motivation to commence the NVQ assessment and ability to cover the Performance Requirements for selected qualification.

#### Step 5

Once we receive your email and confirm your eligibility to commence the NVQ assessment, our office admin will email you a link to an Online Application Form.

#### Step 6

Please click the link from the email to open the Online Application Form >> you’ll be required to fill out and submit your personal and billing details for the enrolment invoice.

#### Step 7

Once we receive your personal and billing details, our accounts department will make out the enrolment invoice based on the selected payment plan (selected in Step 2)

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### Step 8

Check your email for the enrolment invoice >> locate the bank/payment details at the bottom of the enrolment invoice >> please make the enrolment payment.

(to avoid delays confirming your payment, please type in your invoice number as your reference number)

### Step 9

Once we receive your enrolment payment >> our accounts department will email the payment receipt >> we pass your contact details to your dedicated NVQ assessor >> your assessor will get in touch with and exchange contact number for further communication >> the NVQ assessment starts [[Assessment Process<sup>PDF</sup>](#)].

You might also want to know about...



[Assessment Process<sup>PDF</sup>](#)



[How We Collect Payments?<sup>PDF</sup>](#)

## FAQ

### 1. Do you offer payment plans?

Yes, we provide several payment options that you can choose from our website's booking form. All payment plans are interest-free.

### 2. How long the registration take?

Typical enrolment process might take up to 5 working days before you get registered with the Awarding Body. If you require speedy registration, we also offer 1-day registration (subject to an extra fee). Please check our website's booking form for more information.

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### 3. Do I need CSCS H&S touch screen test done to apply for a temporary card?

To apply for a temporary Experience Worker (Red) CSCS card, you must have a valid H&S test completed within the last two years.

<https://www.cscs.uk.com/card-type/experienced-worker/>

### 4. How can I apply for a temporary card?

In order to apply for a temporary card, you need a proof of the registration confirmation (provided by Up Level admin team) as well as valid CSCS H&S Test completed within the last years.

### 5. Is there an extra registration fee?

No, there are no hidden fees. The cost of the assessment you see when you make a booking is the total and final fee.

### 6. Do you send/email the payment receipts?

Yes, we provide receipts to all payments made by you.

(to avoid delays confirming your payment, please type in your invoice number as your reference number)

You might also want to know about...



[Assessment Process](#)<sup>PDF</sup>



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