



All Responsible Officers

25 March 2019

Action: Respond by 15 April 2019 if you have concerns about the transition period for the use of new certificate Logo

Our Ref: RO64/2019 Logo for certificates

Use of new Ofqual Logo by awarding organisations on certificates

Dear Responsible Officer,

We are writing to set out our proposed arrangements for awarding organisations' use of the new Ofqual Logo on certificates for regulated qualifications.

Timing

We propose that all certificates you issue on and after **1 May 2020** must include the new Ofqual Logo. In setting this date we have taken account of views from individual awarding organisations and from the Federation of Awarding Bodies. We have considered the stocks of certificates awarding organisations hold. We believe it is reasonable to require you to make this change by 1 May 2020, as this gives you more than a year's notice of the change.

Please let us know by 15 April (using the Portal) if you would prefer a longer transition period. Please explain how much stock you hold and by when you would expect that stock to be used. We will confirm no later than week commencing 29 April 2019 the date by which certificates must include the new Logo.

You may start using the new Logo immediately. You can [download](#) the new Logo from the Portal.

Replacement certificates

If a learner requests a replacement certificate, you can decide whether to issue it with the old or the new Logo during the transition period. At the end of the transition period you must use the new Logo.

Using the Ofqual Logo

You must only use the Ofqual Logo on certificates of regulated qualifications.

[Condition B5.3](#) states:

“An awarding organisation must ensure that its use of Ofqual’s Logo complies with any [Logo Requirements](#) and [Certificate Requirements](#) which may be published by Ofqual and revised from time to time. An awarding organisation may only use Ofqual’s Logo on qualification certificates and credit certificates that refer exclusively to qualifications published on the Register. As specified in our [Certificate Requirements](#), Ofqual’s Logo must feature on the front of these certificates.

An awarding organisation may not use Ofqual’s Logo:

- *on unit certificates or any other certificates*
- *for any other purposes (except with explicit written permission from Ofqual)”.*

The Conditions define “Ofqual’s Logo” as “Any Logo, design or style in which Ofqual holds intellectual property rights.” This covers the corporate Logo **as well as** the Logo designed specifically for use on certificates.

We have amended the Logo images within the [Handbook](#) and the [three country regulators’ statement on Logo use](#). We have not otherwise changed these documents. We have withdrawn the [2017 letter regarding Logos](#) as this was superseded by the regulators’ statement.

If you are using Ofqual Logo other than on certificates you must stop doing so. Please contact us through the Portal if you wish to discuss any previous agreements from Ofqual allowing you to use the Logo.

You must ensure that your Centres do not use the Ofqual Logo.

Communications

We will use our website and social media channels to explain that both the old and new Logos for certificates will be used on certificates during the transition period.

Action required

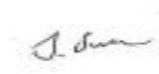
You should:

- let us know by 15 April if you would prefer a longer transition period;
- read the confirmation we will issue during week beginning 29 April of the date from which you must use the new Logo on certificates;
- prepare to use the new Logo by that date;
- make sure you only use the Ofqual Logo as permitted;
- contact us to discuss any previous agreement to your use of the Ofqual Logo;
- make sure your Centres do not use the Ofqual Logo.

Yours sincerely,



Phil Beach
Executive Director,
Vocational and Technical Qualifications



Julie Swan,
Executive Director,
General Qualifications