

# ACW CENTRALISED PAYMENT DOCUMENT

---

TRAINING PROVIDERS

September 2020

|  |                    |
|--|--------------------|
| CONTENTS   | <a href="#">2</a>  |
| FEDERATION FOR INDUSTRY SECTOR SKILLS AND STANDARDS<br>(the Federation) AND THE CENTRALISED PAYMENT SYSTEM | <a href="#">3</a>  |
| ACW PAYMENT SYSTEM   | <a href="#">4</a>  |
| Pre-pay (purchasing credits)   | <a href="#">5</a>  |
| Purchase credits – credit card   | <a href="#">6</a>  |
| Purchase credits – BACS  | <a href="#">11</a> |
| One off Payment (payment at submission)  | <a href="#">15</a> |
| Payment process  | <a href="#">15</a> |

## FEDERATION FOR INDUSTRY SECTOR SKILLS AND STANDARDS (THE FEDERATION) AND THE CENTRALISED PAYMENT SYSTEM

---

The Federation is the designated Certifying Authority for Apprenticeships in Wales. To manage this process the Federation developed a bespoke, online system, known as Apprenticeship Certificates Wales (ACW). Through this system the Federation delegates responsibility to individual Certification Bodies (Sector Skills Councils and Standard Setting Bodies).

During summer 2013 ACW was implemented, which is the web based system designed to enable access to training providers, employers and apprentices to request Apprenticeship completion certificates.

The Federation has developed a centralised payment system for all Apprenticeship completion certifications processed on the ACW system.

There are two options for paying through the payment system, either:

1. Pre-pay - this option will allow you to bulk buy credits<sup>1</sup> for certificates that will be added to a balance on the ACW system, and deducted when candidates are submitted for certification.
2. One off payment (pay at submission) – This option will allow you to use a credit/debit card to pay for the certificate when you submit the Apprenticeship certification claim for approval.

This guidance document has been designed to be interactive. When you see text in this [‘format’](#) this will be link to either a website or specific area of this document.

<sup>1</sup> One credit is equal to the cost of one certificate.

Pre-pay (purchase credits)  
Credit Card and BACS

Finance User logs into  
<http://www.acwcerts.co.uk>

Select the option to Purchase Credits

Select the amount of credits to  
purchase and proceed

Credit Card

Enter the credit card details for  
the transaction

Once the transaction has been  
processed the credits will be added to  
the Training Provider account and will  
be deducted per certificate

BACS

Enter the purchase order number and  
repeat your password

Once the order is submitted, payment  
will need to be received by the  
Federation before credits can be  
allocated to your account

One-off payment (pay at submission)

Apprentice's completed record is  
submitted for approval

Validation pop up is confirmed as 'OK'

Agree terms and conditions to  
purchase one credit

Enter the credit card details for the  
transaction

Once payment is accepted you can  
view confirmation of the transaction  
and confirm the status update for the  
apprentice.

Only one person within the training organisation will be authorised to purchase credits for Apprenticeship certification and will normally be assigned to the Finance User role.

There are two payment options to pre-pay for credits, either via a credit card or by BACS, or you can pay via pay as you go.

You will need to request log in information by completing the form on the ACW website at [https://acwcerts.co.uk/register\\_finance\\_user](https://acwcerts.co.uk/register_finance_user). The form requires some basic information and once submitted the Federation will complete your profile and contact you with your login credentials. If the Federation need to contact you regarding your profile you will need to have the following information to hand:

- Centre details (if you have more than one centre requiring access to the credits you purchase)
- Payment method (via pre-pay credit card, pay as you go or BACS)

The Finance User will only need to log into the [payment system](#) to pre-pay for credits. Once credits have been purchased the credits will be allocated to the Finance User and be accessible to associated ACW Users.

The screenshot shows the 'Apprenticeship Certification Wales' website. The header includes the logo and navigation links: HOME, ABOUT, NEWS, CERTIFICATION BODIES, FORMS & DOCUMENTATION, KNOWLEDGE BASE, CONTACT US, and a LOGIN button. The main content area is titled 'Your Details' and is divided into two columns. The left column, 'Person responsible for signing off certification payments', contains fields for 'Finance User', 'Finance User Email', and 'Finance User Telephone Number'. The right column, 'Other Details', contains fields for 'Organisation Name', 'Also Trading As', 'Company House Number', 'Related Body' (with a dropdown menu), 'Preference of Payment' (with radio buttons for 'Pre-pay credit card', 'Pre-pay BACS', and 'Pay as you go credit card'), and a 'Notes' text area. Below these columns is the 'Finance Department Address' section with fields for 'Street', 'Town', 'Postcode', and 'Country'. A 'Submit Application' button is at the bottom. A footer note states: 'Please let us know what centres you are the financial director for and we will get back in touch to confirm everything before setting up your account.'

The screenshot shows the ACW - Apprenticeship Certification Wales homepage. The header is identical to the previous screenshot. The main content area features a large banner with the text 'Register on the Central Payment System' and a link 'Click here to register as a Finance User for your Centre'. Below the banner, there are three sections: 'Apprentice: Need to apply for your certificate?' with a link 'Click here for an application form', 'Centre: Need to register your Centre on ACW?' with a link 'Click here to register', and 'Problems Logging In?' with a link 'previous login page to login'. The footer includes the Federation for Industry Sector Skills & Standards logo and a disclaimer: 'Apprenticeship Certificates Wales (ACW) is a registered trademark, owned by the Federation For Industry Sector Skills & Standards.'

Once logged into the central payment system you will see the dashboard homepage summarising recent activity in purchasing credits.

- ① The latest purchase details basic information of your previous transaction.
- ② The summary of credits details current credit levels and how many have been used
- ③ The minimum threshold is managed by the Finance User and is designed as an indicator to notify the Finance User and ACW administrator/s when the credits are running low. To set the Threshold enter the minimum number into the box and click the yellow update threshold button.

In order to purchase credits you will need to select the option to purchase credits by either selecting the tab at the top of the page or the yellow button at the bottom of the page.

If you choose to pay for certificates using this method, you will be able to purchase credits for all of your ACW administrators to access. Each time an administrator submits an apprentice for certification one credit will be deducted.

Hello Finance User Test !  
Credits available: 3 credits



[Dashboard](#) [Order Credits](#) [Transaction History](#) [Reports](#) [Logout](#)

[Dashboard](#) [Order Credits](#) [Transaction History](#) [Reports](#)

**Latest Purchase** ①

|                          |                     |
|--------------------------|---------------------|
| Transaction Date         | 2014-01-10 09:52:26 |
| Quantity of Certificates | 3 Credits           |
| Transaction Cost         | £ 66                |

**Summary** ②

Available Credits 3 credits

**Minimum Credit Threshold** ③

Minimum Credits Threshold

[Update Threshold](#)

[Purchase Credits](#)

[Top](#) | [Contact Us](#) | Generated in 0.1725(s), memory used: 5.56MB, online: 0



This process allows the Finance User to purchase a certain amount of credits that will be available for all ACW Users in your organisation to use.

There are three steps to the payment system listed across the top:

- Transaction information
- Payment
- Order confirmation

The yellow square indicates what stage of the process you are at.

On the order platform there are three areas:

- Credit quantity
- Unit cost
- Total Cost

Enter the amount of credits that you would like to purchase. The system will automatically calculate the total cost based on the £25 unit cost.

You will need to accept the terms and conditions by ticking the box before you can proceed. To view the terms and conditions please click the underlined link. Once you are happy with the order, click the yellow proceed button.

Hello Finance User Test !  
Credits available: 3 credits

**Prentisiaethau Apprenticeships**

Dashboard Order Credits Transaction History Reports Logout

Dashboard Order Credits Transaction History Reports

Transaction Information Payment Order Confirmation

Enter the number of credits that you wish to buy for your allocated centres. These credits will be available on a first come first served basis to your centres.

| Credit Quantity         | Unit Cost | Total Cost |
|-------------------------|-----------|------------|
| Enter amount of credits | £ 22.00   | £ 0.00     |

☐ By ticking this box I accept the [terms and conditions](#) of placing an order through ACW.

✖ Cancel ✔ Proceed

Top | [Contact Us](#) |

Generated in 0.3722(s), memory used: 5.43MB, online: 0

Hello Finance User Test !  
Credits available: 3 credits

**Prentisiaethau Apprenticeships**

Dashboard Order Credits Transaction History Reports Logout

Dashboard Order Credits Transaction History Reports

Transaction Information Payment Order Confirmation

Enter the number of credits that you wish to buy for your allocated centres. These credits will be available on a first come first served basis to your centres.

| Credit Quantity              | Unit Cost | Total Cost  |
|------------------------------|-----------|-------------|
| Enter amount of credits 1000 | £ 22.00   | £ 22,000.00 |

☒ By ticking this box I accept the [terms and conditions](#) of placing an order through ACW.

✖ Cancel ✔ Proceed

Top | [Contact Us](#) |

Generated in 0.3722(s), memory used: 5.43MB, online: 0

You will then proceed to the payment page where you will need to enter the card details that you wish to pay with:

- Card Number
- Expiry Date (MM/YYYY)
- CVV/CVC Number
- Issue Number (if available)

Once all the details have been entered select the option to continue. The system will then verify the details that you have entered before confirming the order.

You may at this stage be directed to 3D Secure which is linked to your bank. If you are, please complete the details and submit. Once you submit you will return to the central payment system.

You will be notified when the payment has been accepted and you will be able to view confirmation of the payment by selecting the view confirmation button.

The screenshot shows the Prentisiaethau Apprenticeships payment interface. At the top, it says "Hello Finance User Test 1" and "Credits available: 3 credits". The navigation bar includes "Dashboard", "Order Credits", "Transaction History", and "Reports". The main content area is titled "Payment Details" and shows a "Payment Reference: 12345678-1390230164" and "Amount: 22000.00 GBP". Below this is a form for "CREDIT / DEBIT CARD" with fields for "Card Number", "Expiry Date" (01 / 2014), "Card Security Code", and "Issue Number" (if Available). A "Continue" button is at the bottom right. The footer includes "Powered by DATACASH" and a "Contact Us" link.

The screenshot shows the Prentisiaethau Apprenticeships payment interface after a successful payment. It displays the message "Your purchase has been accepted." and "Please click the View confirmation button below to view an order confirmation summary where you can print out a receipt of this transaction." A "View confirmation" button is visible. The navigation bar and footer are the same as in the previous screenshot.



The confirmation will be displayed and a unique order number will be assigned to the transaction noted in red at the top of the order platform.

You also have the option to print confirmation by selecting the yellow Print Confirmation button.

The receipt also provides you with a validation code. This code is for you to track payments with your bank.

There are no minimum/maximum limits to the amount of credits that you purchase or how often your purchase them. These will be down to your individual organisational preferences.

Hello Finance User Test !  
Credits available: 1003 credits

**Prentisiaethau Apprenticeships**

Dashboard Order Credits Transaction History Reports Logout

Dashboard Order Credits Transaction History Reports

Transaction Information Payment Order Confirmation

**Thank you for your order 1390230164-FU-1**

Your order has been successfully processed and has been credited. Please find a breakdown of your order below.

For your records, you can find a copy of this transaction within your [transaction history](#) tab.

| Transaction ID  | Finance Manager   | Credit Quantity | Cost        |
|-----------------|-------------------|-----------------|-------------|
| 1390230164-FU-1 | Finance User Test | 1000            | £ 22,000.00 |

[✓ Finish](#) [Download PDF](#)

[Top](#) | [Contact Us](#) |

Generated in 1.0411(s), memory used: 6.12MB, online: 0

**RECEIPT**

**Prentisiaethau Apprenticeships**

**Thank you for your order**

Your order has been successfully processed and has been credited to your account. Please find a breakdown of your order below.


For your records, you can find a copy of this transaction within your transaction history tab.

|                   |                     |
|-------------------|---------------------|
| Transaction ID    | 1390230164-FU-1     |
| Transaction Time  | 20/01/2014 15:02:39 |
| Status            | ACCEPTED            |
| Credit Quantity   | 1000                |
| Total Cost        | £ 22,000.00         |
| Finance Manager   | Finance User Test   |
| Organisation Name | SA                  |
| Validation Code   | A39373D3T3S3P4B3    |

Under the transaction history tab you will be able to view all completed transactions since the account was activated.

By double clicking on an individual transaction you will be able to view basic information regarding the transaction as well as having the option to print this page.

Hello Finance User Test !  
Credits available: 1003 credits



Dashboard Order Credits Transaction History Reports Logout

Dashboard Order Credits Transaction History Reports

Transactions


Select All DeSelect All

| Transaction ID  | Credits | GBP Paid | Buyer Ref           | Date                | Valid | Accepted |
|-----------------|---------|----------|---------------------|---------------------|-------|----------|
| 1390230164-FU-1 | 1000    | 22000.00 | finance_user_tester | 2014-01-20 15:02:39 | 1000  | 1        |
| 1390230056-FU-1 | 1000    | 22000.00 | finance_user_tester | 2014-01-20 15:00:52 | 0     | 0        |
| 1389347551-FU-1 | 3       | 66.00    | finance_user_tester | 2014-01-10 09:52:26 | 3     | 1        |
| 1389347424-FU-1 | 0       | 0.00     | finance_user_tester | 2014-01-10 09:50:20 | 0     | 0        |
| 1389347058-FU-1 | 4       | 88.00    | finance_user_tester | 2014-01-10 09:44:19 | 0     | 0        |


15 Page 1 of 1 Displaying: 1 to 5 of 5 items.

Top | [Contact Us](#) |

Generated in 0.3082(s), memory used: 5.43MB, online: 0



Hello Finance User Test !  
Credits available: 1003 credits



Dashboard Order Credits Transaction History Reports Logout

Dashboard Order Credits Transaction History Reports

Basic information

Transaction Details

|                    |                     |
|--------------------|---------------------|
| Transaction ID     | 1390230164-FU-1     |
| Transaction Time   | 20/01/2014 15:02:39 |
| Transaction Status | ACCEPTED            |
| Transaction Type   | Credit Card - Bulk  |
| Transaction User   | finance_user_tester |

Financial details

|                 |              |
|-----------------|--------------|
| Credit quantity | 1000 credits |
| Total Cost      | £ 22000.00   |


Download PDF

Transaction Information [Download PDF](#)

[Close](#)

Top | [Contact Us](#) |

Generated in 0.3909(s), memory used: 5.36MB, online: 0



Once logged into the central payment system you will see the dashboard homepage summarising recent activity in purchasing credits.

- ① The latest purchase details basic information of your previous transaction.
- ② The summary of credits details current credit levels and how many have been used
- ③ The minimum threshold is managed by the Finance User and is designed as an indicator to notify the Finance User and ACW administrator/s when the credits are running low. To set the Threshold enter the minimum number into the box and click the yellow update threshold button.

In order to purchase credits you will need to select the option to purchase credits by either selecting the tab at the top of the page or the yellow button at the bottom of the page.

If you choose to pay for certificates using this method, you will be able to purchase credits for all of your ACW administrators to access. Each time an administrator submits an apprentice for certification one credit will be deducted.

As the Finance User for the organisation you will be able to purchase credits that will be available for all ACW administrators to use.

Hello Finance User Tester !  
Credits available: 1003 credits



Dashboard

Order Credits

BACS Order History

Transaction History

Reports

Logout

Dashboard

Order Credits

BACS Order History

Transaction History

Reports

Latest Purchase ①

|                          |                     |
|--------------------------|---------------------|
| Transaction Date         | 2014-01-20 15:02:39 |
| Quantity of Certificates | 1000 Credits        |
| Transaction Cost         | £ 22000             |

Summary ②

|                   |              |
|-------------------|--------------|
| Available Credits | 1003 credits |
|-------------------|--------------|

Minimum Credit Threshold ③

|                           |   |
|---------------------------|---|
| Minimum Credits Threshold | 2 |
|---------------------------|---|

Update Threshold

Purchase Credits

[Top](#) | [Contact Us](#) |
 Generated in 0.3015(s), memory used: 5.56MB, online: 0



This includes the ability to purchase credits for multiple centres that may be within the organisation, although this will need to be agreed with the Federation when registering for the payment system.

There are three steps to the payment system listed across the top:

- Transaction information
- Review BACS order
- Order confirmation

The yellow square indicates what stage of the process you are at.

On the order platform there are three areas:

- Credit quantity
- Unit cost
- Total Cost

Enter the amount of credits that you would like to purchase. The system will automatically calculate the total cost based on the £25 unit cost.

You will need to accept the terms and conditions by ticking the box before you can proceed. To view the terms and conditions please click the underlined link. Once you are happy with the order, click the yellow proceed button.

Hello Finance User Test !  
Credits available: 1003 credits

Prentisiaethau Apprenticeships

Dashboard Order Credits BACS Order History Transaction History Reports Logout

Dashboard Order Credits BACS Order History Transaction History Reports

Transaction Information Review BACS order Order Confirmation

Enter the number of credits that you wish to buy for your allocated centres. These credits will be available on a first come first served basis to your centres.

| Credit Quantity         | Unit Cost | Total Cost |
|-------------------------|-----------|------------|
| Enter amount of credits | £ 22.00   | £ 0.00     |

☐ By ticking this box I accept the [terms and conditions](#) of placing an order through ACW.

✖ Cancel ✓ Proceed

Top | Contact Us |

Generated in 0.5443(s), memory used: 5.45MB, online: 0

Hello Finance User Test !  
Credits available: 1003 credits

Prentisiaethau Apprenticeships

Dashboard Order Credits BACS Order History Transaction History Reports Logout

Dashboard Order Credits BACS Order History Transaction History Reports

Transaction Information Review BACS order Order Confirmation

Enter the number of credits that you wish to buy for your allocated centres. These credits will be available on a first come first served basis to your centres.

| Credit Quantity             | Unit Cost | Total Cost |
|-----------------------------|-----------|------------|
| Enter amount of credits 100 | £ 22.00   | £ 2,200.00 |

☒ By ticking this box I accept the [terms and conditions](#) of placing an order through ACW.

✖ Cancel ✓ Proceed

Top | Contact Us |

Generated in 0.5443(s), memory used: 5.45MB, online: 0

You will then be given the opportunity to review the order, check the amount of credits you wish to purchase and the total cost of this.

Here you have the opportunity to include a purchase order number. This is not a mandatory field but may be used if your organisation uses purchase orders.

In order to try and minimise errors you will be required to re-enter your password before proceeding with the order.

If you have entered an incorrect amount of credits required you can select the back option to amend the credit amount.

Once you are ready to complete the order you will need to confirm the order by selecting the yellow order button.

Hello Finance User Test !  
Credits available: 1003 credits

**Prentisiaethau Apprenticeships**

Dashboard Order Credits BACS Order History Transaction History Reports Logout

Dashboard Order Credits BACS Order History Transaction History Reports

Transaction Information Review BACS order Order Confirmation

Please review your order below and click "Order" to place your order, if there are any issues with the order below, please click "Back" to amend it or please contact us directly for more information.

| Credit Quantity | Unit Cost | Total Cost |
|-----------------|-----------|------------|
| 100 Credits     | £ 22.00   | £ 2,200.00 |

Please enter your PO Number (if applicable):

Please enter your password to confirm this order:

Top | Contact Us |

Generated in 0.5127(s), memory used: 5.44MB, online: 0

Hello Finance User Test !  
Credits available: 1003 credits

**Prentisiaethau Apprenticeships**

Dashboard Order Credits BACS Order History Transaction History Reports Logout

Dashboard Order Credits BACS Order History Transaction History Reports

Transaction Information Review BACS order Order Confirmation

Please review your order below and click "Order" to place your order, if there are any issues with the order below, please click "Back" to amend it or please contact us directly for more information.

| Credit Quantity | Unit Cost | Total Cost |
|-----------------|-----------|------------|
| 100 Credits     | £ 22.00   | £ 2,200.00 |

Please enter your PO Number (if applicable): PO315

Please enter your password to confirm this order:

Top | Contact Us |

Generated in 0.5127(s), memory used: 5.44MB, online: 0

When you have confirmed your order you will be directed to the order confirmation page.

This page summarises the details of your order and provides you with a unique submission reference number that relates to your order.

- ① This submission reference number along with the reference 'ACW' must be included in all BACS payments made so that we can reconcile the payment to your finance account and allocate your credits. You can print this order confirmation by selecting the print confirmation button.

If you do have a need to contact the Federation regarding your order you will need to have this reference number available.

You can also view all credit orders made under the BACS order history tab.

You can view all transactions within the transaction history tab. This will keep track of all orders made and the status of orders. **Please note: until the Federation has received payment and allocated your credits the transaction will not be listed under the transaction history tab.**

The Federation will monitor BACS payment on a regular basis and, therefore, credits will be allocated to your ACW account within 24 hours of receiving the payment.

Hello Finance User Test !  
Credits available: 1003 credits



Dashboard Order Credits BACS Order History Transaction History Reports

Logout

Dashboard Order Credits BACS Order History Transaction History Reports

Transaction Information

Review BACS order

Order Confirmation

**Thank you for your BACS order.**

Once payment has cleared for this order, we will credit your account with the number of credits purchased. At this point, you will also be able to view a copy of the transaction within your [BACS Order History](#) tab.

Please transfer the exact total cost of your order to the bank account below and include your Submission Reference number as a reference on your payment.

| Company Name  | Company Number | Address  | Contact       |
|---|----------------|--|---------------|
| The Federation for Industry Sector Skills & Standards | SC175918       | 28 Castle Street<br>Edinburgh<br>EH2 3HT<br>Scotland | 0845 072 5600 |

| Bank Account  | Sort Code | Account No. | Submission Reference |
|---|-----------|-------------|----------------------|
| Bank of Scotland<br>20/22 Shandwick Place<br>Edinburgh<br>EH2 4RN | 80-11-20  | 00506207    | #4 ①                 |

| Credit Quantity | Unit Cost | Total Cost |
|-----------------|-----------|------------|
| 100 Credits     | £ 22.00   | £ 2,200.00 |

| PO Number | Order Date          |
|-----------|---------------------|
| PO315     | 20/01/2014 15:24:11 |

✓ Finish

📄 Download PDF

[Top](#) | [Contact Us](#) |

Generated in 0.3360(s), memory used: 5.58MB, online: 0



If you are only processing a small amount of certificate requests at a time you may prefer to use the pay as you process payment method. This method will automatically initiate once you select the apprentice to be submitted for certification under the Status tab.

## Payment process

When the apprentice's ACW record has been finalised with all mandatory requirements and the certification evidence completed you will need to submit the request as you previously have done through the status tab (further details on how to use ACW can be found in the [ACW User guide](#)).

The validation pop up will appear as normal. This indicates the mandatory fields and highlights if there are any areas that are missing information. Select **OK** and a payment pop up will appear.

Hello Masana Ikeshima !  
You are logged in to ConstructionSkills  
Credits available: 0 credits

Prentisiaethau Apprenticeships

Apprentices | Rejected (0) | Awaiting Certification (2) | Payment Pending (0) | Certificate Approved (0) | Logout

View Apprentices | Add Apprentice | **Editing Apprentice**

Apprentice: Masana Ikeshima | Centre: CITB-ConstructionSkills Test Centre | System Number: ACW002375

Basic information | Employer details | Framework | **Status** | Identifiers | Certification Evidence

**Apprentice Status Details**

Status: Entered

**Status History**

| Status  | Date       |
|---------|------------|
| Entered | 2014-01-20 |

Back | Update item

Top | Contact Us | Users | Organisation details | Notifications (10) | Generated in 0.4015(s), memory used: 6.34MB, online: 3

Hello Masana Ikeshima !  
You are logged in to ConstructionSkills  
Credits available: 0 credits

Prentisiaethau Apprenticeships

Apprentices | Rejected (0) | Awaiting Certification (2) | Payment Pending (0) | Certificate Approved (0) | Logout

View Apprentices | Add Apprentice | **Editing Apprentice**

Apprentice: Masana Ikeshima | Centre: CITB-ConstructionSkills Test Centre | System Number: ACW002375

Basic information | Employer details | Framework | **Status** | Identifiers | Certification Evidence

**Apprentice Status Details**

Status: Entered

**Status History**

| Status  | Date       |
|---------|------------|
| Entered | 2014-01-20 |

Back | Update item

Top | Contact Us | Users | Organisation details | Notifications (10) | Generated in 0.4015(s), memory used: 6.34MB, online: 3

Click OK to confirm changing status

You have entered the following information:

- Name: Masana Ikeshima
- NI Number: JR404040D
- Framework: Construction Civil Engineering (Wales)
- Level: Foundation
- Pathway: Construction Operations
- Start Date: 01-01-2016
- End Date: 01-01-2016
- Evidence uploaded: No evidence uploaded for this apprentice.

Please Note: The printed certificate will take the information exactly as you have input it. Please check now and correct any spelling or formatting mistakes before submission.

Do you wish to proceed?

OK | Cancel | Update item



There are three steps to the payment system:

- Transaction information
- Payment
- Order confirmation

These are listed across the top and the yellow square indicates what stage of the process you are at. The transaction information will be auto-calculated for you based on one certificate cost of £25.

You will need to tick the box to agree to the **terms and conditions** (which can be viewed by clicking on the underlined link) when ordering a certificate on ACW. To move onto the Payment details you will need to select the **Proceed** tab.

You will need to enter the card details that you wish to pay with.

- Card Number
- Expiry Date (MM/YYYY)
- CVV/CVC Number
- Issue Number (if available)

Once all the details have been entered select the option to **continue**. The system will then verify the details that you have entered before confirming the order. The pop up will provide you with a payment reference that you can keep for your records. You may at this stage be directed to 3D secure which is linked to your bank. If you are, please complete the details and submit which will return you to the central payment system.

Make payment

Transaction Information

Order a Certificate Credit

|                 |                    |
|-----------------|--------------------|
| Centre Name     | CITB-Bridgend      |
| Body            | ConstructionSkills |
| Credit Quantity | 1 Credit           |
| Total Cost      | £22.00             |

☐ By ticking this box I accept the [terms and conditions](#) of placing an order through ACW.

[Cancel](#) [Proceed](#)

Make payment

Payment Details

Payment Reference: SUN123-1390236497  
Amount: £22.00 GBP

CREDIT / DEBIT CARD

Card Number

Expiry Date: 01 / 2014

Card Security Code

Issue Number (if Available)

Powered by **DATA CASH** A MASTERCARD COMPANY

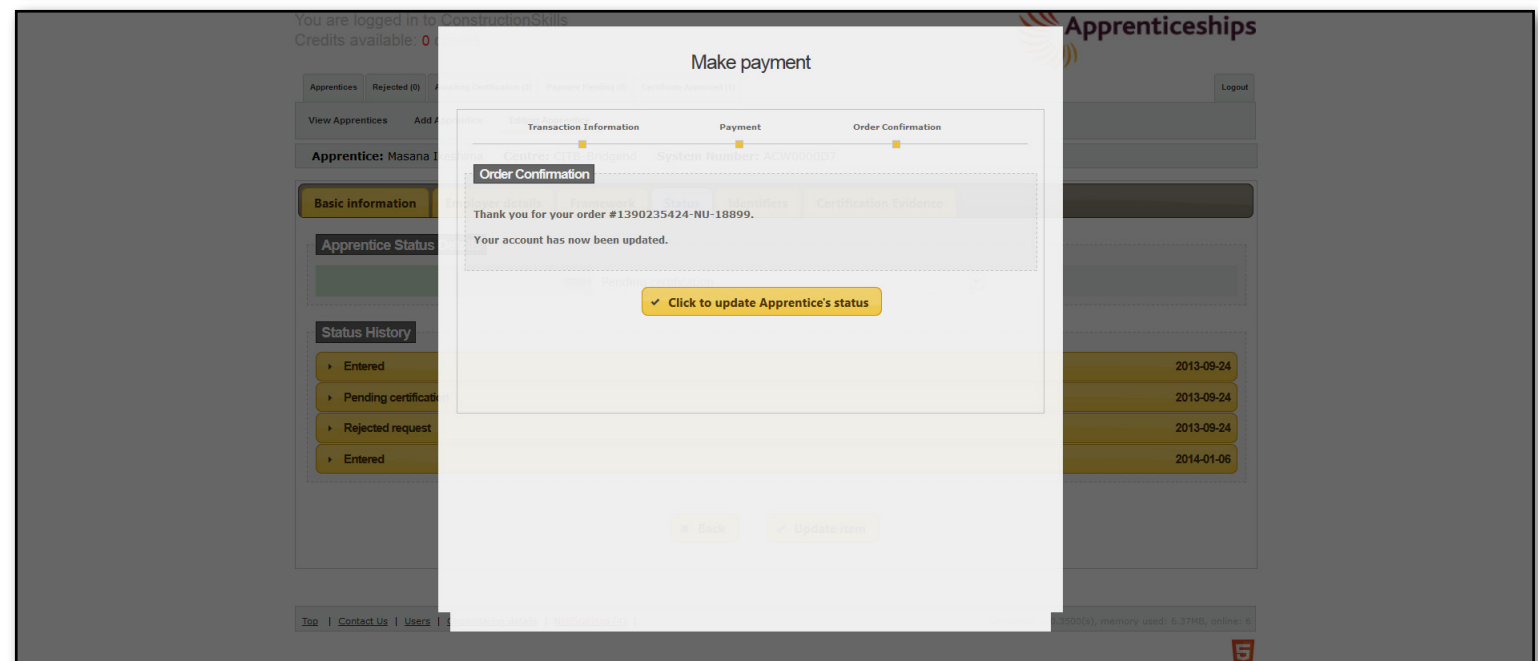
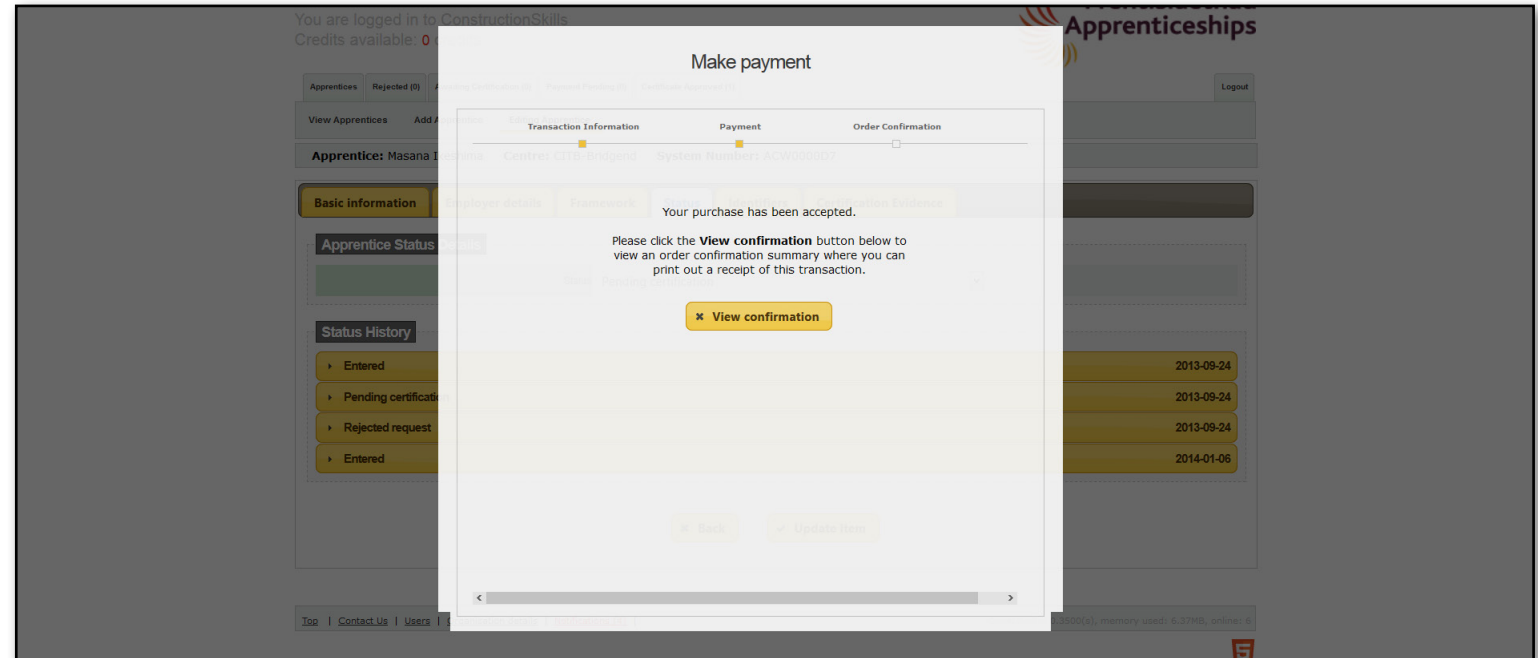
[Continue](#)



You will see the display that informing you that the payment has been accepted. You can view the confirmation of the transaction by selecting **View confirmation**.

You will be provided with an order reference which you can keep for your records.

When you have finished this process, select **Click to update Apprentice's status** which will return you to the apprentice's record and submit the request to the certification body.



If you experience problems while using the system, the CPS support team are available to help:

**Telephone:** 0844 573 2560 **E-mail:** [acwcps@fisss.org](mailto:acwcps@fisss.org)