

St Richard's Catholic College

Registration & Certification Policy for BTEC



The Policy was approved by the Governing Body: December 2018

Chair of Governors: _____

The Governing Body will review the policy in December 2019

Registration & Certification Policy for BTEC

Aim:

- To register individual learners to the correct programme within agreed timescales.
- To claim valid learner certificates within agreed timescales.
- To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

In order to do this, the Centre will:

- Register each learner within the Awarding Body requirements.
- Provide a mechanism for programme teams to check the accuracy of learner registrations, teaching staff liaising with Quality Nominee.
- Make each learner aware of their registration status.
- Inform the Awarding Body of withdrawals, transfers or changes to learner details.
- Ensure that certificate claims are timely and based solely on internally verified assessment records.
- Audit certificate claims made to the Awarding Body.
- Audit the certificates received from the Awarding Body to ensure accuracy and completeness.
- All pupils will sign for their certificates on receipt and this record will be kept for three years.
- Keep all records safely and securely for three years post certification.

This policy will be reviewed every 6 months by Quality Nominee.