

## **BTEC Registration and Certification Policy**

Reviewed June 2021 by Marie Kerrigan Head of BTEC  
Next review June 2022.

### **The aims of this policy are:**

- To register individual learners on 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 to each learner

### **DLD College will:**

- Register each learner with the awarding body requirements.
- Provide a mechanism for programme teams to check the accuracy of learner registrations
- 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.
- Keep all records safely and securely for **3 years, post-certification.**

The **Exams Officer** is responsible for:

- The timely, accurate and valid registration of learners
- The transfer and withdrawal of learners
- Confirmation of learner registration by email

The **Course Leader** is responsible for:

- Ensuring learner details held by Edexcel are accurate
- Audit trail of learner assessment and achievement is accessible
- Certificate claims for learners including checking candidate identity against details on Edexcel Online

The **Quality Nominee** is responsible for:

- Co-ordinating and monitoring learner details held by Pearson
- Overseeing the registration, transfer and withdrawal of learners
- Overseeing certificate claims
- Ensuring that awarding body deadlines are met

Registration of learners initiates the Quality Assurance processes. Exams Officers and Subject tutors are required to make sure that learners are registered on the correct programme from the outset.

Learners can transfer their registration and achievement date between centres. Transfer between programmes is also permitted. Procedures need to ensure transfers are accurate and timely. They should also ensure that adequate information about the transferee's position and progress is communicated. This is typically conducted via email and reinforced through the personal tutor and director of studies.

Course Leaders should inform the Quality Nominee and the Exams Officer of any student withdrawals. Withdrawals can be made via Edexcel Online and a withdrawn learner may be reinstated at a later date.

Full qualification and certificated or credit certification is claimed via Edexcel Online or by paper Student Report Forms (SRFs). Claims procedures are monitored closely across all levels to ensure no fraudulent claims are being made.