

BTEC REGISTRATION & CERTIFICATION POLICY

Author: Lee Cross

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**BTEC Registration and Certification Policy and Procedure**

**Aims:**

* 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 to each learner.

**In order to do this we will:**

* Register each learner within 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 three years post certification.

The Examination Officer and the Quality Nominee will work together with Subject Leads to ensure that all registrations and certificate claims:

* are accurate and timely
* reflect a learner’s course of study and level of achievement
* are reported to Edexcel if they are inaccurate or unsafe.

**The Examinations Officer:**

* registers learners accurately and on time.
* checks learner registrations regularly with subject leads.
* cross checks with subject leads to ensure accuracy
* works with the Quality Nominee to ensure that certification claims are made timely and that these are accurate against assessment records.
* works with the Quality Nominee to sample all certification claims and cross check against assessment records
* has a procedure for registering learners for externally set assessments that forms part of a BTEC qualification. This procedure takes account of any requirements for the re-assessment of learners that may be in force.
* Checks all certificates received against assessment records, prior to issue and where necessary, also cross checks with subject leads.
* has a procedure to investigate and report inaccurate, early/late and fraudulent registrations or certification claims, via internal senior management, to Edexcel.
* provides unit certification claims for learners where appropriate.
* has a system to ensure that all in-year-transfers are correctly registered and records and registrations from previous schools are checked and accounted for.