



Registration & Certification Policy

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, Perryfields High School will ensure that:

- ⇒ Register each learner within the awarding body requirements; these registrations will be facilitated by the BTEC QN and Exams Officer in a timely manner; prior to the November deadline and within 60 days of starting the programme. We shall provide regular opportunities for programme leaders to check the accuracy of learner registrations.
- ⇒ Provide a mechanism for programme teams to check the accuracy of learner registrations; class lists will be double checked by the Programme Leader following initial registration to ensure accuracy, signed off and returned to the BTEC QN for a final check
- ⇒ Learner transfers shall be monitored by Admin Staff passed to QN, EO and PL to initiate summary of units achieved (to enable unit accreditation where possible) then information passed to EO within 14 days to inform Edexcel of changes. EO shall inform the awarding body of any withdrawals, transfers or changes to learner details.
- ⇒ Make each learner aware of their registration status via registration summaries available with termly reports and on SIMs. In BTEC team meetings any concerns regarding prolonged absences of learners shall be recorded, these names shall then be monitored. Updates shared in BTEC team meetings
- ⇒ Ensure that certificate claims are timely and based solely on internally verified assessment records. All certificate claims shall be made timely and based solely on internally verified assessment records. EO to inform PL and QN of dates for entry also found on Edexcel Online. Entry of marks (Progress to date) for completed units at the end of the 1st year shall be encouraged and can be upgraded prior to full accreditation.
- ⇒ Audit certificate claims made to the awarding body; Department databases must be checked by PL prior to sending to EO who then enters the results online.
- ⇒ Keep all records safely and securely for three years post certification. Records held by departments and those received by EO shall be held on the BTEC archive for 3years.



Edexcel Online: This provides detailed information for Exams Officers about registration and certification procedures for all Edexcel programmes.

Definitions/Terminology

Registration: Informs Edexcel about learners at the beginning of a programme of study.

Key Dates & Actions: Deadlines for registration and certification appear in the Centre Handbook:

Certification Claim: The process of informing Edexcel of learner achievement.

Unit Certification: Learners who have not completed sufficient number of units to receive the full award can be certificated for the units that they have achieved.

Responsibilities

Exams Officer: Responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners.

Programme Leader: Responsible for ensuring learner details held by Edexcel are accurate and that an audit trail of learner assessment and achievement is accessible.

Quality Nominee: Responsible for coordinating and monitoring the learner details held with Edexcel.

Senior Management: Responsible for overseeing the registration, transfer, withdrawal and certificate claims for learners to ensure that awarding body deadlines are met.

Procedures

Registration: Registration initiates external verifier allocation. Students should be registered within 60 days of when they start the programme. Centre procedures need to facilitate accurate, timely registration.

Progress to Date: At end of 1st year fully achieved units can be reported to Edexcel.

Certification is not claimed and improved grades can be reported later to Edexcel.

Transfer: Learners can transfer their registration and achievement to date between centres. Transfer between programmes is 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.

Withdrawal: Centres must advise Edexcel when a learner leaves before completion. A withdrawal will not prevent the registration from being reopened at a later date.

Certification Claims: Full award or unit certification is claimed through Edexcel Online: paper claims can only be made on request. Claims can be made at any time of year. Centre claims procedures should prevent fraudulent or inaccurate claims.