

# Caedmon College Whitby

## BTEC Registration and Certification Policy

**This Policy will be up-dated annually by the QN and approved by Governors**

Review dates	By Whom	Approval date
February 2019	Governors	21 February 2019
February 2020		

Signature of Chair of Governors: Pen Cruz Date: 21 February 2019

Signature of QN: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Principal: Simon Riley Date: 21 February 2019

## **BTEC Registration and Certification Policy and Procedures**

### **Aim:**

- ❖ To ensure that individual students are registered on the correct programme within agreed timescales.
- ❖ To ensure valid student certificates are claimed within the timescales specified by the awarding body.
- ❖ To construct a secure, accurate and accessible audit trail to ensure that student's registration and certification claims can be tracked to the certificate which is issued for each student.

### **The Centre will:**

- ❖ Register each student within the awarding body requirements. The Examinations Officer will send a memo to the Head of Department requesting BTEC Course details, Programme Number and QAN. (EO,HOL/LIV, QN).
- ❖ Provide a mechanism for programme teams to check the accuracy of the student registration. At the start of term Examinations Officer to send Head of Department set lists for checking with Programme Number and QAN. Head of Department to return with any amendments. Meeting held between Examinations Officer and Head of Department regarding checking of entries. (EO, QN, HOL)
- ❖ Examinations Officer will register students on Edexcelonline by 1st November. Confirmation will be printed and distributed to Head of Departments.
- ❖ Make each student aware of their registration status. (Subject Leader/LIV, EO)
- ❖ Inform the awarding body of withdrawals, transfers or changes to student's details. (EO acting on information from Form Tutor, Subject Leader/LIV, QN HOL)
- ❖ Inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual students. (EO, HOL/LIV)
- ❖ Ensure that certificate claims are timely and based solely on internally verified assessment records. (EO, QN, HOL/LIV)
- ❖ Audit certificate claims made to the awarding body. (EO and QN)
- ❖ Audit the certificates received from the awarding body to ensure accuracy and completeness. (EO)
- ❖ Keep all records safely and securely for three years post certificate.( EO, QN, HOL/LIV)

### **Definitions of Key processes in more Depth:**

- ❖ **Registration:** registration initiates our Quality Assurance processes. Learners following a standard academic year are registered by 1st November.
- ❖ **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:** HoL/LIV/Teacher must let EO know when a learner leaves before completion, so that Withdrawals can be made via Edexcel Online and a withdrawn learner may be reinstated at a later date.
- ❖ **Certification Claims:** full qualification certification or credit certification is claimed via Edexcel Online or by paper Student Report Forms (SRFs). Claims can be made at any time of year, but claims for August certification should be received by the awarding organisation 5th July. As part of the internal verification process, claims will be sampled to prevent fraudulent or inaccurate claims.

**Abbreviations: EO, Exams officer; QN, Quality nominee; HOL, Head of Learning; LIV, Lead Internal Verifier**