**Godolphin School – BTEC Registration & Certification Policy**

**Aim:**

* To register individual learners to the correct programme 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
* To claim valid learner certificates within agreed timescales

**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
* 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.

Procedures

* **Registration**: registration initiates our Quality Assurance processes. Exams Officers and delivery staff are required to make sure that learners are registered on the correct programme at the outset. Learners following a standard academic year are registered by 1st November. Learners enrolling into flexible start programmes are registered within one month of enrolment. Your procedures need to facilitate accurate, timely registration
* **Transfer:** learners can transfer their registration and achievement to 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
* **Withdrawal:** you should let us know when a learner leaves before completion. Withdrawals can be made via Edexcel Online and a withdrawn learner may be reinstated at a later date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 paper-based claims for August certification should be received by 5th July. Your claims procedures should prevent fraudulent or inaccurate claims.

This policy will be reviewed every 12 months by Quality Nominee – George Budd.

Last reviewed – September 2017