



ABBEY COMMUNITY COLLEGE



BTEC CURRICULUM

REGISTRATION AND CERTIFICATION POLICY

AIM

- To register individual learners to the correct programme within agreed timescales.
- To validate learner certificates within agreed timescales.
- To construct a secure, accurate and acceptable audit trail to ensure individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

In order to do this the centre will:

- Register and enrol each learner within the awarding body requirements by the 20th September for that in-coming academic year and cohort
- This year, with the final registrations for the QCF programmes at Level 3, make sure that those programmes are registered as soon as possible and not after the cut off dates stipulated by BTEC
- Register and enrol any late learners by the 30th September for the academic year, or as soon as those learners are made available to the QN (with new enrollments to college)
- Review of late entries by January 30th & entry to final year of programme.
- Provide a mechanism for programme teams to check the accuracy of learner registrations.
 - Individual programme leaders will advise the BTEC exams officer of the list of pupils and course codes for entry.
 - Upon entry, the generated list will be returned to the programme leader for signature of approval.
 - A separate list will be generated on each course for the QN
 - The QN will meet with each HOD before the 30th September to double check names on entries/class lists
 - HOD's should then double check with class lists/timetables classes as soon as possible following the start of the first full week of the new school year, when classes have sat and pupils have appeared.
 - A review of entries will take place in January.
 - Copies of the entries will be stored by the programme leader and the QN.
- 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. (claims will be made before the 15th of June)
- Audit certificate claims made to the awarding body.
- Audit the certificates received from the awarding body to ensure accuracy and completeness. Upon receipt of certificates, the programme leaders, working with the course assessors will confirm the pupil level of certification against pupil records prior to dissemination of certificates.
- Keep all records safely and securely for three years post certification.

This policy will be reviewed every twelve months by;

Gary Shields –Quality Nominee G S hields

Date: Sept 2020

Gary Shields – Exams Officer G S hields

Date: Sept 2020

Jillian Crawford – Examinations/Btec Administration

J Crawford