

Apprenticeship Registration & Certification Policy

Policy Code:	TE7
Policy Start Date:	September 2025
Policy Review Date:	September 2028

Please read this policy in conjunction with the policies listed below:

- HR6 Data Protection Policy
- HR33 Records Management Policy
- TE1 Technical Recognition of Prior Learning Policy
- TE3 Recruitment and Initial Assessment of Apprentices Policy
- TE4 Technical Assessment Policy
- TE8 Technical Learner and Employer Compliments and Complaints Policy

1 Policy Statement

- 1.1 The Priory Federation of Academies Trust (the Trust) is committed to ensuring that standards of registration and certification are consistent, transparent and in line with the requirements of DfE guidance.
- 1.2 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as Priory Apprenticeships.
- 1.3 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

2 Roles, Responsibilities and Implementation

- 2.1 The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Professional Learning.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

3 Aims

- 3.1 To ensure all registrations and certification claims for apprentices are accurate, open and transparent.
- 3.2 To register individual apprentices to the correct programme within agreed timescales.
- 3.3 To claim valid apprentice certificates within agreed timescales.

4 Registering apprentices

- 4.1 All apprentices are registered in line with the DfE's funding regulations.
- 4.2 Following recruitment of an apprentice, Priory Apprenticeships will register the apprentice with:
 - the Digital Apprenticeship Service (DAS);
 - the Learner Management System (formerly PICS); and
 - the Assessment Organisation (AO).

- 4.3 Priory Apprenticeships will aim to register the apprentice with the above within the first 10 working days following the commencement of their training, but always within 42 days.
- 4.4 For apprentices undertaking additional qualifications as part of their training plan they will also be registered with the relevant awarding body.

5 Transfer of apprentices

- 5.1 The Trust is able to:
- transfer an apprentice between programmes at the same Centre (the Trust);
 - transfer an apprentice to the same programme from a different Centre (to the Trust);
 - transfer an apprentice to a different programme from a different Centre (to the Trust);
 - transfer an apprentice to the same programme to a different Centre (from the Trust); and/or
 - transfer an apprentice to a different programme to a different Centre (from the Trust).
- 5.2 In all of the above scenarios this would involve withdrawing the apprentice from their current programme and enrolling them in a new programme, in line with TE1 Technical Recognition of Prior Learning Policy and TE3 Recruitment & Initial Assessment of Apprentices Policy.

6 Certification of apprentices

- 6.1 Prior to certification, a 'Gateway to Completion' meeting will take place, involving the apprentice, the apprentice's employer and the Occupational Expert (OE). The purpose of this meeting is to agree that the apprentice is ready to enter the Apprenticeship Assessment. As part of this meeting, the OE must ensure that the apprentice has complied with and/or fulfilled all the requirements of their apprenticeship.
- 6.2 If, as a result of the Gateway to Completion meeting, it is agreed that the apprentice is ready to proceed to their Apprenticeship Assessment, Priory Apprenticeships will notify the Assessment Organisation (AO), in line with TE4 Technical Assessment Policy.
- 6.3 Upon successful completion of their apprenticeship, the AO submits a claim to the DfE for the apprentice to be issued with a certificate.

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- 6.4 When the DfE issues a certificate for the apprentice, this will be sent to Priory Apprenticeships.
 - 6.5 Priory Apprenticeships will retain a copy of the certificate for their records, and the original will be sent to the apprentice.
 - 6.6 Priory Apprenticeships is responsible for updating the Learner Management System to reflect the apprentice's completion of their training.
 - 6.7 For apprentices undertaking additional qualifications as part of their training plan, the OE will confirm to Priory Apprenticeships that all work relevant to the additional qualification has been completed. Priory Apprenticeships will then submit a claim to the relevant awarding body. Once the certificate has been issued by the awarding body, this must be given to the apprentice as soon as practicable.

7 Learner withdrawal

- 7.1 In the event that a learner withdraws from their apprenticeship, Priory Apprenticeships will issue a withdrawal form, which is completed by the apprentice's employer and Priory Apprenticeships.
- 7.2 Priory Apprenticeships is responsible for updating the Learner Management System to reflect the apprentice's withdrawal from their training.

8 Policy Change

- 8.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.



The Priory Federation of Academies Trust

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This Policy has been approved by the Education & Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.