

## Registration and Certification Policy (BTEC)

Policy Code:	TL14
Policy Start Date:	September 2021
Policy Review Date:	September 2023

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

- HR6 Data Protection Policy
- TL8 BTEC Procedures Policy
- TL12 Learner Malpractice Policy (BTEC)
- Reasonable Adjustment and Special Consideration Policy - (BTEC)

## **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 our awarding bodies.
- 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 the Early Years setting at the Priory Witham Academy, Priory Training and Lincolnshire SCITT.
- 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.
- 1.4 The Trust is committed to leading a healthy organisation, which includes a commitment to and promotion of emotional wellbeing and mental health. Therefore, all Trust policies and procedures ensure this commitment is incorporated in order to support all staff and students. Members of staff are encouraged to speak to their line managers, and students are encouraged to speak to any member of staff, if they feel any part of this policy would affect their emotional wellbeing and mental health. Any such comments should be passed to the Trust's HR department (via [FederationHR@prioryacademies.co.uk](mailto:FederationHR@prioryacademies.co.uk)) for appropriate consideration at the next available point in the policy review cycle.

## **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 Teaching.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all employee are responsible for supporting colleagues and ensuring its success.

## **3 Aims**

- 3.1 To ensure all learner registrations and certification claims are accurate, open and transparent.

## **4 Registering learners with Pearson**

- 4.1 All learners undertaking Pearson qualifications at either level 1, level 2 or level 3 on either the QCF or NQF framework must be registered prior to the Pearson set deadline (usually 31<sup>st</sup> October) in their first year of the qualification.

4.2 The registration process is as follows.

- a) In September of the first year of the qualification, all confirmed student class lists should be forwarded to the appropriate exams officer within each academy detailing the following
  - i. Full title of the qualification to be studied
  - ii. QAN code
  - iii. Full name of student(s) to be registered
- b) The exams officer is to register the students through the appropriate means
- c) Confirmation of registration is to be obtained by the exams officer
- d) Once registration is confirmed, class lists are to be returned to the relevant class teacher(s) detailing the names of the students and the course the students are registered for.
- e) The class teacher is to sign the list to confirm its accuracy and return to the exams officer for storing.

## **5 Registration of learners part way through a course**

5.1 Should any learner be required to register on a course part way through the course, this must be done as outlined in section 3. Learners can only be registered late on to the course if circumstances prevented the learner from being registered at the start of the course. E.g. late entry in to the academy.

## **6 Transferring of learners**

6.1 Transfer of a learner between programmes at the same centre

A learner registration may be transferred between programmes approved at the centre with current open validity for registrations; the centre must ensure that the learner is able to complete the programme on to which transfer is made, eg that arrangements for accreditation of learning on the existing programme can be made. A learner may not be transferred from an individual unit registration to a full programme (qualification). In such cases, the learner must be re-registered for a full programme.

6.2 Transfer of a learner to another centre.

A learner may transfer to another centre; normally if a registration is being transferred, it is to enable the learner to complete the same programme of study. For a certificate to be awarded the learner's record at the final centre will have to show all the required completed units. Prior to transfer it is essential that a comparison of units previously undertaken is made against the requirement of the new programme. The learner must be advised of any additional work that may be needed to meet in full the requirements of the receiving centre. The initial centre must ensure that all completed units are notified to Pearson, and that all the

relevant assessment records are passed to the receiving centre. The receiving centre should not process the transfer until all previous achievement has been notified.

## **7 Certification of Learners.**

7.1 Before the academy can claim certification for any learner, the following must be completed

- a) The learner must have completed all necessary components of the course
- b) Any outstanding Internal Verification and subsequent Lead Internal Verification procedures must have been carried out.
- c) Any amendments/actions, as identified within the standards verification report, have been carried out, e.g. the report requires the centre to check other assessments, learners to improve work etc.

7.2 The process for claiming learner certification is as follows:-

- a) All grades on the subject based tracker are to be checked by the lead IV in consultation with the relevant subject teachers to ensure accuracy.
- b) The Lead IV and a nominated person within each programme area is to enter the grades on to the centrally held grade tracker with each grade input being coloured red
- c) The exams officer together with the Quality nominee are to enter the grades for each candidate and subject area through the online BTEC bulk grade reporting system where possible.
- d) Where using the BTEC bulk grade reporting system is not possible or appropriate certification is to be claimed through the online individual learner reporting process.
- e) Whichever process is used to claim certification it cannot be done alone as all entries must be double checked by an appropriate person (Quality Nominee or responsible person) for accuracy.

7.3 Certification timeline

All certification claims must be complete by 5<sup>th</sup> July in any one academic year.

## **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 Registration and Certification Policy (BTEC)**

This Policy has been approved by the Priory Federation of Academies Education and 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.