Registration and Certification Policy

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1.0 Aim of the Policy

The aim of this policy is to set out procedures:

- to register individual learners to the correct programme within timescales specified by the relevant awarding bodies.
- to claim valid learner certificates within specified timescales upon completion of their course of studies.
- to construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked.

In order to implement the process of tracking system, the Centre will:

- Register each learner within the deadline set by the relevant awarding bodies. Such as registration deadlines for Pearson programmes are one month/30 days of starting the programmes.
- Provide a mechanism for Centre staff 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 bodies.

- Audit the certificates received from the awarding bodies to ensure accuracy and completeness.
- Keep all records safely and securely for three years post certification.

2.0 Responsibilities

Examinations:

- Responsible for keeping records of timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners.
- Responsible to make ensure adequate information about the registration, transfer, withdrawal and certificate claims is communicated towards all relevant parties.
- Responsible for ensuring learner details held by awarding bodies are accurate and that an audit trail of learner assessment and achievement is accessible.

Quality Office:

Provides necessary oversight to Examinations to ensure:

- timely, accurate and valid registration, transfer, withdrawal and certificate records kept.
- adequate information about the registration, transfer, withdrawal and certification is communicated towards all relevant parties.
- learner details held by awarding bodies are accurate and that an audit trail of learner assessment and achievement is accessible.

3.0 Procedures

Registration:

Registration initiates **Standard Verifier** allocation. Students will be registered within one month/30 days of when they start the programme. The Centre has procedures to

facilitate accurate, timely registration. Departments accountable to do that and their responsibilities are stated on section 2.0 of this policy.

Progress to Date:

At end of year 1, fully achieved units will be reported to awarding bodies. For two years programme, Certification will not be claimed at this point. Final grades for Referral, extenuating circumstances and late submission for year 1 will be reported to awarding bodies, on a later date.

Transfer:

Learners can transfer their registration and achievement to date between centres. Transfer between programmes is permitted by the Centre in line with relevant awarding body Policy. Centre has procedure in place to ensure transfers are accurate and timely. Responsibilities and person responsible to handling such issues are set out on section 1.0 and 2.0 of this policy.

Withdrawal:

Centres will advise awarding body when a learner leaves before completion. However, withdrawal will not prevent the registration from being reopened at a later date as such practice is compatible with some awarding bodies.

Certification Claims:

Full award or unit certification will be claimed through extranet.

However, in some circumstances, paper claims may be made. In such cases, request for paper claims will be made and reasons for making such claims will be explained to awarding bodies. The Centre procedures ensures it prevent fraudulent or inaccurate claims.

The End