

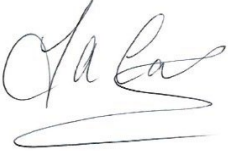


Quality System

Policy Number

POL-C-06

Policy Title

Registration and Certification Policy

Written by: 	Checked by: 	Equality Impact Assessed by: 
Author: <i>Julie Cairns</i>	Manager: <i>Lee Phillips</i>	Assessor: <i>Julie Cairns</i>

Registration and Certification Policy

1.0 Purpose

Bishop Auckland College/South West Durham Training (thereafter to be termed 'the Organisation').

1.1 The aims of this Policy are:

- 1.1.1 To register individual students to the correct programme(s) within agreed timescales.
- 1.1.2 To claim valid student certificates within agreed timescales.
- 1.1.3 To construct a secure, accurate and accessible audit trail to ensure that individual student registration and certification claims can be tracked to the certificate which is issued for each student.

As this policy involves processing personal data, data protection regulations will be adhered to. Please refer to the General Data Protection Regulation Policy (ref: POL-DP-01) for further information.

2.0 References

- 2.1 Appropriate Awarding Organisation policies and procedures are available on awarding organisation's website e.g. Pearson BTEC, City & Guilds, AIM, OCR, NCFE, Active IQ, 1st4Sport and the Quality Assurance Agency (QAA) – UK Quality Code.

3.0 Awarding Organisation Registration

- 3.1 The Organisation will register each student within the awarding organisation's requirements. The Course Coordinators will submit a signed and dated list of names on the required exam documentation to the exams department by published deadlines. Each student is to be registered on the appropriate programme code, before any assessment activity is completed. The Exams Officer (EO) will register the student with the appropriate awarding organisation.
- 3.2 Student registrations requested by Course Coordinators must follow the detailed examination registration information issued by awarding organisations and the EO. Course Coordinators must check the accuracy of student registrations at this point. All examination registrations need to be submitted via exam change requests on ProSolution. Any paper or online examination requests must be submitted using the relevant examination form. This form must be completed in full and signed and dated before being sent to the EO by the submission date listed. Inform students of their awarding organisation registration status.
- 3.3 In exceptional circumstances where there are late learner registrations that have missed the deadline for registration, the Course Coordinator will ensure the relevant examination registration form is signed and dated by the respective Head of School/Manager before submitting to the EO.
- 3.4 During Quality Monitoring visits, EQAs will not look at the work of any student who is not registered.

- 3.5 Recognised Prior Learning (RPL) (refer to POL-RPL-01) – for publicly funded programmes of training, a reduction in funding from the relevant funding body is applied in relation to the proportion of the qualification for which RPL has been used. It is therefore important that records of RPL assessment decisions are carefully recorded and retained to enable calculations to be made about how funding for individual students may be affected and to provide a clear audit trail. Students will complete a Recognition of Prior Learning Request Form (ref C-RPL-01) and forward to course coordinator / assessor / tutor for consideration by course coordinator / tutor / Head of School / Manager.
- 3.6 The EO will provide awarding organisation registration confirmation to the Course Coordinator to be checked for accuracy and any errors will be reported immediately to the EO.
- 3.7 The Course Coordinator will then notify each student of their registration status.
- 3.8 The EO will be responsible for informing the awarding organisation of withdrawals, transfers or changes to student details notified by course coordinators / tutors.

4.0 Awarding Organisation Certification

- 4.1 The Centre will ensure that certification claims are timely, accurate and based solely on internally verified assessment records.
- 4.2 All Course Coordinators/Programme Leaders/tutors/assessors must complete the awarding organisation certification claim form and the Clearance for Certification (ref: C-IV-50) documentation for all student certification claims (with the exception of The Open University validated awards whereby the appropriate Award Recommendation List should be submitted). These documents **must** be completed timely and accurately.
- 4.3 All certification claims must show a minimum of two signatures, Course Coordinator, Tutor, Assessor, Internal Verifier/Internal Quality Assurer/moderator and/or Lead Internal Verifier, to confirm accuracy and completeness of the record, before being passed to the EO.
- 4.4 Upon receipt of the certificates from the awarding organisation, the EO will carry out electronic and manual accuracy checks to confirm certification is correct using both internal and external records.
- 4.5 Awarding organisation records are stored safely and securely, for 10 years (with the exception of The Open University Award Recommendation List which should be retained for 120 years + Student's date of birth. BAC registrations claim forms are held for 2 years plus the current year.

For further information contact:

Julie Cairns
Quality Nominee