Registration & Certification Policy

Introduction

This policy refers to the running and administration of all BTEC courses taking place at Buxton and Leek College.

Aim:

- To register individual students to the correct programme within agreed timescales.
- To claim valid student certificates within agreed timescales.
- 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.

In order to do this, the centre will:

- Register each student within the awarding body requirements
- Provide a mechanism for programme teams to check the accuracy of student registrations
- Make each student aware of their registration status
- Inform the awarding body of withdrawals, transfers or changes to student details
- Ensure that certificate claims are timely and based solely on internally verified assessment records
- Audit certificate claims made to the awarding body
- Audit the certificates received from the awarding body to ensure accuracy and completeness
- Keep all records safely and securely for three years post certification.
- Assessors to keep learner work for 12 weeks following certification

Date: August 2017

This policy will be reviewed every 12 months -June meeting of the FE Quality Enhancement Committee