



# **BTEC REGISTRATION AND CERTIFICATION POLICY AND PROCEDURES**

**Reviewed by the Governing Body  
January 2021**

### **Aims:**

- To ensure that individual pupils are registered on the correct programme within agreed timescales.
- To ensure valid pupil certificates are claimed within the timescales specified by the awarding body.
- To construct a secure, accurate and accessible audit trail to ensure that pupil's registration and certification claims can be tracked to the certificate, which is issued for each pupil.

### **Ysgol Penrhyn Dewi will:**

- Register each pupil within the awarding body requirements. All registrations will be co-ordinated by the Examinations Officer (Mrs B Deshmukh) who will communicate with Teachers and Heads of AoLE (Areas of Learning) requesting BTEC Course details, Programme Number and QAN.
- Provide a mechanism for programme teams to check the accuracy of the pupil registration. At the start of term, Examinations Officer (EO) to send Teachers and Heads of AoLE set lists for checking with Programme Number and QAN. Head of AoLE to return with any amendments.
- Examinations Officer will register pupils on Edexcel online by the 1st of November. Confirmation will be printed and distributed to Heads of AoLE and Teachers.
- Make each pupil aware of their registration status. (Subject Leader/LIV, EO)
- Inform the awarding body of withdrawals, transfers or changes to pupil's details. (EO acting on information from Assistant Head teacher S Jenkins)
- Inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual pupils. (EO, Head of AoLE/LIV)
- Ensure that certificate claims are timely and based solely on internally verified assessment records. (EO, QN, Head of AoLE/LIV)
- Audit certificate claims made to the awarding body. (EO and QN)
- Audit the certificates received from the awarding body to ensure accuracy and completeness. (EO)
- Keep all records safely and securely for three years post certification. (EO, QN, Head of AoLE/LIV)

## **Key processes**

- Registration: registration initiates our Quality Assurance processes. Learners following a standard academic year are registered by 1st November.
- Transfer: learners can transfer their registration and achievement to date between centres. Transfer between programmes is permitted. Procedures need to ensure transfers are accurate and timely. They should also ensure that adequate information about the transferee's position and progress is communicated.
- Withdrawal: Head of AoLE/LIV/Teacher must let EO know when a learner leaves before completion, so that Withdrawals can be made via Edexcel Online and a withdrawn learner may be reinstated at a later date.
- Certification Claims: full qualification certification or credit certification is claimed via Edexcel Online or by paper Pupil Report Forms (SRFs). Claims can be made at any time of year, but claims for August certification should be received by the awarding organisation 5th July. As part of the internal verification process, claims will be sampled to prevent fraudulent or inaccurate claims.
- EO assist QN, LIV to go through the process and be prepare for inspection, interview with inspector, keep records and documents ready for inspection and comply with legal requirements for keeping historical records as well as obey rule and regulation and follow procedures set by AB and JCQ.
- LIV and QN will maintain overall responsibility for Registration and Certification.

Abbreviations: EO, Exams officer; QN, Quality nominee; HOL, Head of Learning; AoLE, Areas of Learning; LIV, Lead Internal Verifier, AB Awarding body.

Signature of QN: S Jenkins

Date:

*Policy will be up-dated annually by the QN*

Late registrations guidance:

<https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/Late-Registration-Certification-Policy.pdf>

