

## BTEC Specific Registration and Certification Policy

Policy:	BTEC Specific Registration and Certification Policy
Owner:	Sarah Judge
Approving Board:	Academy Committee
Date of review:	September 2024
Date of next review:	September 2025
Publish Status:	Statutory
Version:	2

## Richard Barnes Academy

### Registration and Certification Policy

This policy operates in conjunction with the 'RBA Examinations Policy 2024/2025'.

#### Aim:

- To register individual learners to the correct programme within agreed timescales.
- To claim valid learner certificates within agreed timescales.
- To construct a secure, accurate and accessible audit trail to ensure that individual learner registration and certification claims can be tracked to the certificate which is issued for each learner.

#### In order to do this, the centre will:

- Register each learner within the awarding body requirements.
- Provide a mechanism for programme teams 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 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.

### Centre Specific Procedures

#### Registrations:

- Exams Officer (EO) requests candidate details from teachers in September.
- Teachers check BTEC course details and codes for individual candidates and provide learner details - to include first name, surname, and DOB - of those to be registered with EO, including entry for any externally set assessment.
- EO registers students by the awarding bodies deadline in the year that the BTEC programme is started.
- Registration details are checked by the EO and any inaccuracies or changes are acted upon.
- EO ensures copy of registrations is kept in the Exam File.
- EO to inform Pearson of any registration changes. It is the responsibility of Teachers to inform the EO of any changes.

- Students who join the school at various times during the year, registrations must be made at time of enrolment and no assessment can be completed until they are registered.
- EO will enter candidates for externally set assessments in accordance with Pearson deadlines.
- Attendance is monitored through the school MIS - SIMS and by records held by subject teachers which are monitored.

#### **Withdrawals:**

- Teachers to inform EO when a learner leaves before completion of a BTEC qualification. EO to make withdrawals via Edexcel Online. A withdrawn learner may be reinstated at a later date.

#### **Certification:**

- Certification claims will be accurate and based on audited records.
- Claims will only be made with the written authorisation of the Curriculum Lead/Lead IV for the specific BTEC qualification.
- LIV to ensure assessment records support learner achievement.
- LIV to pass assessment records to EO for information and secure retention.
- Confirmed claims will be made by the Centre's EO prior to the Pearson deadline to ensure that results are processed by Pearson to be available for August results day.
- EO to check accuracy of certificates against assessment records once received.
- EO to notify Pearson of any inaccuracies and recheck amended certificates upon receipt.
- EO to organise and store certificates securely until issued to learners.

#### **Audit:**

- Quality Nominee (QN) to review implementation of procedures at key points throughout the academic year for all active BTECs.

#### **Malpractice:**

- As part of the internal verification process, claims will be sampled to prevent fraudulent or inaccurate claims. This is in addition to the schools internal scrutiny of work. Where any inaccurate, early/late and fraudulent registrations or certification claims are discovered, the QN will report this to the Principal to instigate internal malpractice procedures and report to Pearson.



This policy will be reviewed every 12 months by the Quality Nominee.