Registration & Certification Policy

Aim:

1. To register individual learners to the correct programme within agreed timescales.
2. To claim valid learner certificates within agreed timescales.
3. 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, Bryn y Deryn & Carnegie will:

- Register each learner within the awarding body requirements
- *Register each learner on the appropriate programme code, before any assessment activity is completed*
- 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.
- Subject Teachers to ensure Exams Officer is aware of any learners needing to be withdrawn from BTEC course in a timely manner
- Exams Officer to ensure learners that need to be withdrawn are so in timely manner
- Exams Officer to action transfers to another school if learner leaves. Exams officer to liaise with New schools Admin to ensure correct details are passed on.
- Exams officer to ensure all UPN are correct for the learners
- Subject Teacher to use register forms found on TEAMS to enroll
- Exams Officers to store register forms to ensure audit trail
- Exams officer to send course learner lists to subject teacher every term for update.

Where the aims of this policy are not possible due to pupils joining the centre any time through the academic year, pupils will be entered and certification will be applied for any units successfully achieved whilst the learner is with Bryn y Deryn.

Key dates:

Sept – Oct: All learners currently at BYD & CC to be register to courses.

Oct – Nov: Learner that have join late to be registered for courses.

Jan – Exam Officer to liaise with subject teachers to action any withdraws or late enrollment.

Jan – Subject teachers meet to track grades and moderate.

April – Coursework to be finalized ready for submittal. Subejct teachers & Exams Officer to submit marks on secure website. Files to be printed and stored for audit trail. Action any fall backs for learners that only complete units

Policy Review date: Sep 2022