




Title	SCHA BTEC Registration and Certification Policy 2019/20
Associated Policies	SCHA Exams Policy
Originator	Jennifer Coe
Approved	

Registration and Certification

Purpose/Scope

- To ensure that accurate, up to date and auditable centre BTEC registration, achievement and certification records are maintained with Pearson.
- That these records are kept for 3 years after certification, in line with awarding body requirements.

Responsibilities

Exams Officer: Responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners.

Programme Leader: Responsible for ensuring learner details held by Pearson are accurate and that an audit trail of learner assessment and achievement is accessible.

Quality Nominee: Responsible for coordinating and monitoring the learner details held with awarding body.

Senior Management: Responsible for overseeing the registration, transfer, withdrawal and certificate claims for learners to ensure that awarding body deadlines are met.

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 by lead IV.

Registration Procedure

Deadline for registrations is 31st October 2019.

Programme Leaders confirm courses to be delivered by completing a Course Information Sheet (See Appendix C) and sending it to Exams Officer.



QN to follow up any discrepancies



Exams Officer then registers all new courses



Programme Leaders/Lead IV's send Exams Officer learner lists for new cohorts (Deadline 14th October 2019)



Exams Officer to register learners (Deadline 31st October 2019)

Certification Procedure

Deadline for certification is 6th July 2020

Lead IV/Programme Leader contacts QN to arrange a suitable time to enter grades onto Edexcel online



Lead IV/Programme Leader and QN enter/verify entries (Deadline 6th July 2020)



Lead IV/Programme Leader send Exams Officer a copy of **final overall results**



Exams Officer checks grades against data sent through from Lead IV/Programme Leaders against certificates. QN, Lead IV's and exams officer deal with any discrepancies.

This policy will be reviewed every 12 months

Quality Nominee	coej@hattonacademy.org.uk	09/2019
LIV Applied Science	martina@hattonacademy.org.uk	09/2019
LIV Business	parsonsa@hattonacademy.org.uk	09/2019
LIV Health & Social Care	mclaughlin@hattonacademy.org.uk	09/2019
LIV Information Technology	chambersr@hattonacademy.org.uk	09/2019
LIV Music	jeffsc@hattonacademy.org.uk	09/2019
LIV Sport	hughesj@hattonacademy.org.uk	09/2019
LIV Art and Design	duna@hattonacademy.org.uk	09/2019
LIV Media Production	greenj@hattonacademy.org.uk	09/2019
LIV performing Arts	whitehousee@hattonacademy.org.uk	09/2019