Appendix 15 – Vocational Registration and Certification Policy

This policy is reviewed annually to ensure compliance with current regulations

Registration and Certification

Purpose/Scope

- To ensure that accurate, up to date and auditable centre BTEC and vocational course registration achievement and certification records are maintained with the relevant exam boards.
- 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. Also responsible to grade entry onto EOL as well as ensuring these are accurate and double checked within department.

Quality Nominee / Quality Reviewer: 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 internal registrations is 31st October 2026 in order to meet the external deadlines in November (1st November)

Programme Leaders confirm courses to be delivered with the Exams Office by emailing exams@hattonacademy.org.uk **in term 6 prior to the year of delivery**.



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 17th October 2026)**



Exams Officer to register learners **(Deadline 31st October 2026)**

Learners Leaving and joining courses following registration:

For students who leave courses following registration the curriculum leader / LIV should contact data@hattonacademy.org.uk and explain that the learner has left the course, state the learner name, year group, course name and request that the learner be withdrawn on www.edexcelonline.co.uk

For students in KS5 who leave at the end of year 12 and have the 2 core units for a certificate, the Programme Lead / CL / LIV should email data@hattonacademy.org.uk and request that the student be moved from the extended certificate to the certificate so they can cash in their current achievements.

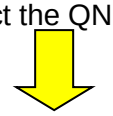
For students who join courses mid-year following registration, the exams officer should register students for the course once it has been confirmed that no other option move is to take place.

In line with Pearson guidelines, it is essential that all learner registrations remain accurate and up to date.

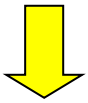
Certification Procedure

The Internal deadline for certification is 30th June 2027

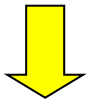
Lead IV/Programme Leader is responsible for entering grades on Edexcel online. If help is required the LIV / programme Leader should contact the QN for support.



Lead IV/Programme Leader enter/verify entries (Internal Deadline 3oth June 2026 External Deadline 5th July 2026)



Lead IV/Programme Leader send Exams Officer a copy of **final overall results for checking** by the 30th June 2026 internal deadline.



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.

Article Detail (pearson.com)

Quality Nominee – P Atkinson	atkinsonp@hattonacademy.org.uk	11/2026
LIV Business – M Tarlton	tarltonm@hattonacademy.org.uk	11/2026
LIV Health & Social Care – L Hughes	hughesl@hattonacademy.org.uk	11/2026
LIV Information Technology – T Abedin	abedint@hattoncademy.org.uk	11/2026
LIV Sport Level 2 – C Bevan	bevanc@hattonacademy.org.uk	11/2026
Lead IV Sport Level 3 – C Bevan	bevanc@hattonacademy.org.uk	11/2026
LIV Art and Design & Food – A Gray	graya@hattonacademy.org.uk	11/2026
LIV Textiles – L Cross	crossl@hattonacademy.org.uk	11/2026
LIV Applied Science	legassicks@hattonacademy.org.uk	11/2026