



## BTEC REGISTRATION AND CERTIFICATION POLICY

Date for renewal/updates/review	November 2019
Named person responsible for monitoring	Headteacher
Agreed by Curriculum Committee	December 2018

### AIMS

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

In order to do this Sir William Ramsay School will:

- Register each student within the awarding body requirements.
- Provide mechanisms for programme teams to check accuracy of student registrations.
- Make each student aware of their registration status.
- Inform the awarding body of withdrawals, transfers or changes to student 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.
- Procedures for registration, transfer, withdrawal, and qualification certification are the responsibility of the exams officer.
- Procedures for unit certification will be issued by the exams officer to LIVs and will need to be completed by end of June of the certifying year.

This policy will be reviewed every 12 months by the centre's Quality Nominee and Exam Officer.

**This BTEC Registration and Certification policy was agreed by the FGB on .....**

**It will be reviewed within 12 months to take account of:**

- **Changes to the school environment and organisation**
- **Advice from the Local Authority and its officers**
- **National legislation and proposals as is considered appropriate.**