



## BTEC REGISTRATION AND CERTIFICATION POLICY

<b>Date for Renewal/Updates/Review</b>	December 2022
<b>Named Person Responsible for Monitoring</b>	Deputy Headteacher, Teaching and Learning
<b>Agreed by Governing Body</b>	December 2021

### 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.
- Register each learner on the appropriate programme code, before any assessment activity is completed.
- 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 Lead Internal Verifiers and will need to be completed by end of June of the certifying year.