



BTEC Registration and Certification Policy 2023/24

Olive AP Academy – Nene Valley

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| Document control table | |
| Title | BTEC Registration and Certification Policy |
| Date | October 2023 |
| Approved by | OA Central |
| Date of next review | August 2024 |

This procedure is reviewed annually to ensure compliance with current regulations.

It should be read in conjunction with other BTEC exam related policies including:

- Assessment and Internal Verification Policy
- Complaints and appeals
- Blended/distance learning policy

The key policies guiding BTEC policies are informed by the [Information manual](#) published by Pearson each year which provides detailed information for Exams Officers about registration and certification procedures for all Pearson programmes.

Key staff involved in the BTEC

| Role | Name(s) |
|--|---|
| Exams Officer | Amber Doyle |
| Exams Officer line manager (Senior Leader) | David Saunders (overall line manager) Rebecca Mead (QofE lead) |
| Head of centre | David Saunders |
| Quality Nominee | Rebecca Mead |
| SENDSCO | Hannah Wright |
| Lead Internal Verifier (LIV) | Rebecca Mead |

1. Purpose of the policy

The purpose of this policy is to:

- 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 back to the certificate which is issued for each learner
- 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.

In order to do this, this academy 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.

2. 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.
- Responsible to grade entry onto Edexcelonline as well as ensuring these are accurate and double checked within department.

Quality Nominee:

- Responsible for coordinating and monitoring the learner details held with awarding body.
- Senior Leader with responsibility for exams**
- Responsible for overseeing the registration, transfer, withdrawal and certificate claims for learners to ensure that awarding body deadlines are met.

3. Procedures

Registration Procedure

Deadline for internal registrations is 1 October in order to meet the external deadlines in November.



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 1 November)



Exams Officer to register learners (Deadline 10 November)

Certification Procedure

Deadline for certification is 5th July 2024

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 5th July 2024)



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



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

Transfer

Transfer of a learner between programmes at the same centre

Programme leads will liaise with QN and Exams Officer

Transfer of a learner to another centre

A learner may transfer to another centre; normally if a registration is being transferred, it is to enable the learner to complete the same programme of study. For a certificate to be awarded the learner's record at the final centre will have to show all the required completed units. Prior to transfer it is essential that a comparison of units previously undertaken is made against the requirement of the new programme. The learner must be advised of any additional work that may be needed to meet in full the requirements of the receiving centre. The initial centre must ensure that all completed units are notified to Pearson, and that all the relevant assessment records are passed to the receiving centre. The receiving centre should not process the transfer until all previous achievement has been notified.

4. Monitoring and review

This policy will be reviewed alongside all exam related policies on an annual basis and in line with guidance provided by Pearson. OA central will approve these policies and the exams leads and officers in each academy will participate in monitoring and reviewing procedures.