



Registration and Certification Policy BTEC

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 Exams Officer (EO) 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.

In order to do this the BTEC SUBJECT LEADS will:

- Make each learner aware of their registration status.
- Ensure that they give a list of learner names to the EO as required by their deadline for registrations.
- As requested by the EO – check learner registrations.
- Inform the EO of withdrawals, transfers or changes to learner details.
- Ensure that results are given to the EO claims in a timely fashion and that evidence of internally verified assessment records are available as required.
- Keep all assessment records and all feedback sheets safely and securely for three years post certification

Links

Pearson Information Manual – <https://qualifications.pearson.com/en/support/support-topics/centreadministration/information-manual.html>

Claiming Certification: <U:\BTEC\Useful resources\Step By Step guide to Entering BTEC results on Edexcel online.pptx>



Finham Park 2 Procedures & Responsibilities:

EO = Exams Officer (Andrew Clarke)

QN = Quality Nominee (Liz Allton)

LIV – Lead Internal Verifiers (James Hunter and Matt Hudson)

Registration	Transfer / Changes to details	Withdrawal	Unit Certification	Certification
EO issues BTEC specific dates at start of academic year. Lead IVs provide EO with accurate registration lists according to deadlines set by EO. Current registration lists issued by EO and checked by LIVs.	All course transfers / any changes to student details needed must be passed to the EO to administer changes.	LIVs to discuss any withdrawals with QN prior to sending to EO. All withdrawals must be signed off by QN and EO.	LIVs to keep accurate records of unit grading.	LIVs to claim certification at end of course as per deadlines set by QN. Procedure ppt support issued by QN and training given to new staff as necessary. QN checks all certification claimed prior to Pearson deadline.

Written by:

Liz Allton – Quality Nominee

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To be reviewed December 2021