



Registration & Certification Policy Aim:

1. To register individual learners to the correct programme within agreed timescales.
2. To claim valid learner certificates within agreed timescales.
3. 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, Barbara Priestman Academy will:

1. Register each learner within the awarding body requirements
2. Provide a mechanism for programme teams to check the accuracy of learner registrations
3. Make each learner aware of their registration status
4. Inform the awarding body of withdrawals, transfers or changes to learner details
5. Ensure that certificate claims are timely and based solely on internally verified assessment records
6. Audit certificate claims made to the awarding body
7. Audit the certificates received from the awarding body to ensure accuracy and completeness

Quality Documentation

- Quality Calendar – key dates
- Internal Verification Policy

V4 Updated November 2020

Process

- Registrations are completed by Exams officer or QN.
- Deputy Head of Academy to advise HoD subject leads on timescales
- Late registrations at discretion of DHoA
- Subject leads to collate exam entries to Exams Officer in provided format.

Claims and Quality Review

End of Year Achievement board process will also allow for programme review.

Quality Documentation

End of Year Achievement Board Agenda V2