

# Registration & Certification Policy (BTEC)



## Undershaw

---

Policy Title	Registration & Certification Policy (BTEC)
First Published	October 2022
Last Date of Review	October 2023
Next Review by Date	October 2024
Reviewed By	Deputy Headteacher (Academic)
Approved By	Headteacher
For publication on website	Yes / No
Signed by	Headteacher October 2023

---

## Aims

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, Undershaw Education Trust 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

At Undershaw Education, the procedures for BTEC registration and certification are:

### 1. Registration

Following the options process in year 9, students will be allocated into the appropriate teaching classes for year 10 in September. The exams officer will confirm registration requirements with subject teachers and register all candidates by 30<sup>th</sup> September. These registrations will be confirmed by the exams officer. The teacher will receive a copy of the entry report and confirm that all entries are correct.

### 2. Transfer

If a student requires transfer from one BTEC course to another, this will be agreed by the head of faculty, student and parents before any transfer is made. The transfer will be made by the exams officer using Edexcel online. Confirmation of the transfer will be shared and checked by the head of faculty and then confirmed with the student and the parents. Any transfer of course that is required will be completed by 30<sup>th</sup> November at the end of year 10.

### 3. Withdrawal

If a student is withdrawn from a BTEC course, this will be agreed by the head of faculty, student and parents before any withdrawal is made. The withdrawal will be made by the exams officer using Edexcel online. Confirmation of the withdrawal will be shared and checked by the head of faculty and then confirmed with the student and the parents.

### 4. Unit Certification

If unit certification is to be claimed, this will be done using Edexcel online by the teacher, head of faculty and the exams officer. The head of faculty will be responsible to ensure that all verification processes have been completed and that the programme has been released before unit claiming.

### 5. Certification

Certification will be claimed using Edexcel online by 30<sup>th</sup> June in the certification year. This process will be completed by the exams officer and the head of faculty together to ensure that the process is quality assured and accurate.

**Key dates**

- 31st October (exam board deadline) to certificate 2 years later (or 1 year in the case of Work Based Learning). The Exams Officer will ensure this deadline is met.
- 31st January: Withdrawal of students no longer on the course and no internal or external units completed.
- 5th July (exam board deadline): Transfer deadline in order to certificate at the end of the 2 year course: – although this may happen at any time during the registration.
- Unit Certification: This action will be undertaken at any time during the year as and when learners are taken off role at Undershaw Education Trust and once clarification has been received by the Exams Officer as to the type of certification required for individual learner(s).
- 30<sup>th</sup> June: Internal units to be entered in order to certificate in August.

<b>Policy No/Name:</b>	<b>Registration and Certification Policy (BTEC)</b>			
<b>Statutory: Y</b>	<b>Online: N</b>	<b>Parago: N</b>		
<b>Review Frequency: 2 yearly</b>	<b>Committee Review:</b>	<b>F&amp;S</b>	<b>C</b>	<b>FGB</b>
	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Staff Member responsible	DHT (Academic)	DHT Academic		
Nature of changes made	Initial Draft	Annual updates		
Date reviewed by Committee	N/A	N/A		
Date next review is due	October 2023	October 2024		
<b>File Version</b>	<b>1</b>	<b>2</b>		