

# **BTEC Registration and Certification Policy**

## **Part of Fairfax Multi-Academy Trust**

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## Registration & Certification Policy

### 1. 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, SWA 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.

This policy will be reviewed every 12 months by Quality Nominee