

Registration & Certification (BTEC) Policy

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Definition

Ashley High School staff will register learners with Edexcel at the beginning of a BTEC programme of study. Certification claims will be submitted to inform Edexcel of learner achievement. Learners who have not earned the sufficient number of credits to receive the full qualification can be certificated for the units that they have achieved. Deadlines for registration and certification appear in the annual BTEC Quality Assurance Handbook and the Information Manual.

Purpose

- 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;
- To ensure that accurate, up to date and auditable centre BTEC registration, achievement and certification records are maintained with Edexcel;
- To ensure that these records are kept for 3 years after certification, in line with Edexcel requirements.

Principles

The Registration and Certification (BTEC) Policy meets the requirements of the Edexcel (BTEC) Quality Assurance process.

Detail

Registration initiates the BTEC Quality Assurance processes. Learners following a standard academic year are registered by 1st November. Learners enrolling into flexible start programmes are registered within one month of enrolment. Ashley High School procedures facilitate accurate registration to meet these deadlines. Details of students leaving programmes should be communicated to Edexcel; withdrawals can be made via Edexcel Online and a withdrawn learner may be reinstated at a later date. Full qualification certification or credit certification is claimed via Edexcel Online or by paper Student Report Forms (SRFs). Claims can be made at any time of year, but claims for August certification should be submitted to Edexcel by 5th July. Ashley High School claims procedures prevent fraudulent and/or inaccurate claims.

Roles and Responsibilities

The Exam Officer Related should:

- take responsibility for timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners, according to the awarding body requirements;
liaise with programme teams to check the accuracy of learner registrations;
ensure that certificate claims are timely and based solely on internally verified assessment records;
- inform the awarding body of withdrawals, transfers or changes to learner details;
audit certificate claims made to the awarding body;
audit the certificates received from the awarding body to ensure accuracy and completeness;
- for students transferring to another centre, ensure that adequate information about the transferee's position and progress is communicated to the new centre;
keep all records safely and securely for three years post certification.

Lead Internal Verifiers should:

- take responsibility for ensuring that learner details held by Edexcel are accurate and that an audit trail of learner assessment and achievement is accessible;
- liaise with the Exams Officer to check the accuracy of learner registrations;
- ensure that all Schemes of Work and Programmes of Study are drawn up and implemented in accordance with this policy and related documents.

Programme Assessors should:

- ensure that programmes are delivered in accordance with BTEC guidelines, and following the agreed I-V schedule and assessment plan; make each learner aware of his/her registration status.

The Headteacher should:

- ensure that the policy is implemented and report to Governors; carry out the statutory duties of the Headteacher with regard to the curriculum as defined by the DfE.

The Governing Body should:

- carry out the statutory duties of the governing body with regard to the curriculum as defined by the DfE.

Related Documents & Location

Edexcel publishes an information manual each year that provides detailed information for Exams Officers about registration and certification procedures for all Edexcel programmes: [<http://www.edexcel.com/iwantto/Pages/info-manual.aspx>].

Monitoring and Evaluation

The Governing Body will monitor the effectiveness of the procedures found within the Registration and Certification (BTEC) Policy through the appropriate Governors' Committee. This policy will be monitored annually by representatives of Ashley High School Governing Body.

Monitoring arrangements for the effective implementation of the policy will be discussed and evaluated through a scrutiny meeting between the relevant

senior leader and their link governor. The governors will report back to the committee about the results of the scrutiny process.