

Registration and Certification Policy



The Beacon Centre
Leading The Way To A Brighter Future

The Beacon Centre Alternative Education and Behaviour Support Service (AEBSS)

Registration & Certification Policy

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 centre 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.

The Beacon Centre Approach:

Range and scope of the policy.

The range of the policy covers all BTEC courses offered within The Beacon Centre.

Registering learners with Pearson

All learners undertaking Pearson qualifications at either level 1 or level 2 must be registered prior to the Pearson set deadline (usually 31st October) in their first year of the qualification.

The registration process is as follows:

1. In September of the first year of the qualification, all confirmed student class lists should be forwarded to the exams officer detailing the following
 - a. Full title of the qualification to be studied
 - b. QAN code
 - c. Full name of student(s) to be registered
2. The exams officer is to register the students through the appropriate means
3. Confirmation of registration is to be obtained by the exams officer
4. Once registration is confirmed, class lists are to be returned to the relevant class teacher(s) detailing the names of the students and the course the students are registered for.
5. The class teacher is to sign the list to confirm its accuracy and return to the exams officer for storing.
6. The exam officer will then produce an exams and assessment overview which will be agreed with the program leader.
7. When appropriate the exams officer will enter students for externally set exams. The lists will then be passed to the program leader who will sign and return.

Registration of learner's part way through a course

Should any learner be required to register on a course part way through the course, this must be done as outlined in the previous section. Learners can only be registered late on to the course if circumstances prevented the learner from being registered at the start of the course. E.g. late entry in to the school.

Transferring of learners

Transfer of a learner between programmes at the same centre

As only Level 2 Health and Social Care and Hospitality and Catering are available at The Beacon Centre it is not possible to transfer within the centre.

Transfer of a learner to another centre.

A learner may transfer to another centre; normally if a registration is being transferred, it is to enable the learner to complete the same programme of study. For a certificate to be awarded the learner's record at the final centre will have to show all the required completed units. Prior to transfer it is essential that a comparison of units previously undertaken is made against the requirement of the new programme. The learner must be advised of any additional work that may be needed to meet in full the requirements of the receiving centre. The initial centre must ensure that all completed units are notified to Pearson, and that all the relevant assessment records are passed to the receiving centre. The receiving centre should not process the transfer until all previous achievement has been notified.

Certification of Learners.

Before the Centre can claim certification for any learner, the following must be completed:

The learner must have completed all necessary components of the course

1. Any outstanding Internal Verification procedures must have been carried out.
2. Any amendments/actions, as identified within the standards verification report, have been carried out, e.g. the report requires the centre to check other assessments, learners to improve work etc.

The process for claiming learner certification is as follows:-

1. All grades on the subject based tracker are to be checked by the lead IV in consultation with the relevant subject teachers to ensure accuracy.
2. The Lead IV and a nominated person within each programme area is to enter the grades for each unit on to the centrally held grade tracker.
3. The program leader together with either the Quality nominee or the exams officer are to enter the grades for each unit/component for each via candidate online individual learner reporting process.

Certification timeline

All certification claims for must be complete by 5th July in any one academic year.

This policy will be reviewed every 12months by M Barnes.