



BTEC Registration and Certification Policy and Procedures

Aim:

- To ensure that individual students are registered on the correct programme within agreed timescales.
- To ensure valid student certificates are claimed within the timescales specified by the awarding body.
- To construct a secure, accurate and accessible audit trail to ensure that student's registration and certification claims can be tracked to the certificate which is issued for each student.

The Centre will:

- ❖ Register each student within the awarding body requirements.
- ❖ Provide a mechanism for tutors to check the accuracy of the student registration.
- ❖ Make each student aware of their registration status.
- ❖ Inform the awarding body of withdrawals, transfers or changes to student's details.
- ❖ Inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual students.
- ❖ 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 certificate