REGISTRATION AND CERTIFICATION POLICY

Policy review area	Students
Lead manager	Principal
Approval level	Board
Start date	July 2019
Review cycle	1 year
Next review	July 2020

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Registrations

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.

Procedures

The following procedures will be implemented by the department of examinations

• Each learner will be registered within the awarding body requirements (within 42 days of starting the programme).

• We shall provide regular opportunities for admissions teams to check the accuracy of learner registrations. Learner transfers shall be monitored by the IQA. Assessors/tutors must provide a summary of units achieved (to enable unit accreditation where possible). EO shall inform the awarding body of any withdrawals, transfers or changes to learner details.

In course team meetings any concerns regarding prolonged absences of learners shall be recorded, these names shall then be monitored. Updates shared in course team meetings.

• Each learner shall be aware of their registration status via email or on the ILP.

• All certificate claims shall be made timely and based solely on internally verified assessment records. IQA to inform Programme Co-Ordinators and Quality Lead of dates for entry (also found in center handbook where relevant).

• We shall audit certificate claims made to the awarding body. Academic Department databases must be checked by the MIS prior to sending to EO who then enters the results online.

• Certificates received from the awarding body will be audited to ensure accuracy and completeness. EO will verify prior to issue to Programme or Compliance Co-Ordinators, who must then check against database prior to issue for the learner's units and achievements. Any inconsistencies shall be reported to IQA, EO and then to the awarding body.

• All records shall be kept safely and securely for three years post certification. Records held by departments and those received by EO shall be held in archive for 3 years.

This policy will be reviewed every 12 months by the Quality Lead.

Definitions/Terminology

Registration: Informs awarding bodies about learners at the beginning of a programme of study.

Key Dates & Actions: Deadlines for registration and certification appear in the Programme Handbook:

Certification Claim: The process of informing Awarding Body of learner achievement.

Unit Certification: Learners who have not completed sufficient number of units to receive the full award can be certificated for the units that they have achieved.

In order to comply with the policy aims the TEC 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 annually.

Responsibilities

Exams Officer (EO): Responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners. Responsible for overseeing the registration, transfer, withdrawal and certificate claims for learners to ensure that awarding body deadlines are met.

Programme Co-Ordinators (PO): Responsible for ensuring learner details held are accurate and that an audit trail of learner assessment and achievement is accessible.

Quality Nominee (QN): Responsible for coordinating and monitoring the learner details held with Awarding Bodies.

Procedures

Registration: Registration initiates external verifier allocation. Students should be registered within 42 days of when they start the programme. Centre procedures need to facilitate accurate, timely registration.

Progress to Date: At end of 1st year fully achieved units can be reported to Awarding Bodies as appropriate.

Transfer: Learners can transfer their registration and achievement to date between centres. Transfer between programmes is permitted. Procedures need to ensure transfers are accurate and timely. They should also ensure that adequate information about the transferee's position and progress is communicated.

Withdrawal: TEC will advise the Awarding Body when a learner leaves before completion. A withdrawal will not prevent the registration from being reopened at a later date.

Certification Claims: Full award or unit certification is claimed through the Awarding Body. Claims can be made at any time of year. TEC claims procedures should prevent fraudulent or inaccurate claims.

Certification

To reduce the risk of mistaken or fraudulent claims for certification of completion of units TEC will ensure that the registrations and certifications are accurate and the acknowledgement of appropriate learner.

Implementation

The Examinations Officer (E.O) or IQA will upload the learner's assessment decisions in line with the Awarding Body requirements. Once the Standard Verifier's visit is successful and the

S.V is happy with TEC systems and assessment process, TEC then will be able to claim the certificates.

The Examination officer has the access to receive the certificates. Once the EO or Student Relations have received the certificates, the Compliance Coordinators or Student Relations will check the correct spelling in the learner's names and the validity of the registrations including the Awarding Body learner numbers and periods.

Learners tracking progress will be recorded and archived.

The Compliance Coordinators will pass the learner's details to the assessors concerned to confirm the correct outcome of their (who are going to claim the certificate) assignments. This is to double check the accuracy and the assessment decisions before issue the certificate (unless a Record of Achievement has been completed and signed)

If there is any discrepancy on the outcome of the above checks TEC will inform the Awarding Body for clarification/amendment.

Certificates will he handed over the learner personally, or delivery arranged.
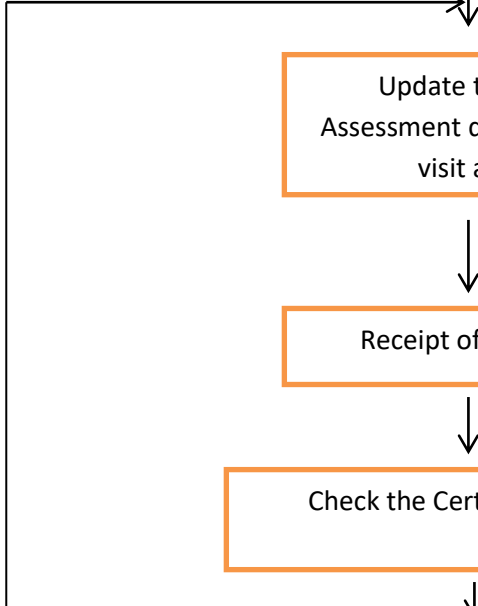
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┌─────────────────────────────┐
│    Learner Registration     │
└─────────────────────────────┘
              │
              ▼
   ┌─────────────────────────┐
   │    Update the learners  │
   │ Assessment decision after S.V │
   │      visit approval     │
   └─────────────────────────┘
              │
              ▼
   ┌─────────────────────────┐
   │   Receipt of Certificates │
   └─────────────────────────┘
              │
              ▼
   ┌─────────────────────────┐
   │ Check the Certificate Contents │
   └─────────────────────────┘
              │
              ▼
   ┌─────────────────────────┐
   │ Send the Learner's Details to the assessors │
   │         concerned       │
   └─────────────────────────┘
              │
              ▼
┌──────────────────────┐   ┌─────────────────────────┐
│ If any discrepancies, │◄──│ Received Confirmation from assessors and │
│ Inform Awarding Body  │   │ admin about the Learners' assessments │
└──────────────────────┘   └─────────────────────────┘
                                        │
                                        ▼
                           ┌─────────────────────────┐
                           │ Provide the Certificate to the Learner │
                           └─────────────────────────┘
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