



## Student Recruitment, Registration, and Certification Policy

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<b>Related policies</b>	<ul style="list-style-type: none"> <li>- Admissions Policy</li> <li>- Terms and Conditions</li> <li>- Tuition Fee Refund and Compensation Policy</li> <li>- Internal Verification Policy</li> <li>- Assessment Policy</li> <li>- Student Handbook/Programme Specification</li> <li>- Data Privacy Notice and Consent Policy</li> </ul>
<b>External reference points</b>	Given at the end of Policy

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## 1. Purpose and Scope

This policy provides the processes that Trent Education Centre (TEC) will follow when recruiting, registering and certifying students into our BTEC Higher National Diploma (HND) courses. It sets out our intention to:

- provide students with a fair and transparent admissions process that gives all applicants equal opportunities (see the Admissions Policy, Terms and Conditions and Tuition Fee Refund and Compensation Policies for more information)
- register individual learners to the correct HND programme within agreed timescales (no later than four weeks or 28 days after their enrolment on the programme).
- enter individual learners for assessment, where required, by published deadlines (provided to students in advance during induction and available on the College VLE (Klaspad)).
- claim valid HND learner certificates within agreed timescales (once the student has met the full requirements of the HNC or HND unit certificate of full award).
- 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.
- establish the roles and responsibilities of staff involved in the registration, entry and certification procedures.
- ensure that a mechanism is in place for Programme Leaders, Exams Officer and the Quality Nominee to check the accuracy of learner registrations.

This policy is specifically for the recruitment, registration and certification of students enrolling into Trent Education Centre's own HND programmes, which we intend to run independently of any other provider. Students enrolling into other programmes, including HND programmes that TEC may deliver in partnership with another provider, may be subject to the policies and procedures of the partner organisations and this will be made clear to students when they apply for the programme.

## 2. Aims and Objectives

Through this Policy, Trent Education Centre (TEC) aims to ensure that all HND students receive an efficient, timely and reliable service from TEC staff during the recruitment, registration and certification processes. To achieve this aim, we are committed to ensure the following:

- Each student is registered on the correct HND programme with the correct programme code in accordance with their enrolment details and Pearson requirements prior to teaching and any assessment activity
- There is a mechanism for relevant staff to check the accuracy of learner registrations and external assessment entries.
- Each student is aware of their registration status.
- The Pearson awarding body is informed about withdrawals, transfers or changes to learner details in a timely manner.
- Registration data held on Edexcel Online is accurate and up to date, including learner 'estimated completion dates.'
- Ensure learner entries for internal and/or external assessment are accurate and timely, meeting published deadlines.
- There is a mechanism for Programme Leaders, the Exams Officer and Quality Nominee to check the accuracy of individual learner entries.
- All certificate claims are made in a timely manner according to Pearson published deadlines.
- Certificate claims are carefully audited by the Exams Officer and Quality Nominee before they are submitted to Pearson.
- All certificates received from Pearson are carefully audited by the Exams Officer and Quality Nominee to ensure they are accurate and complete.
- All student records safely and securely retained by TEC for three years post certification, in line with Pearson regulations.

## 3. Responsibilities:

Staff roles and responsibilities for each process are listed below:

### 3.1. Exams Officer

The Exams Officer is responsible for timely, accurate and valid registration, internal and external assessment entries and certificate claims for learners. The Exams Officer updates student/unit information on Edexcel online and checks regularly to ensure data is correct and learner details held by Pearson are accurate.

### 3.2. Programme Leaders

Programme Leaders are responsible for ensuring that correct student/unit information is passed to the Exams Officer and that an audit trail of learner attendance, assessment and achievement is accessible to key faculty and staff and Pearson External Examiners and Academic Monitoring Reviewers. The Programme Leader must inform the Quality Nominee and Exams Officer of any student requests to transfer or withdraw from their programme.

### **3.3. Internal Verifier**

Internal Verifiers are responsible for verifying assignment briefs, sampling and verifying summative assessment grades and feedback given to students by the tutor/assessors. The Internal Verifiers maintain an audit trail of learner assessment and achievement which is accessible to key faculty and staff and Pearson External Examiners and Academic Monitoring Reviewers and supports certification claims. See the TEC Internal Verification Policy for further details.

### **3.4. Quality Nominee**

The Quality Nominee is responsible for ensuring registration, entry and certification procedures are regularly monitored, periodically reviewed, and implemented correctly by all relevant faculty and staff. The Quality Nominee oversees the registration, entry and certificate claims for learners to ensure that Pearson requirements and deadlines are met. The Quality Nominee is the main point of contact with Pearson External Examiners and Annual Monitoring Reviewers.

### **3.5. Head of Centre**

The Head of Centre, reporting to the Academic Board, is responsible for monitoring, updating and disseminating strategic changes related to recruitment, registration and certification. The Quality Nominee may also be the Head of Centre when the TEC HND provision is small-scale.

## **4. Registration & Certification Procedures**

These procedures ensure that TEC staff comply with Pearson registration, transfer, withdrawal, assessment result entries and certification requirements. They prevent inaccurate or false registrations, transfers, withdrawals, entries or certifications.

#### **4.1. Registration Procedures**

- Each student will be registered with Pearson within the required deadline (currently no more than 28 days after enrolment).
- Students will be admitted into the BTEC HND course at the start of the academic programme following their successful passage through the TEC admissions procedures (see the TEC Admissions Policy).
- The admission's team will share the list of BTEC HND students with the Exams Officer.
- The Exams Officer will liaise with the Programme Leader delivering the BTEC HND qualification to confirm the accuracy of students attending the course and whether they need to be registered on Edexcel online.
- Programme Leaders draw down class lists, add Pearson course codes and confirm (sign-off) the accuracy of each student's name (as per their Passport or ID) and details before passing them to the Exams Officer and retaining a copy in the programme file.
- The Exams Officer will then confirm the class list with the Quality Nominee and register learners with Pearson before the end of the deadline (currently 28 days), ensuring the correct course code is used.
- Within two weeks after registrations, the Quality Nominee will check course registration lists for programmes on Edexcel Online and send an email to the Exams Officer and Programme Leader to confirm accuracy or notify them of any changes required. The Quality Nominee will retain a copy of the email in the Programme File.
- The Exams Officer will make any required changes and email the Quality Nominee and Programme Leader to confirm once these have been made.
- The Programme Leader will print and retain a copy of the registration list in the Programme File.
- New arrivals/late entries can be made within two weeks of starting the programme using these procedures.
- Programme Leaders will give students their BTEC registration number and add this number to all student assessment feedback.

#### **4.2. Transfer Procedure**

Learners can transfer their registration and achievement to date between centres. Transfer between programmes is permitted.

### **4.3. Transfer of a learner to another centre**

- A student may transfer to another centre; normally if a registration is being transferred, it is to

enable the student to complete the same programme of study. Student transfers will be monitored by the Quality Nominee.

- Assessors/tutors must provide a summary of units achieved (to enable unit accreditation where possible).
- For a certificate to be awarded the student'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 student must be advised of any additional work that may be needed to meet in full the requirements of the receiving centre.
- The initial provider (TEC in the case) must ensure that all completed units are notified to Pearson, and that all the relevant assessment records are passed to the receiving provider.
- The receiving centre should not process the transfer until they have been notified of all previous achievements.
- The Exams Officer shall inform Pearson of any withdrawals, transfers or changes to learner details as soon as possible.

### **4.4. Student Transfers to TEC**

If a student wishes to transfer from another provider to Trent Education Centre (TEC), the Examinations Officer will contact the student's previous provider to confirm the course details and any units the student has passed. Students that have transferred to TEC will be identified by the Programme Leader and JCQ regulations will be followed [JCQ Guidance on Transferred Candidates](#). The Exams Officer and Programme Leader will also follow Pearson guidelines [Transferred candidates | Pearson qualifications](#) using the Pearson Access Arrangements online CAP tool, accessible via Edexcel Online.

### **4.5. Withdrawals**

If a student leaves TEC or is transferred off the course, the Programme Leader will inform the Examinations Officer that a withdrawal is required. The Examinations Officer will follow the Pearson procedures to action the withdrawal.

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

### **4.6. Internal/ External Assessment Entries**

The Programme Leader ensures learner/unit information is given to the Exams officer. The Exams officer makes all internal and external assessment entries by the published deadline dates.

#### **4.7. Certification Procedure**

- Student unit results are confirmed at the Assessment Board after the External Examiners' (EEs') visit.
- Following confirmation of results at the Assessment Board the Exams Officer claims the Certificate of full award or Certificate of Unit Credit (CoUC) on Edexcel Online with the Quality Nominee or staff delegated by the Quality Nominee present. If a student achieved any credits during their studies but is not eligible for an award following the External Examiner visit, credits will be claimed according to the Certification Process defined by Pearson. Claims can be made at any time of the year.
- Certificates will be received from Pearson via post. The Certificate/Notification of Performance is checked against the programme mark sheet document and Student Records by the Exams Officer. If there are any discrepancies, Pearson is informed.
- For students who want to enrol for a Top-up programme prior to certification, the Exams Officer will download a confirmation report from Edexcel Online and use this to confirm that students have passed their award and their certification is pending

#### **4.8. Claim and Audit Procedure**

- Students' final results and certification claims will be submitted to Pearson via [www.edexcelonline.com](http://www.edexcelonline.com) after all required assessed work has been marked, internally verified, confirmed by the External Examiner and approved by the TEC Assessment Board.
- After receiving the certificates from Pearson, the Exams Officer will audit each award against the verified assessment results published after the Assessment Board to ensure they are accurate and complete.
- The Quality Nominee will review the implementation of procedures at key points throughout the academic year for all active students on the HND programmes. A copy of the reviews will be retained in the Programme File.

### **5. Information Manual**

The Entries and Information Manual is published by Pearson each year and provides detailed information for Exams Officers about registration and certification procedures for all Pearson programmes. This can be found at the following link: [Information manual](#).

### **6. Discovery of Inaccurate, Early/Late and Fraudulent Registrations and Certifications Procedure**

Where any inaccurate, early/late and fraudulent registrations or certification claims are discovered, The Quality Nominee will escalate the matter to the Head of Centre and Head of Centre will conduct an internal investigation and report findings to Pearson.



## 7. External Reference Points

1. BTEC Centre Guide to Policies and Procedures for vocational qualifications 2023-2024, Accessed online at:  
<https://qualifications.pearson.com/content/dam/pdf/Support/Quality%20Assurance/btec-policies-and-procedures.pdf>
2. A guide to recruiting learners onto Pearson qualifications, Accessed online at:  
<https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/a-guide-to-recruiting-learners-onto-pearson-qualifications.pdf>
3. Edexcel Online Registrations BTEC / NVQ / Traineeships, Accessed online at:  
<https://qualifications.pearson.com/content/dam/pdf/Support/Work%20based%20learning/G7.%20EOL%20User%20Guide%20Registrations.pdf>
4. Recognition of prior learning policy and process, Accessed online at:  
<https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/recognition-of-prior-learning-and-process-policy.pdf>
5. FAQs on student registrations for all Pearson BTEC Higher Nationals, Accessed online at: <https://qualifications.pearson.com/content/dam/pdf/downloads/Higher-National-Annual-Fee-FAQs-for-Centres.pdf>
6. Policy for late registration, and late certification on withdrawn and expired Pearson qualifications, Accessed online at: <https://qualifications.pearson.com/en/support/support-topics/results-certification/late-requests-for-awards.html>
7. Withholding results and certificates from learners' policy, Accessed online at:  
<https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/withholding-results-certificates-from-learners-policy.pdf>
8. Qualification and assessment Publication policy, Accessed online at:  
<https://qualifications.pearson.com/content/dam/pdf/Support/policies-for-centres-learners-and-employees/qualification-assessment-publication-policy.pdf>
9. Information Commissioner's Office, Accessed online at: <https://ico.org.uk>
10. UK Public General Acts, *Data Protection Act 2018*, Accessed online at:  
<https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted>
11. UK Public General Acts, *Equality Act 2010*, Accessed online at:  
<https://www.legislation.gov.uk/ukpga/2010/15/contents>