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Dissemination	Staff Training, Shared folders on GDrive

VLUK REGISTRATION AND CERTIFICATION POLICY 2022-2023

1. PURPOSE

VLUK will register learners with Pearson at the beginning of a programme of study. If this is not possible, we can register throughout the year as we are a registered independent training provider. Certification claims will be submitted to inform Pearson 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.

2. 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 registration, achievement and certification records are maintained with Pearson;
- To ensure that these records are kept for 3 years after certification, in line with Edexcel requirements.

3. PRINCIPLES

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

4. DETAIL

- Registration initiates the 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. The following procedures are in place to facilitate accurate registration and to meet these deadlines.
- During enrolment, staff meet with learners and discuss appropriate pathways based on prior attainment. Available pathways include 60/90/120/180/L2/HNC/HND, GCSE/Functional Skills.
- Learner enrolment details are submitted onto our learner records.
- Our senior leadership team will check the qualifications achieved by the learners. This is to ensure the appropriate pathway has been selected.
- Learner's details are added onto our internal registration documentation.
- Accuracy of information such as DOB, learner names are checked by the administration team.
- Details are entered onto EOL by the Examination Officer.

- If a learner is withdrawn, this information is also recorded on internal documentation and the date of withdrawal. This is then entered onto EOL.
- Claims can be made by VLUK at any time of year. However, we aim to claim all certificates by 19th July.

5. 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 Head of Campuses if necessary 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 learners 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:

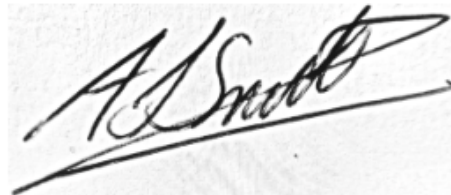
- take responsibility for ensuring that learner details held by Edexcel are accurate and that an audit trail of learner assessment and achievement is accessible;
- liaise with the Exams Officer to check the accuracy of learner registrations;
- ensure that all Schemes of Work and Programmes of Study are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

Tutors should:

- ensure that programmes are delivered in accordance with guidelines, and following the agreed Internal Verification schedule and assessment plan, and will ensure each learner is aware of their registration status.



CEO



Chair of Governors