



# Hinckley

## ACADEMY

# **BTEC Registration and Certificate Policy and Procedures**

<b>Date of Last Review:</b>	<b>October 2021</b>
<b>Reviewed by:</b>	<b>Ms Azizah Pathan, Vice Principal</b>
<b>Frequency of Review:</b>	<b>Annually</b>
<b>Date of Next Review:</b>	<b>October 2022</b>

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. The Examinations Officer will send a memo to the Head of Department requesting BTEC Course details, Programme Number and QAN. (EO, HoD/LIV, QN). Registration is based on the course lists in Sims. At the start of the academic year HoD's inform EO of any changes to the course details. When the registrations are made in Sims HOD's are issued with an entry list to confirm the details of who is entered. Registrations are submitted to the board by the 1<sup>st</sup> November.
- ❖ Provide a mechanism for programme teams to check the accuracy of the student registration. At the start of term Examinations Officer to send Head of Department set lists for checking with Programme Number and QAN. Head of Department to return with any amendments. Meeting held between Examinations Officer and Head of Department regarding checking of entries. (EO, QN, HoD)
- ❖ Examinations Officer will register students via SIMS and A2C by the 1<sup>st</sup> November. Confirmation will be printed and distributed to Head of Departments. Confirmation of who is to be registered is obtained before the registrations are sent.
- ❖ Make each student aware of their registration status. (HoDs/LIV, EO)
- ❖ Inform the awarding body of withdrawals, transfers or changes to student's details. (EO acting on information from Form Tutor, HoDs/LIV, QN HoD)
- ❖ Inform the awarding body where the school is able to apply for reasonable adjustments or special consideration for individual students. (EO/SENDCo)
- ❖ Ensure that certificate claims are timely and based solely on internally verified assessment records. (EO, QN, HoD/LIV)
- ❖ Audit certificate claims made to the awarding body. (EO and QN)
- ❖ Audit the certificates received from the awarding body to ensure accuracy and completeness. (EO)

- ❖ Keep all records safely and securely for three years post certificate. (EO, QN, HoD/LIV) Definitions of Key processes in more Depth.
- ❖ Registration: registration initiates our Quality Assurance processes. Learners following a standard academic year are registered by 1<sup>st</sup> November.
- ❖ 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: HoD/LIV/Teacher must let EO know when a learner leaves before completion, so that Withdrawals can be made via Edexcel Online and a withdrawn learner may be reinstated at a later date.
- ❖ Certification Claims: full qualification certification or credit certification is claimed via Edexcel Online. Claims can be made at any time of year, but claims for August certification should be received by the awarding organisation 22<sup>nd</sup> June. As part of the internal verification process, claims will be sampled to prevent fraudulent or inaccurate claims.

Abbreviations:

EO, Exams officer

QN, Quality nominee

HoD, Heads of Departments

LIV, Lead Internal Verifier

This Policy will be up-dated annually by the QN