

## **Registration and Certification Policy**

### **1. Aims and Objectives of the policy**

#### **1.1 Aims**

Shockout Academy is committed to ensuring that standards of registration and certification are consistent, transparent and in line with the requirements of our awarding bodies.

#### **1.2 Objective**

To ensure all learner registrations and certification claims are accurate, open and transparent.

### **2. Range and scope of the policy**

The range of the policy covers all BTEC courses offered within Shockout Academy but may well apply to other assignment-based courses should they become a part of the curriculum in future.

### **3. Registering learners with Pearson**

All learners undertaking Pearson qualifications at either level 1, level 2 or level 3 on the NQF framework must be registered prior to the Pearson set deadline (1<sup>st</sup> November) in their first year of the qualification.

The registration process is as follows.

- a) In September of the first year of the qualification, all confirmed student class lists should be forwarded to the Quality Nominee within the centre detailing the following:
  - i. Full title of the qualification to be studied
  - ii. Full name of student(s) to be registered
- b) The Quality Nominee is to register the students through the appropriate means
- c) Confirmation of registration is to be obtained by the Quality Nominee  
Once registration is confirmed, class lists are to be returned to the Course Co-ordinator detailing the names of the students and the course the students are registered for.

### **4. Registration of learner's part way through a course**

Should any learner be required to register on a course part way through the course, this must be done as outlined in section 3. Learners can only be registered late on to the course if circumstances prevented the learner from being registered at the start of the course.

### **5. Transferring of learners**

### 5.1 Transfer of a learner between programmes at the same centre

A learner registration may be transferred between programmes approved at the centre with current open validity for registrations; the centre must ensure that the learner is able to complete the programme on to which transfer is made, eg that arrangements for accreditation of learning on the existing programme can be made. A learner may not be transferred from an individual unit registration to a full programme (qualification). In such cases, the learner must be re-registered for a full programme.

### 5.2 Transfer of a learner to another centre

A learner may transfer to another centre; normally if a registration is being transferred, it is to enable the learner to complete the same programme of study. For a certificate to be awarded the learner'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 learner must be advised of any additional work that may be needed to meet in full the requirements of the receiving centre. The initial centre must ensure that all completed units are notified to Pearson, and that all the relevant assessment records are passed to the receiving centre. The receiving centre should not process the transfer until all previous achievement has been notified.

## **6. Certification of Learners**

6.1 Before the centre can claim certification for any learner, the following must be completed:

The learner must have completed all necessary components of the course.

- a) Any outstanding Internal Verification procedures must have been carried out.
- b) Any amendments/actions, as identified within the standards verification report, have been carried out, e.g. the report requires the centre to check other assessments, learners to improve work etc.

6.2 The process for claiming learner certification is as follows:-

- a) All grades on the subject based tracker are to be checked by the Lead IV in consultation with the relevant subject teachers to ensure accuracy.
- b) The Lead IV and a nominated person within each programme area is to enter the grades on to the centrally held grade tracker with each grade input being coloured red.
- c) The exams officer and Quality Nominee are to enter the grades for each candidate and subject area through online BTEC bulk grade reporting system where possible.
- d) Where using the BTEC bulk grade reporting system is not possible or appropriate certification is to be claimed through the online individual learner reporting process.
- e) Whichever process is used to claim certification it cannot be done alone as all entries must be double checked for accuracy.

### 6.3 Certification timeline

All certification claims must be complete by 5th July in any one academic year. However, where an assessment has taken place later than the above date then it will be as soon after as is possible.

Learners should be informed of the dates they will receive the results.

### 7. Receipt of Certificate

- a) All certificates received from Pearson should be checked against the BTEC Assessment Tracker spreadsheet to ensure that all the details are correct.
- b) The Registration and Certification spreadsheet will be completed as appropriate.
- c) All records are kept safely and securely for three years post certification.