BTEC REGISTRATION AND CERTIFICATION PROCEDURES

A   RATIONALE

The purpose of this policy is to provide guidance on the registration and certification procedures for all students enrolled on a course.

B   ENTITLEMENT

It is expected that all students will be registered with the Awarding Body of their chosen course within the first half term of the enrolment, unless stipulated otherwise by the Awarding Body.

C   IMPLEMENTATION

Enrolment information will be checked by the Course Leader /Head of Curriculum to ensure students are enrolled onto the correct qualification.

At enrolment students will be entered onto the College's EBS system. Candidates will be registered with BTEC within the agreed timescales. For September enrolments this will be done by the end of October.

Course Leaders will check all student registrations for accuracy and inform Registry and Exams immediately of any withdrawals, transfers or changes to student details. Exams will then advise BTEC of any amendments. Course Leaders will then make all students aware of their registration status.

Course Leaders will set up ProMonitor Markbook and add student names and unit titles for the programme. This will then be updated regularly with the grades achieved for each assignment / assessment and each unit.

Course Leaders & Heads of Curriculum will ensure that certificate claims are timely and based solely on internally verified assessment records.

The Exams team will audit certificate claims made to the awarding body.

The Exams team will audit the certificates received from the awarding body to ensure accuracy and completeness.

If there are any issues with certificates they will be held by Registry / Exams until the issues are rectified.

Registry / Exams will keep all records safely and securely for 3 years post certification.

Certificates will be collected by students.

BTEC (only) Registration & Certifications

Registration

Student Enrolment
(September)

Exams register with BTEC
(Beginning October)

Registrations checked by Course Leaders and
Heads of Curriculum
(By End October)

Registry / Exams to action any transfers,
withdrawals, changes
(When informed by HoCs, CLs and enrolment
transfers have been processed)

Any withdrawals / changes to be notified by Head
of Curriculum as they occur
(Ongoing)

Certification

Course Leaders / Tutors to check grades of units for accuracy Markbook records and student work

Course Leaders / Tutors to check points totalled & annotate grade awarded and sign off

Head of Curriculum / LIV / Course Leader to check accuracy of tracking documents

Head of Curriculum / LIV to claim certification with Exams

Exams to input all records into BTEC system in order to claim certification

On input, records checked by additional Exams / Registry staff member

Registry / Exams to audit certificates when received from BTEC (Pearsons)

Quality Assurance – version control			
Review period	2- Yearly	**Review carried out by**	VP: Quality & Curriculum
Approved by	SLT	**Date approved**	January 23
Equality Impact Assessment date	January 23	**Last review date**	January 23