

St Bede's Catholic Voluntary Academy



Vocational Registration and Certificate Policy

"We commit ourselves to love, respect and serve one another as disciples of Jesus Christ"

Date of approval	January 2024
Date of review	January 2025

1. Aims:

- To register individual learners to the correct programme within agreed timescales.
- To register individual learners to the correct external assessment 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.

1.1 In order to do this, the centre will:

- Register each learner within the awarding body requirements
- Provide a mechanism for programme teams to check the accuracy of learner registrations and external assessment entries.
- Inform the awarding body of withdrawals, transfers or changes to learner details.
- Ensure that certificate claims are timely and based solely on internally verified assessment records.
- Audit certificate claims made to the awarding body
- Audit the certificates received from the awarding body to ensure accuracy and completeness
- Keep all records safely and securely for three years post certification

2. Procedures

These procedures are in place to enable us to comply with the registration and certification requirements of Pearson and prevent inaccurate or false registrations, external assessment entries, or certification.

2.1 Overall responsibilities

- Exams Officer (EO): responsible for timely, accurate and valid registration, transfer, withdrawal and certificate claims for learners.
- Subject Leader: responsible for ensuring that an audit trail of learner assessment and achievement is accessible and supports certification claims.
- Quality Nominee (QN): liaising with the EO to monitor registration and certification procedures within the centre.
- Senior Leadership Team (SLT): responsible for ensuring registration and certification policy and procedures are regularly reviewed, disseminated to staff and overseeing the registration, transfer, withdrawal and certificate claims for learners to ensure that awarding body deadlines are met.

2.2 Registration procedure

1. Students should be enrolled on ARBOR on the correct course/class within two weeks of starting their courses.
2. EO to register learners with Pearson and NCFE before end of October: ensuring correct course code is used.

3. During first week of November, Course Leaders (CL) to check course registration lists for programmes using print outs from EOL via the EO and send email to EO to confirm accuracy or notify any changes required. Retain copy of email in Programme File.
4. EO to make any required changes and email CLs to confirm once these have been made.
5. EO to register learners for vocational externally set assessments.
6. CLs to check accuracy of externally set assessments registrations and send email to EO to confirm accuracy or notify any changes required. Retain copy of email in Programme File.
7. New arrivals/late entries can be made within two weeks of starting or leaving the programme using the agreed procedures.
8. CLs to ensure attendance data is accurately maintained throughout the year using ARBOR.

2.3 Certification procedure:

1. Curriculum lead to ensure assessment records support learner achievement before passing to CL for checking.
2. CLs to check accuracy of assessment records: once confirmed as accurate, inform EO, along with assessment records that need retaining for three-year period. Retain copies in Programme File.
3. EO, with CLs to submit certification claims via exam board portals.
4. EO to check accuracy of certificates against assessment records once received: notify exam board of any inaccuracies and recheck amended certificates on receipt.
5. EO to issue certificates to learners.

3. Audit procedure:

QN to review implementation of procedures at key points throughout each academic year for all active vocational qualifications.

Discovery of inaccurate, early/late and fraudulent registrations and certifications procedure:

Where any inaccurate, early/late and fraudulent registrations or certification claims are discovered, QN to escalate to Head of Centre (Headteacher) to instigate internal malpractice procedures and report to the awarding body.