



BTEC Examinations Registration and Certification Policy

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Aims:

- 1 To register individual learners to the correct programme within agreed timescales.
- 2 To claim valid learner certificates within agreed timescales.
- 3 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 to each learner.
- 4 In order to do this we will:
 - 4.1 Register each learner within the awarding body requirements.
 - 4.2 Provide a mechanism for programme teams to check the accuracy of learner registrations.
 - 4.3 Inform the awarding body of withdrawals, transfers or changes to learner details.
 - 4.4 Ensure that certificate claims are timely and based solely on internally verified assessment records.
 - 4.5 Audit certificate claims made to the awarding body.
 - 4.6 Audit the certificates received from the awarding body to ensure accuracy and completeness.
 - 4.7 Keep all records safely and securely for three years post certification