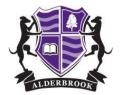
Alderbrook School | Alderbrook Sixth Form



BTEC Examinations and Certification Policy

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This policy is to lay out the school's policy and procedures in relation to Pearson's BTEC courses and examinations.

- 1 Alderbrook School aims
 - To register individual learners to the correct programme 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 to each learner.
- 2 In order to do this we will:
 - Register each learner within the awarding body requirements.
 - Provide a mechanism for programme teams to check the accuracy of learner registrations.
 - 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