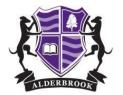
## Alderbrook School | Alderbrook Sixth Form



## BTEC Examinations and Certification Policy

Author	H Tombs
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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