



BTEC Registration and Certification Policy

Approved by:	SSFC LGB	Date: February 2022
Last reviewed on:	February 2022	
Next review due by:	February 2025	
Monitoring & Review	To be monitored by SSFC LGB	
Links		
Staff responsible	Trevor Irving	

Contents

Definition

Purpose

Principles

Roles and Responsibilities

Definition

The Exams Office will register learners with Pearson/Edexcel at the beginning of a BTEC programme of study. Certification claims will be submitted to inform Pearson/Edexcel of learner achievement. Learners who have not earned the sufficient number of credits to receive the full qualification can be certificated for the units that they have achieved. Deadlines for registration and certification appear in the annual BTEC Quality Assurance Handbook and the Information Manual.

Purpose

- To ensure that individual learners are registered 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 for each learner;
- to ensure that accurate, up to date and auditable centre BTEC registration, achievement and certification records are maintained with Edexcel/Pearson;
- to ensure that these records are kept for 3 years after certification, in line with Pearson/Edexcel requirements.

Principles

The Registration and Certification (BTEC) Policy meets the requirements of the Pearson/Edexcel (BTEC) Quality Assurance process.

Detail

Registration initiates the BTEC Quality Assurance processes. Learners following a standard academic year are registered by 1st November. Solihull Sixth Form College, provide a list of registrations to Lead IVs to check accurate Learner registration to meet this deadline.

Details of students leaving programmes should be communicated to Pearson/Edexcel; withdrawals should be made via EDI by 31 January and the registration fee will be refunded. Full qualification certification or credit certification is claimed via Edexcel online. Claims for August certification should be submitted to Edexcel by 5th July.

Roles and Responsibilities

The Exam Officer should:

- work with the Quality Nominee at Solihull Sixth Form college
- take responsibility for timely, accurate and valid registration, entries for external examinations, the issue of timetables to candidates, transfer, withdrawal and certificate claims for learners, according to the awarding body requirements
- liaise with programme teams to check the accuracy of learner registrations

- ensure that certificate claims are timely and based solely on internally verified assessment records
- inform the awarding body of withdrawals, transfers or changes to learner details
- audit certificate claims made to the awarding body
- audit the certificates received from the awarding body to ensure accuracy and completeness
- for students transferring to another centre, ensure that adequate information about the transferee's position and progress is communicated to the new centre
- Students who transfer from another centre, must provide a BTEC registration number to continue with their study.
- keep all records safely and securely for three years post certification.

Lead Internal Verifiers should:

- liaise with the Exams Officer to check the accuracy of learner registrations;
- ensure that all Schemes of Work and Programmes of Study are drawn up and implemented in accordance with this policy and related documents.

Quality Nominee should:

- ensure that programmes are delivered in accordance with BTEC guidelines, and following the agreed IV schedule and assessment plan;
- make each learner aware of his/her registration status.

The Curriculum Leader should:

- ensure that the policy is implemented and report to the trust
- Inform the Exams Office of any late enrolment, especially after the 1st November registration deadline.
- Liaise with MIS to inform Exams Office of any early leavers to claim a refund of the registration fee by 31st January deadline.
- To inform the Exams Office of any transfer candidates who are continuing their programme of study with Solihull Sixth Form College.